

# UNIVERSITY OF MAKENI. (UNIMAK)



Motto: Building a Civilization of Love

## PROSPECTUS – Part 3 GENERAL ACADEMIC INFORMATION

2013-2014

P.O. Box 1  
Makeni, Sierra Leone

Website: [www.universityofmakeni.com](http://www.universityofmakeni.com)

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## PART 3

# GENERAL ACADEMIC INFORMATION

### ADMISSIONS

A candidate for a degree, diploma or certificate in any Faculty must comply with the conditions and meet the selection criteria set out in the University's admissions policy for programmes. The Admission's Committee has the right to refuse admission to any student should it consider it to be in the interests of the University to do so.

Please note also that the University reserves the right to cancel any course that is being offered if the number of applicants falls below a viable number for the purposes of organizing full-time or part-time lecture sessions.

The minimum entrance requirements for diploma and undergraduate degree programmes are as follows:

- All students must pass the University English Verification examination and an interview panel to be admitted.
- **POSTGRADUATE AWARDS:** A Degree, Division I or Division II, from a recognized tertiary institution.
- **DEGREE:** Five G.C.E. 'O' Level Credits (6 or below), including English Language (5 or below), or Five WAAEC Credits (6 or below) including English (5 or below). Candidates with 4 credits (6 or below) including English (5 or below) and an HTC from a recognized institution may also be admitted.
- **DIPLOMA:** Four G.C.E. 'O' Level Credits (6 or below), including English Language (5 or below), or Four WAAEC Credits (6 or below) including English (5 or below).
- **CERTIFICATE:** Three G.C.E. 'O' Level Credits (6 or below), or three WAAEC Credits (6 or below) including English (5 or below).
- Additional academic requirements or specifications may be added at the discretion of Faculties or Departments
- For international students, national qualifications will be judged by the Ministry of Education for acceptability.
- **Conditional Acceptance:** Any student unable to meet the WAAEC/G.C.E. "O" Level acceptance criteria listed above may still apply and be approved for Year One, Semester One admission any of the following programs PROVIDED:
  - The student is still able to pass the English Verification examination.
  - The student is still approved by his/her interview panel as a worthy candidate.
  - The student is ALREADY REGISTERED to sit the 2013/2014 Private WASSCE Examinations.
  - The student presents, before the start of Year One, Semester Two, a WAAEC-issue scratch card, which verifies that admission criteria have been met.
  - Students who fail to reach the necessary admissions criteria **WILL NOT** receive any refund or compensation from the University for their First Semester.

Applications can only be considered once the University receives satisfactory evidence that the candidate will be adequately financed during his or her course at UNIMAK. The University is, for the time being, not able to assist students financially nor is it in a position to accept applications for financial assistance from candidates who are seeking admission.

The University reserves the right to refuse Admission or renewal of Registration to students under the following circumstances:

- Any student whose standard of proficiency is not, in their opinion, sufficiently high.
- Any student deemed to be unable to profit from further study.
- Any student who, at the end of his/her course of study, has not obtained an overall combined passmark of 40%.
- Any student who fails 75% or more of the courses for which he/she has been registered in the academic year (irrespective of the credits obtained towards the degree).
- Any student unable to complete his/her course of study within three (3) years of the minimum period of completion of his/her program.
- Any student whom the Senate deems unable to satisfy the minimum requirements of study prescribed by the Faculty in which he/she is registered.

A student who has been excluded on any of these counts may not, except with the special permission of the Senate, be admitted to any other Faculty or Programme of the University.

A student may not be registered for more than one degree or diploma at the same time, or be registered as a student of another university, without the permission of the Senate.

#### **TUITION AND FEES**

The tuition and fees for the University have been set for the 2013/2014 academic year by order of the Senate and Governing Council as follows:

<b>PROGRAMME</b>	<b>COST (Per Academic Year)</b>
Higher Teacher's Certificate	Le. 1,000,000
Certificate	Le. 3,500,000
Diploma or Degree – Year 1	Le. 5,000,000
Continuing Students	Le. 4,500,000
Post Graduate Diploma	Le. 6,000,000
Master's Degree	Le. 12,000,000*

\* This fee covers the cost of all three (3) semesters of study for the Masters programme, but must be paid in two (2) increments of Le. 6,000,000 each.

In addition to these tuition fees, several University academic departments require the payment of an annual surcharge. This charge goes towards covering the additional costs associated with participating in internships and purchasing extra academic materials. The surcharges are as follows:

<b>DEPARTMENT</b>	<b>SURCHARGE</b>
LLB (Years 1 and 2)	Le. 1,000,000
LLB (Years 3 and 4)	Le. 500,000
Paralegal Diploma	Le. 500,000
IT (Years 1 and 2)	Le. 400,000
IT (Years 3 and 4)	Le. 200,000

Agriculture	Le. 500,000
Mass Communication	Le. 200,000
Development Studies	Le. 100,000
Public Health	Le. 200,000

Please note that it is the policy of the University, by order of the Governing Council, not to disclose any breakdown of the usage of tuition and fees beyond this information provided. This is to allow the University's Office of Finance the dynamic ability to seek reductions in cost of some materials and meet unexpected or mid-semester costs and needs. Monies above and beyond our expected financial requirements are reinvested directly into providing additional services and opportunities to our academic community. As a non-profit Tertiary Institution we strive to keep our fees as low as possible while delivering the most high quality academic services and materials available and are, at present, very proud to require the lowest annual fees of any accredited University in the nation of Sierra Leone.

### **REGISTRATION AND PAYMENT**

Students are required, on admission, to make payment to the Office of Finance. Payment for each semester is due **IN FULL** prior to the start of classes for that semester. The University reserves the right to bar any student who has not made full payment from attending classes until arrears are cleared and to impose financial penalties for late payments.

Upon payment, students will receive a Registration Form. This form must be completed and handed in to the Office of the Registrar at the beginning of **EVERY ACADEMIC SEMESTER**. This form allows the University to track important information on student demographics, create class and exam schedules, and monitor student performance. The University reserves the right to bar any student who has not submitted a completed Registration Form to all appropriate University authorities from attending classes.

### **ACADEMIC YEAR**

UNIMAK operates on a semester system – meaning there are two semesters per academic year. A semester lasts 16 weeks (including a period for examinations). The first semester begins in October; the second in March.

### **EVALUATION PROCEDURES**

UNIMAK has a two-tier system of evaluation:

- Continuous evaluation through assignments.
- Semester-end examinations and/or project work.

No student may sit end-of-semester exams who has not made full payment for that semester to the Office of Finance and submitted a Registration Form to the Office of the Registrar and all relevant University authorities.

The Senate shall be the final authority in deciding the result of an examination.

Examinations are governed by strict and carefully enforced University guidelines, set out in full in the Student Handbook. All students are responsible for familiarizing themselves with the rules and regulations of the examination period. Infractions are punishable by a Disciplinary Committee and at the discretion of the Senate. Examination malpractice can lead to suspension or expulsion from University studies, and any student found guilty of such is not entitled to any refund of payment from the

University.

### **EXEMPTIONS**

In respect of students who claim credit towards a degree of UNIMAK for subjects passed at another university, credit for courses passed at another, (subsequent to registration at UNIMAK), is subject to approval by Senate. This is provided that any course passed for a degree in one Faculty, for which exemption is not granted for the degree in the second Faculty, may not be taken again as a course for the degree in the second Faculty.

### **TRANSFER OF CREDITS**

Students entering the University as transfer students cannot transfer the grades they achieved elsewhere. However, UNIMAK will give credits for courses in which the grade of "C" and above was obtained in a required course for the programmed into which the student is admitted on discretion of the Senate.

Any course accepted for transfer credit can be considered by the Head of the Faculty as a waiver request for a required corresponding course in the student's programme. An evaluation is then made of each course and a determination arrived at by the Head of the Faculty based on clearly articulating standards (Transfer Equation). No more than one third of the credits required for graduation at UNIMAK may be taken at another institution.

If a course requirement is waived, another course must be substituted. A course waiver does not reduce the overall total credit hours required for an academic programme. The Head of the Faculty, in which the student is seeking admission, completes official evaluation of all undergraduate transfer credit and information.

Once admitted, transfer students shall be subject to the same regulations, rules and policies governing all students at UNIMAK, and shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.

### **PUBLICATION OF RESULTS**

The results of candidates in every examination, arranged in a manner as prescribed by Senate, or in that behalf, shall be published by the Office of the Registrar soon after a meeting to consider the results has been held.

### **WAIVERS AND SUBSTITUTIONS**

If a course requirement is waived but transfer credit accepted another course must be substituted. A course waiver does not reduce the unit requirements for degree programmed. Applications for course substitutions and waivers must be processed using the appropriate substitution/waiver form that is initiated by the Head, or Administrator, of academic programmes .

Candidates are required to gain an average of 60% on all their courses, (a cumulative mark garnered from their course work and end of course examinations), before proceeding to the following year of study.

Except with special permission or approval of the Senate upon recommendation of Department or Institute Board, no candidate shall be allowed to repeat any year of study on grounds:

Provided that:

- a. A candidate who has scored an overall GPA pass mark determined as per faculty regulations, such a mark not being below 2.0, may be allowed to carry over into the next academic year such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course units in an academic year. This is only allowed once.
- b. When internal Faculty examination regulations permit or require, a candidate who has failed in a prerequisite semester course or courses may be allowed to repeat such a course(s) during the academic year to enable him/her to proceed with the rest of the programme in that year.

### CLASSIFICATION OF DEGREES

For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.

The letter grades will be assigned points as follows:

MARKS (%)	LETTER GRADE	GRADE POINT	FINAL CGPA	CLASS OF DEGREE
90--100	A+	5.00	4.20—5.00	DIV--1
86--89	A			
80--85	A-			
70--79	B+	4.00	3.60—4.19	DIV--2
66--69	B			
61--65	B-			
58--60	C+	3.00	3.50—3.59	DIV--3
54--57	C			
50--53	C-			
47--49	D+	2.00	2.80 – 2.99	Repeat/fail
44--48	D			
40--43	D-			
35--39	E	1.00	1.00 – 2.79	
0--34	F	0	0.00-0.00	Drop out of programme

### TRANSCRIPTS

Official transcripts are issued by the Office of the Registrar. In order to receive a transcript, students must visit the Office of the Registrar to fill out and submit a “Transcript Request Form”. Only one transcript per student will be issued free of charge per semester.

Official transcripts bear the institutional seal and the signature of Registrar. Transcripts may be withheld if the student has an unresolved obligation to the university.

### **WITHDRAWAL FROM COURSES**

Students withdrawing from the university must schedule an appointment and obtain a withdrawal Form from the Office of the Registrar, complete the form by obtaining all required signatures, and return it to the Office of the Registrar. A grade of WU for each course will be entered on the student's transcript.

### **PROGRAMME UPGRADES**

Students have the option of upgrading their course (from Certificate or Diploma to Diploma or Degree) provided they meet the following criteria:

- Possession of ALL necessary entrance requirements for the proposed course of study (including any additional Faculty or Departmental requirements).
- Clearance of any arrears with the Office of Finance.
- Coverage of any difference in cost between academic years already completed through the Office of Finance.
- Completion of a "Programme Upgrade Form" (which can be collected in the Office of the Registrar), including all necessary signatures, prior to the completion of the student's original course of registration.

### **REENROLLMENT**

Students who have, for whatever reason, withdrawn from a course of study within a span of two (2) years may reenroll at the University provided they meet the following criteria:

- Possession of ALL necessary entrance requirements for their original course of study. (Students are NOT permitted to reenroll for new courses of study, but must follow general admissions procedures.)
- Clearance of any outstanding arrears with the Office of Finance.
- A full to transcript check to ensure all references have been cleared.
- Clearance from the appropriate Dean/Head of Department, to ensure that course curricula have not changed
- Completion of a "Student Reenrollment Form" (which can be collected in the Office of the Registrar), including all necessary signatures, at least one (1) month prior to the beginning of the academic semester of reenrollment.
- Students who have been away from studies for more than two (2) years may attempt to seek readmission at the discretion of the Senate.

### **DISCIPLINARY MATTERS AND STUDENT CODE OF CONDUCT**

All Students must abide by the UNIMAK rules and regulations contained in the Student Handbook. Failure to do so will result in Disciplinary action. UNIMAK sets a very high standard for student behavior: criminal activity, cultism, fraternities, and immoral activity are not allowed in UNIMAK and students MAY be disciplined for off campus behavior.

### **UNIVERSITY RIGHT TO ALTER CONDITIONS**

The University maintains the right to alter any and all policies without warning or consultation including this document.