

ARDHI UNIVERSITY



PROSPECTUS

2019/20 - 2020/21

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Acting Director

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INTRODUCTION TO ARDHI UNIVERSITY

Ardhi University (ARU) is a public academic institution established under the Ardhi University Charter of 2007. Despite its relatively new status as a University, ARU has a long history dating back to the Colonial days when it was established in 1956 and was known as the Survey Training Centre from 1956 to 1972. In 1972, it was renamed Ardhi Institute and remained thus till 1996, when it was transformed into, and called, the University College of Lands and Architectural Studies (UCLAS), a Constituent College of the University of Dar es Salaam. In 2007, UCLAS became Ardhi University.

Currently, ARU is a unique institution, being the only one of its kind in Tanzania and in Africa so far offering integrated training and conducting research in the various matters related to land, the built environment and other environmental related issues, under one roof.

The ARU **Vision** is to be a leading centre of excellence in knowledge generation and dissemination responsive to the dynamics of the national, regional and global conditions. The ARU **Mission** is to provide innovative and integrated learning, research and public services that advance sustainable development at national level beyond. ARU in pursuit of its mission, is guided by seven (7) **core values**; Integrity, Creativity, Excellence, Equity, Teamwork, Internationalization and Professionalism (ICETIP).

This Prospectus combines the Undergraduate and Postgraduate Programmes. It provides information on general and specific regulations governing the programmes under the School of Architecture, Construction Economics and Management (SACEM), School of Earth Sciences, Real Estate, Business and Informatics (SERBI), School of Spatial Planning and Social Sciences (SSPSS), School of Environmental Science and Technology (SEST), and Institute of Human Settlement Studies (IHSS). It also provides profile of its academic staff, leadership and the Governing Council.

THE LIBRARY SERVICES

The ARU Library is an integral part of the University. The library serves the information needs of undergraduate and postgraduate students, Academic Staff, Administrative staff and neighboring communities within the framework of the existing four schools, Institutes and units. The University library has a rich collection of materials in relation to Land subjects. The broad subject areas covered are Architectural studies, Urban and Regional Planning, Building and Construction Management, Environmental Science, Geomatics and Land Survey, Real Estates Studies, Community Development Studies and Economic related disciplines.

The services offered in the library include borrowing and renewing of library materials; reference, internet, current awareness, selective dissemination and user instructions, user trainings and photocopying. Also there are collections in schools available at ARU which offer specialized materials falling under the respective school. The Institute of Human Settlement Studies (IHSS) has a collection which caters for information needs of researchers in the aspects of human settlements studies.

The Library has a close link with worldwide known books and journals as well as donors such as Book Aid International (London) and ICT. The library collections and resources consists of print, none print materials which are mostly acquired through purchases from the University budget and donations from various organization. Currently, the library has more than 14,207 volumes of books and periodical titles and 7 newspaper titles. The library has computers connected to the Internet for browsing materials from databases. The library has integrated library management System (Koha) which supports library users to search bibliographic information through Online Public Access Catalogue (OPAC).

The University Library subscribes to 4 e-books and 4e-journal databases and 46 free electronic journals databases via the Consortium of Tanzania University and Research Libraries (COTUL). Apart from that the Library also provides links to a number of free Journal and books open sources and institutional repository. Library users are also linked to other academic and public libraries like University of Dar es Salaam Library, Central Library, the Muhimbili University of Health and Allied Sciences Library and the United States Information Services Library as well as visit the Electronic subscribed and open source databases in case of unavailability of some materials within the library.

Library Opening Hours

Duration	Days	Opening Hours
Semester	Monday-Friday	09:00-22:00
	Saturdays	09:00-18:30
	Sundays & Public Holidays	10.00-16:00
Vacation	Monday-Friday	10.00-16:00
	Saturdays, Sundays & Public Holidays	CLOSED

INSTITUTE AND CENTRES

Institute of Human Settlement Studies (IHSS)

Historical Background

The Institute of Human Settlement Studies (IHSS) was founded in 1979 as a joint project between the Governments of Tanzania and the Netherlands, under the name Centre for Housing Studies (CHS).

The CHS was renamed the Institute of Human Settlement Studies (IHSS) in June 1996. Despite the change of name, the mandate of the Institute remained the same that is, to train, carry out research, consultancy and community outreach in the fields of land, housing and human settlements.

Mandate

The main goal of the Institute is to contribute to the improvement of human settlement and the overall living conditions of people in the rural and urban areas. The main objectives are the following:-

- i) The realization of research in the fields of land management, housing, building and planning to support professional training programmes and inform policy-making, and implementation,
- ii) Develop research capacities pertinent to the contemporary social, economic and physical environment in Tanzania,
- iii) The provision of consultancy and community – outreach services on land management, housing, building and planning to central and local governments, parastatal organizations, the private and popular sectors, international agencies and non-governmental organizations,
- iv) The Provision of continuing education mostly to middle and high level personnel working in the fields of housing, land management, planning, development and management of human settlements, with the ultimate aim of improving their technical and managerial competence,
- v) The dissemination to the public at large of documentation and information on land management, housing, building and human settlements, development planning and management.

Major Research, Training and Consultancy Areas

Settlements Development and Management

- Housing Market
- Land and Property Management
- Housing Infrastructure Analysis
- Governance and Service Provision
- Urban and Rural Poverty Alleviation Strategies
- Urban and Transportation and Livelihoods
- Social Policies Analysis

Housing Development, Building Materials and Technology

- Building Materials and Construction Technology
- Architectural Design
- Construction Management
- Housing Provision and Consumption

Environmental Management

- Environmental Impact Assessment (E.I.A.)
- Water Supply and Sanitation
- Pollution
- Solid/Liquid Waste Management
- Disaster Management
- Sustainable Energy
- Climate change effects

Short Courses

- Water Supply and Low Cost Sanitation
- Application of GIS and Remote Sensing Techniques in Human Settlements Analysis
- Housing Development and Financing
- Investment Appraisal and Evaluation
- Project Planning and Management for Artisans
- Informal Settlements Regularization
- Technician Course on Housing Development and Maintenance
- Gender and Human Settlements Development
- Construction Management for Urban Managers
- Participatory Urban Environmental Planning and Management
- MDGs and Urban Poverty in Sub-Saharan Africa
- Transparency in Land Administration

Centre for Continuing Education (CCE)

The Centre's main activity is to co-ordinate tailor-made programmes for the University and outside the University depending on the requests and demands. These programmes include: short courses, seminars, public lectures/presentations and workshops covering the fields that are taught at the University such as: Architecture and Conservation, Geomatics, Building Economics, Urban and Regional Planning, Community Development, Land Surveying, Civil and Environmental Engineering, Environmental science and management, Real Estate, Land Management and Valuation and economics. The general functions of continuing education include, but are not limited to, the personal development and cultural enrichment of the individual and community; licensing and certification for professional and practitioner qualification; and credential and degree achievement. It is also geared toward refreshing the ARU alumni and other relevant practitioners on professional advancement as well as equipping them with the necessary skills for computer application in their professional operations. Given the academic and professional experiences of members of the academic staff, its computing centers, classrooms and lecture theaters, workshops, laboratories and libraries, ARU provides an ideal environment for the participation in continuing education programmes. However, depending on the geographic composition of programme participants and type of training resources required, programme venues can be arranged at the ARU

campus in Dar es Salaam or any other suitable locations. Tuition fees for any other continuing education programme, payable to ARU, are competitive and negotiable.

Centre for Information and Communication Technology (CICT)

Centre for Information and Communication Technology (CICT) provides, and coordinates the delivery of ICT services at the University. The Centre is responsible for developing, operating and maintaining the University ICT infrastructure such as Local Area Network (LAN) and the internet, developing, maintaining and updating University Critical Management Information Systems including Financial Management Information System (Microsoft NAV.), Academic Registration Information System (ARIS), Academic Management Information Systems (AMIS), Human Capital Management Information System (HCMIS), and maintenance of the University Website. Moreover, the Centre is responsible for maintaining all computer laboratories and other computers in the staff offices, and to provide support to undergraduate and postgraduate programmes including training, research and public services delivery in the application of Geographical Information System (GIS) and Information Technology (Geo-ICT). The CICT has also established itself as a centre of Excellence in Information Technology: training in GIS and Remote Sensing and Research roles into a position where the centre now undertakes several consultancy projects and a couple of international links.

Disaster Management Training Centre (DMTC)

The mission of DMTC is integrated training, research, consultancy and information dissemination in disaster management and risk reduction, with the vision of becoming a centre of excellence in disaster management and risk reduction through the creation of relevant knowledge and its applications. As such, DMTC strives

- i) To contribute in lessening community vulnerability to disasters.
- ii) To improve community preparedness, response capabilities and recovery mechanisms.
- iii) To enhance human resource disaster management capacity through training, research and consultancy.

The main activities of DMTC are:

- i) To impart quality training within and outside the University, including local government authorities, local communities and NGOs in DRM and DRR.
- ii) Impart knowledge and raise awareness in DRM and DRR at National, Regional and International levels.
- iii) Provide support in developing and teaching DRM and DRR courses or academic programmes.
- iv) Create a platform for exchanging ideas and sharing experiences on disaster management issues.
- v) Sustain staff capacity in disaster management via sectoral and professional training/staff development.
- vi) Establish international, regional and national networking and cooperation in sharing knowledge and experiences.
- vii) Carry out research and consultancy in disaster risk management related issues.
- viii) Conduct training, research and consultancy in Climate change issues
- ix) Disseminate information on disaster management and climate change issues.

STUDENTS WELFARE SERVICES

Accommodation

One of the most important welfares to the students is accommodation. The University has an Accommodation Policy in order to operationalize students' accommodation. However, the University has limited number of beds and space to accommodate all students on campus. The situation necessitates undergraduate and postgraduate students who do not get on campus accommodation to look for off-campus accommodation in residential areas near the University or elsewhere. On campus accommodation includes six blocks for students' accommodation. These are Old Block A & B for Male Undergraduate students and Block C, D & E for female students. Further there is new campus hostel for Female students allocated nearby Makongo area. There are also a number of good private student hostels near the University catering for both female and male students.

Food services

There are a number of on-campus Cafeterias' and open Cafés to cater for food services. Many offer a variety of meals that can be afforded by students. The cafeterias/café is regularly evaluated for food safety and quality standards and control of the prices. There are also many off-campus cafés and restaurants nearby the University.

Health services

Ardhi University has a well-established Dispensary where students can access health services in 24 Hours a day. The services offered include medical consultation, laboratory services, HIV test and voluntary counseling, minor surgery, family planning, reproductive and child health services.

Health Insurance services

The dispensary accepts National Health Insurance Fund (NHIF) Cards. The University is responsible for collection of student's annual contributions at the beginning of every academic year. The student's NHIF membership ceases once he/she leaves the University.

Resident permit

All foreign students at Ardhi University need to have a Resident permit for the whole period that they will be studying in Tanzania. Registered foreign students, through the Dean of Students are issued an introductory letter to the Immigration office. In case the permit expires, renewal request should be sent to the Immigration office as well.

Student counseling and general psychosocial support

The University Management understands that there may be a problem of adjustment to university social life and that students may also face difficulties during the course of academic studying. Students who are in need of counseling on non-academic or academic matters may consult the Dean of Students (DoS) or their Academic Advisors.

At the University, students may be guided or counseled by the relevant offices in the following areas:

- i) General guidance and counseling;
- ii) Spiritual guidance and counseling;
- iii) Counseling on health related problems;
- iv) Career guidance and counseling; and
- v) Peer education.

Students are advised to consult the DoS for further information on the services mentioned above. Any matter/conflict that arises due to unlawful actions which are linked to any student should be reported to the DoS. This includes police or similar cases.

Religious services

Worship at ARU is done through various religious places. Off-campus services are available at the University of Dar es Salaam and Mwenge area among others. There is also spiritual guidance and counseling done by volunteer students.

Students Associations

Every ARU students has opportunities to become involved in these associations. There are two types of student associations; these are Academic Associations and Social Associations. The primary purpose is to support and enhance the academic goals of the University and Social matters.

Sports and games

Sports and Games activities are coordinated by the office of Dean of Students under the Sports and Games Department. Ardhi University has facilities for sports and recreation activities allowing students to participate in popular indoor and outdoor games. There are several clubs for football, basketball, volleyball, netball, pool table, swimming, athletics, table tennis, darts and traditional games. A student can choose games that he/she is interested in.

The University has four play grounds located around the University compound, these include:

- i. Soccer pitch
- ii. Volleyball and netball court
- iii. Standard basketball court
- iv. One common room for indoor games like; pool table, table tennis, darts and traditional games like draft and playing cards.

Non-sport entertainment outlets

While studying is students' first priority, there are several entertainment venues close to the University which may meet their recreational needs. These include the Cinema at the Mlimani City Mall as well as several music venues along the university road in Savei Area. Students may also visit cultural venues in Mwenge Village and the Museum in the City Centre.

Shopping

When students need to shop for personal items or food, there are many convenient shops along the University road in the Savei area. A large supermarket is located in the Mlimani City Mall where they can also buy food and other personal items. If they need stationery items and PC accessories they may get them in outlets within the campus or at the Mlimani City Mall.

The Ardhi University Student's Organisation (ARUSO) – (tayari – both)

ARUSO is Ardhi University Students Organisation that is established with the main purpose of safeguarding students' interests. ARUSO government is composed of ARUSO President, Vice President, Prime Minister and Ministers for various ministries who form the ARUSO Cabinet. On the other hand, the Parliament is composed of the Ardhi University Students Representative Council (AUSRC) Speaker, Deputy Speaker, Clerk, School Representatives and Members of parliament. ARUSO President and Vice President, Members of parliament, AUSRC Speaker, Deputy Speaker and Clerk who are elected annually in the General Students' Elections. The election period is in second semester of every academic year as scheduled by

the University almanac. The Dean of Students is a guardian and chief advisory of ARUSO. ARUSO offices are located at the ground floor of Block A in the ARU halls of residence.

UNIVERSITY PROGRAMMES FOR WHICH DIPLOMA, DEGREES AND POSTGRADUATE COURSES ARE OFFERED

1. SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)

- 1) Bachelor of Architecture (B. Arch)
- 2) Bachelor of Science In Interior Design (BSc. ID)
- 3) Bachelor of Science in Landscape Architecture (BSc. LA)
- 4) Bachelor of Science in Civil Engineering (BSc. CE)
- 5) Bachelor of Science in Quantity Surveying and Construction Economics (BSc QS & CE)
- 6) Master of Architecture (M. Arch.)
- 7) Masters of Science in Construction Economics and Management (MSc. CEM)
- 8) Master of Project Management (MPM)
- 9) Doctor of Philosophy in Architecture (PhD Arch)
- 10) Doctor of Philosophy in Construction Economics and Management (PhD CEM),
- 11) Doctor of Philosophy in Construction Management (PhD CM),
- 12) Doctor of Philosophy in Civil Engineering (PhD CE)
- 13) PhD in Urban Design By Coursework and Dissertation

2. SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)

- 1) Bachelor of Science in Urban and Regional Planning (BSc. URP)
- 2) Bachelor of Science in Regional Development Planning (BSc. RDP)
- 3) Bachelor of Science in Housing Infrastructure Planning (BSc. HIP)
- 4) Bachelor of Arts in Economics (BA. ECON.)
- 5) Bachelor of Arts in Community and Development Studies (BA. CDS)
- 6) Master of Science in Urban Planning and Management (MSc UPM) - Evening Programme
- 7) Master of Science in Urban Planning and Management (MSc UPM)
- 8) Master of Science in Urban Planning and Management (MSc UPM) – Full Time
- 9) Master of Science in Urban and Regional Development Planning and Management (MSc. URPM) (By Coursework & Dissertation)
- 10) Doctor of Philosophy in Urban and Regional Planning (PhD URP),
- 11) Doctor of Philosophy in Urban Planning and Management (Housing and Infrastructure),
- 12) Doctor of Philosophy in Economics (PhD Econ)
- 13) PhD in Urban and Regional Planning (PhD. URP) (By Coursework and Dissertation)

3. SCHOOL OF EARTH SCIENCES, REAL ESTATES, BUSINESS STUDIES AND INFORMATICS

- 1) Diploma in Geo-Information Science and Earth Observations (GFM4)
- 2) Bachelor of Science in Geomatics (BSc. GM)
- 3) Bachelor of Science in Information Systems Management (BSc. ISM)
- 4) Bachelor of Science in Geographical Information Systems and Remote Sensing (BSc. GIS & RS)
- 5) Bachelor of Science in Land Management and Valuation (BSc. LMV)
- 6) Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)
- 7) Bachelor of Science in Property and Facilities Management (BSc. PFM)

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- 8) Bachelor of Science in Accounting and Finance (BSc. AF)
 - 9) Bachelor of Science in Computer Systems and Networks (BSc CSN)
 - 10) MSc. Land Administration (By Thesis)
 - 11) MSc. Real Estate Economics and Finance
 - 12) Master of Science Degree in Real Estate Valuation (M.Sc. Real Estate Valuation)
 - 13) Master of Science Degree in Real Estate Business (M.Sc. Real Estate (Business))
 - 14) Master of Science in Geomatics (Msc. GM)
 - 15) Master of Science in Geomatics (Msc. GM) (By Thesis)
 - 16) Doctor of Philosophy in Geospatial Science (PhD. GS)
 - 17) Doctor of Philosophy in Real Estate (PhD. RE)
 - 18) PhD in Land Administration By Coursework and Dissertation (PhD. LA)
 - 19) PhD Real Estate Economics By Coursework and Dissertation (PhD. REE)

4. SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY

- 1) Bachelor of Science in Environmental Engineering (BSc. EE)
- 2) Bachelor of Science in Environmental Science and Management (BSc. ESM)
- 3) Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)
- 4) Bachelor of Science in Environmental Laboratory Science and Technology (BSc. ELST)
- 5) Master of Disaster Risk Management (part time)
- 6) Master of Disaster Risk Management (M.DRM) Degree Programme (By Coursework and Dissertation)
- 7) Master of Science Degree in Environmental Technology and Management (M.Sc. ETM) (By Coursework and Dissertation).
- 8) Master of Science Degree in Environmental Technology and Management (MSc. ETM) (By Thesis)
- 9) Doctor of Philosophy in Environmental Engineering (PhD EE),
- 10) Doctor of Philosophy in Environmental Technology and Management (PhD ETM),
- 11) Doctor of Philosophy in Environmental Science and Management (PhD ESM),
- 12) Doctor of Philosophy in Disaster Management (PhD DM),
- 13) Doctor of Philosophy in Laboratory Science and Technology (PhD LST)

5. INSTITUTE OF HUMAN SETTLEMENT STUDIES

- 1) Master of Science in Public Policy Analysis and Programme Management (MSc. PPA&PM)
- 2) Master of Science in Housing and Financing (MSc. HF)
- 3) Doctor of Philosophy in Built Environment Analysis (PhD BEA),
- 4) Doctor of Philosophy in Climate Change Studies (PhD CCS),
- 5) Doctor of Philosophy in Housing and Settlements Studies (PhD HSS),
- 6) Doctor of Philosophy in Policy Analysis and Programme Management (PhD PAPM),
- 7) Doctor of Philosophy in Development Studies (PhD DS)
- 8) PhD in Urban Governance and Environmental Studies (By Coursework and Dissertation)

UNDERGRADUATE ADMISSION REGULATIONS

1. Applicants with the following direct and equivalent entrance qualifications: “A” level, International Baccalaureate (IB) Diploma, NTA level 6 and FTC can apply directly to the University through an online application system <http://admission.aru.ac.tz>. All important information and instructions regarding application process, programmes on offer and entry requirements will be available on the University’s website
2. All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.
3. Admitted applicants will be registered only after they have paid the requisite University fees. The fees should be paid within prescribed registration period.
4. Admitted applicants who have accomplished registration requirements within the prescribed period will be recognized as Ardhi University students.
5. Fees paid will not be refunded.
6. The deadline for registration of first year and continuing students will be the Friday of the second week after the beginning of the semester.
7. All registered students are expected to conform entirely to University regulations
8. Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme. No first year student will be allowed to transfer from one academic programme to another later than the Friday of the fourth week after the beginning of the first semester. Once the request for transfer has been approved, the student will not be allowed to withdraw the transfer.
9. Transfer of credits from other Universities to Ardhi University and the vice-versa is allowed. However, the process will be guided by the Guidelines and Procedures for Student Credit Accumulation and Transfer regulations.
10. Students discontinued on academic grounds:
 - a) May be allowed to apply for another academic programme provided that the sponsor approves.
 - b) Wishing to re-apply in the same academic programme must show evidence of having followed remedial studies in the same field satisfactory to the respective School. They will be required to re-apply after one academic year and compete with other applicants for re-admission into first year.
11. Students discontinued from studies because of examination irregularities will be considered for re-admission after being away for three years. They will be required to re-apply and compete with other applicants for re-admission into first year.
12. Students will be allowed to be away from University studies for a maximum of two years if they are to be allowed for re-admission to the same year of study where they left off.
13. Students will only use names appearing on their academic certificates; no change of names will be allowed during the course of study at the University.
14. No student will be allowed to postpone a Semester except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement. Special circumstances shall include:
 - a) Sickness;
 - b) Serious social problems (each case to be considered on its own merit);
 - c) Severe sponsorship problems. Students with severe sponsorship problems will be allowed to defer registration for a maximum of one academic year and it should be requested within registration period.

15. In case of postponement of studies under the circumstances in regulation 14 above:
- a) Requests should be submitted on or before the end of the teaching session of the respective Semester;
 - b) Except for serious sickness, no student shall be allowed to leave the University before approval of his/her request for postponement.

Admission and Registration of Short-Term Students to Undergraduate Degree Courses

1. A short-term student is one whose duration of studentship at Ardhi University is one academic year; which comprises of two semesters (i.e. Semesters 1 and 2).
2. Upon successful completion of studies at Ardhi University, a short term student shall be awarded a Statement of Results.
3. Applications will only be considered from applicants possessing Ardhi University entry qualifications (or higher) for admission to respective undergraduate programmes; and where vacancies exist.
4. No change of courses shall be allowed once a student has been registered.
5. Application procedure:
 - 5.1 The application must be submitted through the applicant's University/College to reach the Deputy Vice Chancellor – Academic Affairs at least two months before the beginning of the Semester to which admission is sought;
 - 5.2 The applicant's University/College shall submit a letter of recommendation to Ardhi University.
6. A short-term student is required to register as a student of Ardhi University for one full academic year at the beginning of any year of study to which admission is sought. Registration shall follow Ardhi University Admission Regulations, unless otherwise specified.
7. A registered short term student shall abide by all regulations governing students of Ardhi University unless otherwise stated.
8. A non-Tanzanian student is expected to comply with all immigration formalities in force including visa and/or resident permit as the case may be.
9. A short-term student shall sit for University examinations at the end of each semester as provided for under Ardhi University Examination Regulations. At the end of the year, the overall performance will be classified as PASS or FAIL.
10. A short-term student, who fails in any of the courses, shall sit for supplementary examination in the courses failed.
11. A short-term student shall be referred back to his/her home University in case of serious breach of University's Examination Regulations or Students By-laws.
12. A short-term student shall be allowed to change status of registration from unit to credit system by permission and subject to meeting other requirements or prerequisites.
13. A short-term student shall pay fees as prescribed by the University. Those under special arrangements shall pay fees as prescribed in their governing arrangement (if any). Non- Tanzanian students will pay the fees in convertible foreign currency (e.g. US\$ etc.)

S/N	Description	Rate (U\$)
1	Tuition fees depending on programme as per undergraduate tuition fee structure	1,500 U\$ or 2,100 U\$ ¹
2	Application fee	20
3	Registration fee	100
4	Examination fee	100 (per exam)

¹ Depending on programme

S/N	Description	Rate (U\$)
5	Medical capitation fee	300
6	Caution money	100
7	Students' Union	20
8	Student Identity Card	10
9	Special faculty requirement	30 (per month)

Admission and Registration of Occasional Students to Undergraduate Degree courses

1. An occasional student is one whose duration of studentship is one semester.
2. Upon successful completion of studies at Ardhi University, an occasional student shall be awarded a statement of result.
3. The entrance qualifications shall be in accordance to requisite entry qualifications (or higher) for admission to respective undergraduate programmes; and where vacancies exist.
4. Before opting to register at Ardhi University as an occasional student, an applicant must read, understand and acquaint herself/himself with the programme s/he wants to pursue so as to make an informed decision. No change of programme is allowed once a student has been registered.
5. Application procedure:
 - 5.1 The application must be submitted through the applicant's University/College, to reach the Ardhi University Deputy Vice Chancellor – Academic Affairs at least two months before the beginning of the semester to which admission is sought.
 - 5.2 The applicant shall submit application documents together with a letter of recommendation from his/her University/College.
6. A non-Tanzanian student is expected to comply with all immigration formalities in force including visa and/or resident permit as the case may be.
7. In line with proposed Regulation 1, admission is limited to one (1) semester in any preferred year of study.
8. An occasional student will sit for an examination and get a statement of result at the end of the semester s/he registered for.
9. An occasional student shall be referred back to his/her home University in case of breach of University's Examination Regulations or Students By-laws.
10. An occasional student may be allowed to change status of registration from unit to credit system by permission and subject to meeting other requirements or prerequisites.
11. An occasional student shall pay fees as prescribed by the University. Those under special programmes shall pay fees as prescribed in their governing arrangement (if any).

SN	Description	Rate (U\$)
1	Tuition fees depending on programme as per undergraduate tuition fee structure	1,500 U\$ or 2,100 U\$ ²
2	Application fee	20
3	Registration fee	100
4	Examination fee	100 (per exam)
5	Medical capitation fee	300
6	Caution money	100
7	Students' Union	20
8	Student Identity Card	10
9	Special faculty requirement	30 (per month)

² Depending on programme

All correspondences should be addressed to:

**The Deputy Vice Chancellor Academic Affairs (DVC-AA)
Ardhi University,
P.O. Box 35176,
Dar es Salaam, Tanzania.
E-mail: dvcaa@aru.ac.tz
Tel. Direct Line 0738-357311**

General Minimum Entrance Requirements

A candidate shall be deemed eligible for consideration for admission to a first – degree programme of Ardhi University if the candidate has obtained:

- A. Certificate of Secondary Education Examination (C. S. E. E.) or equivalent, with passes in FOUR approved subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (A. C. S. E. E.) or equivalent

AND

- B. Advanced Certificate of Secondary Education Examination (A. C. S. E. E.), with two principal level passes ('C' and above) in appropriate subjects, with total points not below 4.0 based on the following grade to point conversion scale:

i) Before 2014 and 2016 onwards: A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5, F = 0
where; A, B, C, D, E are principal passes; S is a subsidiary pass

ii) For 2014 and 2015: A = 5, B+ = 4, B = 3, C = 2, D = 1; E = 0.5, F = 0
where; A, B+, B, C are principal passes; D is a pass, and E is subsidiary pass

- C. An appropriate equivalent Diploma such as NACTE Ordinary Diploma (NTA level 6) with at least a GPA of 3.0, OR FTC with average of B OR any other Diploma of not less than Upper Second Class/B+ OR a Distinction for unclassified diplomas from recognized institutions and approved by the University Senate.

- D. An appropriate Recognition of Prior Learning Certificate of not less than B+ grade from institutions recognized by Tanzania Commission for Universities (TCU) and approved by the University Senate.

NB: Principal level passes and passes in Religious and General studies are not counted.

Applicants from countries which follow an 8-4-4 education system need to complete at least one year of study at a University in their own countries before they can be considered for admission.

Admission Procedure

The admission procedure requires:

- i) All applications will be done online through Ardhi University Online Admission System accessible in the Ardhi University website through <http://admission.aru.ac.tz/>
- ii) All applicants to lodge their applications and queries pertaining to admission processes directly through Ardhi University;
- iii) Applicants to carefully read and understand the procedures and admission requirements for the respective programmes they anticipate to apply for, which will be available in the university's website;
- iv) Applicants to ensure that they have adequate information for the programmes of their choice, taking into account competition, one's passes and career aspirations;
- v) Applicants to ensure that their names and index numbers used during application for admission match with those used during previous examinations;
- vi) All applicants holding foreign qualifications to have their qualifications validated and equated by the respective regulatory bodies before submitting their applications for admissions as follows:

-
- a) The National Examinations Council of Tanzania in respect of certificates of secondary education and teacher education; and
 - b) The National Council for Technical Education in respect of NTA level 6 qualifications.
 - vii) Students to make adequate arrangements to meet the cost related to the programme being applied for

UNDERGRADUATE PROGRAMMES AND SPECIFIC ENTRANCE REQUIREMENTS

School of Architecture, Construction Economics and Management (SACEM)		
Programme	Form Six Entry Requirements	Equivalent Entry Requirements
Bachelor of Architecture (B. Arch)	Two Principal Passes in any of the following subjects: Advanced Mathematics, Physics, Chemistry, Biology, Geography or Fine Art. In addition, an applicant must have at least a subsidiary level pass in Advanced Mathematic or Basic Applied Mathematics at A-level or at least a 'C' grade at C.S.E.E	Diploma or FTC in Architecture, Architectural Technology, Civil Engineering, or Civil and Transportation Engineering with an average of "B" or a minimum GPA of 3.0.
Bachelor of Science in Interior Design (BSc. ID)	Two principal passes in any of the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Geography or Fine Art. In addition, an applicant must have at least a subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at A-level or at least a 'C' grade at C.S.E.E	Diploma or FTC in Architecture, Architectural Technology, Civil Engineering or Civil and Transportation Engineering with an average of "B" or a minimum GPA of 3.0.
Bachelor of Science in Landscape Architecture (BSc. LA)	Two principal passes in any of the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Geography or Fine Art. In addition, an applicant must have at least a subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at A-level or at least a 'C' grade at C.S.E.E	Diploma or FTC in Architecture, Architectural Technology, Civil Engineering or Civil and Transportation Engineering with an average of 'B' or a minimum GPA of 3.0
Bachelor of Science in Quantity Surveying and Construction Economics (BSc. QS & CE)	Two principal level passes in any of the following subjects: Advanced Mathematics, Physics, Chemistry, Biology, Economics or Accountancy. In addition, an applicant must have at least a subsidiary pass in Advanced Mathematics or Basic Applied Mathematics at A-Level and at least a Pass in Physics at O-Level.	Diploma or FTC in Architecture, Quantity Surveying, Civil Engineering, Civil and Transport Engineering, Civil Engineering with Community Development with an average of 'B' or a minimum GPA of 3.0.
Bachelor of Science in Civil Engineering (BSc. CE)	Two Principal level passes in the following subjects: Advanced Mathematics AND Physics. Those without at least a Subsidiary pass in Chemistry at A-Level must have a Credit pass in Chemistry at O-level.	Diploma or FTC in Civil Engineering, Civil and Transportation Engineering, Civil Engineering with Community Development, or Civil and Irrigation Engineering with an average of "B" or a minimum GPA of 3.0.
School of Spatial Planning and Social Sciences (SSPSS)		
Bachelor of Science in Urban and Regional Planning (BSc. URP)	Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Geography, Economics, Commerce or Accountancy.	Diploma or FTC in Cartography, Urban and Regional Planning, Disaster Management or Governance and Development with an average of 'B' or a minimum GPA of 3.0.

	In addition, a candidate must have at a least a subsidiary pass in Basic Applied Mathematics at A.C.S.E.E. or at least “D” grade in Mathematics at C.S.E.E.	
Bachelor of Science in Housing and Infrastructure Planning (BSc. HIP)	Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Geography or Economics. In addition, a candidate must have a principal pass in Advanced Mathematics or a subsidiary pass in Basic Applied Mathematics at ACSEE or at least a ‘C’ grade at C.S.E.E	Diploma or FTC in Civil Engineering, Transportation Engineering, Civil and Transportation Engineering, Civil Engineering with Community Development, Water Supply and Sanitation Engineering, Cartography or Urban and Regional Planning with an average of ‘B’ or a minimum GPA of 3.0.
Bachelor of Science in Regional Development Planning (BSc. RDP)	Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Geography, Economics, Commerce or Accountancy. In addition, a candidate must have at a least a subsidiary pass in Basic Applied Mathematics at A.C.S.E.E. or at least “D” grade in Mathematics at C.S.E.E.	Diploma or FTC in Environment and Coastal Resources Management, Geoinformatics for Natural Resources Management, Development Planning, Governance and Development, Disaster Management or Urban and Regional Planning with an average of ‘B’ or a minimum GPA of 3.0.
Bachelor of Arts in Economics (BA. Econ.)	A principal pass in Economics and a principal pass in any of the following subjects: Geography, History, Commerce, Accountancy, Physics, Chemistry or Advanced Mathematics. In addition, an applicant must have at least a subsidiary pass in Advanced Mathematics or Basic Applied Mathematics at A-Level or at least “D” grade in Mathematics at O-Level.	Diploma or FTC in Business Administration, Accountancy, Accounting and Finance, Business Management, Banking and Finance, Business Management and Administration, Taxation, Economics and Finance, Local Government Accounting and Finance, Public Sector Accounting and Finance or Economic Development with an average of ‘B’ or a minimum GPA of 3.0.
Bachelor of Arts in Community and Development Studies (BA. CDS)	Two principal level passes in any of the following subjects: History, Kiswahili, English Language, Geography, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture or Nutrition.	Diploma or FTC in Community Development, Social Work, Development Planning, Local Government Administration, Governance and Development, Gender Development, Social Studies, Gender Issues and Development or Economic Development with an average of ‘B’ or a minimum GPA of 3.0.
School of Earth Sciences, Real Estate, Business Studies and Informatics (SERBI)		
Bachelor of Science in Geomatics (BSc. Gm)	A principal level pass in Advanced Mathematics and a principal level pass in either Physics or Geography or Chemistry or Computer Science. In case the second principal level pass is not Physics, the candidate MUST have at least a subsidiary level pass in Physics at A.C.S.E.E in addition to the two principal level passes.	Diploma or FTC in Geomatics, Land Surveying, Cartography, Computer Science, Mining Survey, Civil Engineering, Civil and Transportation Engineering, or Irrigation Engineering with an average of ‘B’ or a minimum GPA of 3.0. In addition, an applicant MUST have at least a “D” grade in Mathematics
Bachelor of Science in	Two principal level passes in any of the following subjects: Advance	Diploma or FTC in Geomatics, Land Surveying,

Geographical Information Systems and Remote Sensing (BSc. GI & RS)	<p>Mathematics, Physics, Chemistry, Geography, Computer Science, Biology, Economics or Agriculture.</p> <p>In case one of the two principal level passes is not Advanced Mathematics, then a candidate MUST have at least a subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at A.C.S.E.E. or at least a “C” grade at C.S.E.E</p>	<p>Cartography, Computer Science, Computer Engineering, Information Technology, Computer Networks, Computing and Information Communication, Civil Engineering, Civil and Transportation Engineering, Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology and Well Drilling, Hydrology and Meteorology, Irrigation Engineering; Water Resources Engineering, Geoinformatics, Geoinformation Science, Geographical Information Systems, Wildlife Management, Wildlife Tourism, Natural Resources Management, Forestry, Agriculture/Agricultural Engineering or Water Resource Management with an average of ‘B’ or a minimum GPA of 3.0.</p> <p>In addition an applicant MUST have at least a “C” grade in Mathematics at C.S.E.E or subsidiary pass in Mathematics at A.C.S.E.E</p>
Bachelor of Science in Information Systems Management (BSc. ISM)	<p>Two principal level passes in any of the following subjects: Advanced Mathematics, Physics, Geography, Biology, Chemistry, Economics or Computer Science.</p> <p>In addition, a candidate MUST have a subsidiary pass in Advanced Mathematics or Basic Applied Mathematics in A.C.S.E.E or at least a ‘C’ grade at C.S.E.E</p>	<p>Diploma or FTC in Computer Engineering, Telecommunication Engineering, Electronics Engineering, Information Technology, Computer Science, Computer Networks, Computing and Information Communication, Land Surveying or Geomatics with average of ‘B’ or a minimum GPA of 3.0.</p>
Bachelor of Science in Land Management and Valuation (BSc. LMV)	<p>Two Principal level passes in any of the following subjects: Geography, Economics, Mathematics, History, English Literature, Commerce, Accountancy, Physics, Biology, or Chemistry.</p> <p>In addition, a candidate MUST have at least a Subsidiary level pass in Advanced Mathematics/ or Basic Applied Mathematics at A.C.S.E.E. or at least a ‘C’ grade at C.S.E.E and at least a ‘D’ grade in English Language at C.S.E.E.</p>	<p>Diploma or FTC in Land Management and Valuation, Land Use Planning or Land Resources Management with an average of “B” or a minimum GPA of 3.0.</p>
Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)	<p>Two Principal level passes in any of the following subjects: Commerce, Accountancy, Economics, History, Geography, Advanced Mathematics, Physics, Biology or Chemistry.</p> <p>In addition, a candidate must have at least a “D” grade or above in English at C.S.E.E or a pass in English/English Literature at A.C.S.E.E AND at least a subsidiary pass in Advanced Mathematics or Basic Applied</p>	<p>Diploma or FTC in Land Management, Marketing, Finance, Banking, Project Planning and Management, Community Development, Economics of Development, Finance and Investment, Tax Management, Urban and Rural Planning or Engineering and Construction Management with an average or “B” or a minimum GPA of 3.0.</p>

	Mathematics at A.C.S.E.E or at least a “D” grade at C.S.E.E.	
Bachelor of Science in Property and Facilities Management (BSc. PFM)	Two Principal level passes in any of the following subjects: Geography, Economics, Advanced Mathematics, History, English Literature, Commerce, Accountancy, Physics, Biology or Chemistry. In addition, a candidate MUST have at least a ‘D’ grade in English Language at C.S.E.E and a subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at ACSEE or at least “C” grade at CSEE.	Diploma or FTC in Maintenance or Land Management and Valuation with an average of “B” or a minimum GPA of 3.0.
Bachelor of Science in Accounting and Finance (BSc. AF)	Two principal level passes in any two of the following: Commerce, Accountancy, Economics, Advanced Mathematics, Geography, History, Physics, Biology or Chemistry. In addition, a candidate must have at least a “D” grade or above in English at C.S.E.E or a pass in English/English Literature at A.C.S.E.E AND at least a subsidiary pass in Advanced Mathematics or Basic Applied Mathematics at A.C.S.E.E or at least a “D” grade or above at C.S.E.E.	Diploma or FTC in Accounting, Business Administration, Banking, Finance, Procurement and Logistics Management, Commerce, Public Sector Accounting, Tax Management or Auditing and Supply Chain Management with an average of ‘B’ or a minimum GPA 3.0.
Bachelor of Science in Computer Systems and Networks (BSc CSN)	Two principal level passes in any of the following subjects: Advanced Mathematics, Physics, Geography, Biology, Chemistry, Economics or Computer Science. In addition, a candidate MUST have a principal pass in Advanced Mathematics or a subsidiary Basic Applied Mathematics in A.C.S.E.E or at least a ‘C’ grade at C.S.E.E	Diploma or FTC in Computer Engineering, Telecommunication Engineering, Electronics Engineering, Information Technology, Computer Science, Computer Networks, Computing and Information Communication, Land Surveying or Geomatics with an average of “B” or a minimum GPA of 3.0.
School of Environmental Science and Technology (SEST)		
Bachelor of Science in Environmental Engineering (BSc. EE)	Two Principal level passes in any of the following subjects: Physics, Advanced Mathematics, Chemistry or Biology In addition, an applicant must have at least a Subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at ACSEE.	Diploma or FTC in Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Laboratory Technology, Irrigation Engineering, Civil Engineering or Water Resources Engineering with an average of “B” or a minimum GPA of 3.0.
Bachelor of Science in Environmental Science and Management (BSc. ESM)	Two Principal level passes in any of the following subjects: Physics, Advanced Mathematics , Chemistry, Biology or Geography. One of the two principal level passes must be in Physics or Chemistry or Biology. In addition, an applicant must have at least a Subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at ACSEE or at least a ‘C’ grade at C.S.E.E	Diploma or FTC in Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Laboratory Technology, Irrigation Engineering, Civil Engineering or Water Resources Engineering with an average of “B” or a minimum GPA of 3.0.

Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)	<p>Two Principal level passes in any of the following subjects: Physics, Advanced Mathematics, Chemistry or Biology.</p> <p>In addition, an applicant MUST have at least a Subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics at ACSEE.</p>	Diploma or FTC in Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Laboratory Technology, Irrigation Engineering, Civil Engineering or Water Resources Engineering with an average of "B" or a minimum GPA of 3.0.
Bachelor of Science in Environmental Laboratory Science and Technology (BSc. ELST)	<p>Two principal level passes in any of the following subjects: Physics, Advanced Mathematics, Chemistry, Biology or Geography. One of the two principal level passes must be in Physics or Chemistry or Biology.</p> <p>In addition, an applicant must have at least a Subsidiary level pass in Advanced Mathematics or Basic Applied Mathematics or Physics at A.C.S.E.E or at least "C" grade in Mathematics at CSEE</p>	Diploma or FTC in Diploma in Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology & Well Drilling, Hydrology & Meteorology, Water Laboratory Technology, Irrigation Engineering, Civil Engineering or Water Resources Engineering with an average of "B" or a minimum GPA of 3.0.

BURSARIES AND FEES FOR UNDERGRADUATE PROGRAMMES

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees for the full first year, by the beginning of the semester before they can be permitted to use the University facilities.

All local payments for fees should be by Bankers Cheques payable to the Bursar, ARU or by other acceptable modes with approval of the Bursar must be receipted.

Tuition Fees

Programme	Amount per year
1) Bachelor of Science in Environmental Engineering (BSc. EE)	Tshs 1,100,000 (locals) \$1,500 (foreigners)
2) Bachelor of Science in Environmental Science and Management (BSc. ESM)	
3) Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)	
4) Bachelor of Architecture (B. Arch)	
5) Bachelor of Science in Interior Design (BSc. ID)	
6) Bachelor of Science in Landscape Architecture (BSc. LA)	
7) Bachelor of Science in Geomatics (BSc. Gm)	
8) Bachelor of Science in Information Systems Management (BSc. ISM)	
9) Bachelor of Science in Geographical Information Systems and Remote Sensing (BSc. GIS & RS)	
10) Bachelor of Science in Environmental Laboratory Science and Technology (BSc ELST)	
11) Bachelor of Science in Computer Systems and Networks (BSc CSN)	
1) Bachelor of Science in Urban and Regional Planning (BSc. URP)	Tshs 1,300,000 (locals) \$2,100 (foreigners)
2) Bachelor of Science in Regional Development Planning (BSc. RDP)	
3) Bachelor of Science in Housing Infrastructure Planning (BSc. HIP)	
4) Bachelor of Arts in Economics (BA. Econ.)	
5) Bachelor of Arts in Community and Development Studies (BA. CDS)	
6) Bachelor of Science in Civil Engineering (BSc. CE)	
7) Bachelor of Science in Land Management and Valuation (BSc. LMV)	
8) Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)	
9) Bachelor of Science in Property and Facilities Management (BSc. PFM)	
10) Bachelor of Science in Accounting and Finance (BSc. AF)	
11) Bachelor of Science in Quantity Surveying and Construction Economics (BSc QS & CE)	

Direct University Costs (Payable to the University)

Item	Tshs.
1) Application Fee (once)	10,000
2) Registration fee	10,000
3) Examination Fee	12,000
4) Caution Money	2,000
5) Student Union	2,500
6) Graduation Fee (once)	10,000
7) Identity Card	8,000
8) Medical Capitation Fee (local students)	50,400
9) Medical Capitation Fee (foreign students)	300 (US\$)
10) Transcript of Records (once)	15,000

Item	Tshs.
11) Statement of Results (upon request)	5,000
12) TCU Quality Assurance Fee	20,000
13) Internal Transfer Fee	10,000
14) Inter-University Transfer Fee	10,000

Direct Student Costs (Payable Directly to Students)

Item	Tshs.
*Stationary and Book Allowance	200,000
*Meal and Accommodation Allowance	1,800,000

*Amount per year based on the Government rates as provided by High Education Students Loans Board (HESLB)

Appeal Fee for Examinations

T.Shs. 5,000/= per course/decision (For Tanzanian students)
USD 20.00 per course/decision (For foreign students)

Fee for a copy of a lost certificate

T.Shs 30,000/= for a copy

NOTE: All local payments for fees should be made through the Electronic Government Payment Gateway (eGPG) after acquiring a control number from the Office of the Bursar.

SPECIAL SCHOOLS' REQUIREMENTS FOR FIRST YEAR IN UNDERGRADUATE PROGRAMMES

School of Architecture, Construction Economics and Management		- BSc Civil Engineering	
- B. Architecture - BSc Interior Design and - BSc Landscape Architecture	1.	T-Square	
	2.	Set square (45° and 60°)	
	3.	Adjustable set square	
	4.	Scale rule	
	5.	French curve set	
6.	Flexible curve	6.	Measuring tapes (5m)
7.	Furniture stencil 1:50 and 1:100	7.	Furniture template (scale 50)
8.	Lettering stencil set	8.	Circular template
9.	Circle template	9.	French Curve
10.	Protractor	10.	Clip board
11.	Compass set	11.	Pencil (0.25mm)
12.	Clutch pencil	12.	Drawing pens
13.	Fine Liner pencils	13.	Dusting coat (White lab. Coats)
14.	Lead sharpener	14.	Overall clothing and cap
15.	Model knife	15.	Boots
16.	Clip board	16.	Laptop
17.	Scientific Calculator	School of Environmental Sciences and Technology	
18.	White coat (White lab coat)	BSc. EE and BSc. MISE	
19.	Laptop	1.	T-square
20.	Tracing papers	2.	Set square 45°
21.	Lead sharpener	3.	Set square 60°
BSc in Quantity Surveying and Construction Economics)		4.	Scale ruler
1.	Drawing pens (0.18, 0.25, 0.30, 0.50mm)	5.	Calculators – scientific
2.	Clutch pencils	6.	Measuring tapes (5m)
3.	Pencil leads/refill 0.5	7.	Laptop
4.	Scientific calculator	8.	Furniture template (scale 50)
5.	Triangular scale ruler	9.	Circular template
6.	Set Square 45 Adjustable	10.	French Curve
7.	Protractor, Linex 920	11.	Clip board
8.	T-Square A Size	12.	Pencil (0.25mm)
9.	Measuring tapes (5m)	13.	Drawing pens
10.	Clip Board	14.	Dusting coat (White lab. Coats)
11.	Lettering stencils (2.5 – 0.25mm, 3.5-0.55mm, 5-0mm)	15.	Overall clothing and cap
12.	French Curve St	16.	Boots
13.	Drawing Templates	BSc. ESM and BSc. ELST	
14.	Tracing Papers	1.	Dusting coat (White lab. Coats)
15.	Laptop	2.	Calculators – scientific
		3.	Measuring tapes (5m)
		4.	Laptop

School of Earth Science, Real Estate, Business Studies and Informatics		School of Spatial Planning and Social Sciences	
<ul style="list-style-type: none"> - BSc Land Management and Valuation - BSc Real Estates (Finance and Investment) - BSc Property and Facilities Management 		<ul style="list-style-type: none"> - BSc Urban and Regional Planning - BSc Regional Development Planning - BSc Housing and Infrastructure Planning 	
1.	T-Square	1.	Scientific Calculator
2.	Set square linex 45°	2.	T- Square (A Size)
3.	Set square linex 60°	3.	Adjustable Set Square or set square 60°and set square 30°
4.	Protractor line 180°/60°	4.	Model knife
5.	Triangular scale rule	5.	Clip Board
6.	Clutch pencil/lead holder 0.5	6.	Clutch pencil (2mm refill)
7.	Lettering stencil 0.5	7.	Tape measure 5m
8.	Set of Compasses	8.	Tape measure 50m
9.	Scientific calculator, fx 9915	9.	Pair of divider
10.	Clip board	10.	Protractor
11.	Tape measure 30m	11.	French curve set
12.	Tape measure 3m	12.	Furniture stencil(1:50)
13.	Laptop		
BSc Geomatics		13.	Scale rule
BSc Geographical Information Systems and Remote Sensing			
1.	Scientific calculator	14.	Circular template
2.	Plastic Straight edge of Tenth 50-100 cm with mm graduation	15.	Lead pencil set
3.	Rotring/mars pens (0.18 or 0.20mm), 0.25mm, 0.30 (or 0.35mm), 0.5mm	16.	Drawing Brush
4.	Drawing set (Compass)	17.	Fine liner pencil(0.5mm refill)
5.	Set square plastic, Rotring 450 (20- 30cm), 600 (20-30 cm)	18.	Lettering stencil set
6.	Protractor (15-20cm diam.)	19.	Lead sharpener
7.	Triangular scale (plastic, white with mm graduations)	20.	Coloured pencil set
8.	Clutch pencil holder (uses 13cm long refills)	21.	Computer (Laptop) for GIS/CAD
9.	Lettering stencil 2.5 – 0.5mm, 3.5- 0.35mm, 5-0.5mm	22.	Laptop
10.	French curves set (Rotring)		
11.	Clip board		
12.	Boots		
13.	Overall clothing and cap		
14.	Jungle hat		
15.	Laptop		
BSc Information Systems Management			
1.	Laptop computer		
2.	RJ 45 connectors		
3.	Network termination tool box		
BSc Computer Systems and Networks			
1.	Laptop computer		
2.	Arduino Micro-controller Board		
3.	Electronic sensors set (e.g. for light sensors, temperature sensors, sound sensors, motions sensors etc)		
4.	RJ 45 connectors		
5.	Network termination tool box		

UNDERGRADUATE COURSES OFFERED IN VARIOUS PROGRAMMES

**A) UNDERGRADUATE COURSES OFFERED
IN VARIOUS PROGRAMMES - UNIT
SYSTEM**

SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)

**Bachelor of Architecture,
BSc in Landscape Architecture and
BSc in Interior Design (1st & 2nd years)**

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
AR 111	Design Studio Project I	5	AR 252	Building Structure II	1
AR 121	Architectural Graphics Communication I	1	AR 262	History and Theory of Architecture II	2
AR 131	Building Construction I	2	AR 266	Environmental Science II	2
AR 141	Building Materials I	1			
GM 171	Basic Mathematics	2			
AR 165	Environmental Science I	2			
CS 101	English Language	2			
IS 151	Introduction to Information Communication Technology	2			
DS 101	Development Perspective I	2			
GM 111	Introduction to Land Surveying	3			

Year 1 Semester 2

AR 112	Design Studio Project II	5	AR 214	Design Studio Project IV	5
AR 122	Architectural Graphics Communication II	1	AR 234	Building Construction IV	2
AR 132	Building Construction II	2	AR 224	Architectural Graphics Communication IV	1
AR 161	History and Theory of Architecture I	2	AR 244	Building Materials IV	2
			AR 253	Building Structure III	1
			AR 267	Environmental Science III	2
			AR 225	Professional Practice I	2
			AR 228	Building Economics I	2
			AR 271	Settlement Planning I	2
			AR 282	Industrial Training II	2

Bachelor of Architecture (3rd to 5th year)

Year 3 Semester 1

AR 151	Building Structure I	1	AR 315	Design Studio Project V	5
AR 142	Building Materials II	2	AR 335	Building Construction V	2
DS 102	Development Perspective II	2	AR 354	Building Structures IV	2
CS 102	Communication Skills	2	AR 363	History and Theory of Architecture III	2
AR 181	Industrial Training I	2	AR 357	Building Services I	2
			AR 326	Professional Practice II	2
			AR 329	Building Economics II	2

Year 2 Semester 1

AR 213	Design Studio Project III	5
AR 223	Architectural Graphics Communication III	1
AR 233	Building Construction III	2
AR 243	Building Materials III	1

Year 3 Semester 2

AR 316	Design Studio Project VI	5
AR 336	Building Construction VI	2
AR 355	Building Structures V	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	BSc in Landscape Architecture (3rd to 4th year)		
AR 358	Building Services II	2	Year 3 Semester 1		
AR 372	Settlement Planning II	2	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
AR 373	Urban Design	2	LA 315	Landscape Studio Design Project I	5
AR 383	Industrial Training III	2	LA 335	Landscape Construction I	2
Year 4 Semester 1			LA 363	History of Landscape Design	2
AR 417	Design Studio Project VII	5	LA 373	Botany and plant Ecology I	2
AR 437	Building Construction VII	2	LA 369	Principles of Landscape Architecture	2
AR 456	Building Structures VI	2		Elective I	2
AR 459	Building Services III	2	Year 3 Semester 2		
AR 464	History and Theory of	2	LA 316	Landscape Studio Design Project II	5
	Architecture IV		LA 336	Landscape Construction II	2
	Elective I	2	LA 374	Botany and Plant Ecology II	2
Year 4 Semester 2			LA 364	Theory of Landscape Design I	2
AR 418	Design Studio Project VIII	5	AR 326	Professional Practice II	2
AR 427	Professional Practice III	2	LM 238	Research Methodology	2
LM 238	Research Methodology	2	LA 383	Industrial Training III	2
BE 447	Entrepreneurship	2		Elective II	2
AR 484	Industrial Training IV	2	Year 4 Semester 1		
	Elective II	2	LA 417	Landscape Studio Design Project III	6
Elective Courses			LA 465	Theory of Landscape Design II	2
AR 491	Architectural Conservation	2	LA 484	Pre-Dissertation	6
AR 492	Urban Development and Housing	2	BE 447	Entrepreneurship	2
AR 493	Architectural Science	2	Year 4 Semester 2		
Year 5 Semester 1			AR 427	Professional Practice III	2
AR 519	Design Studio Project IX	6	LA 485	Dissertation	10
AR 585	Pre- Dissertation	9	Elective Courses		
Year 5 Semester 2			AR 491	Architectural Conservation	2
AR 586	Dissertation	10	AR 492	Urban Development and Housing	2
			AR 493	Architectural Science	2

BSc in Interior Design (3rd to 4th year)

Year 3 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
ID 315	Interior Studio Design Project I	8
ID 335	Interior Technology I	2
ID 363	History and Theory of Interior Design I	2
	Elective I	2

Year 3 Semester 2

ID 316	Interior Studio Design Project II	5
ID 336	Interior Technology II	2
AR 326	Professional Practice II	2
ID 364	History and Theory of Interior Design II	2
LM 214	Research Methodology	2
ID 383	Industrial Training III	2
	Elective II	2

Year 4 Semester 1

ID 417	Interior Studio Design Project III	6
ID 465	Theory and History of Interior Design II	2
ID 484	Pre- Dissertation	6
BE 447	Entrepreneurship	2

Year 4 Semester 2

AR 427	Professional Practice III	2
ID 485	Dissertation	10

Elective Courses

AR 491	Architectural Conservation	2
AR 492	Urban Development and Housing	2
AR 493	Architectural Science	2

BSc in Building Economics

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
CS 101	English Language	2
DS 101	Development Perspective I	2
GM 111	Introduction to Land Surveying	3
GM 166	Basic Mathematics	2
IS 151	Introduction to Information and Communication Technology	2
BE 111	Engineering Mechanics	2
BE 121	Building Materials I	2
BE 122	Building Construction I	3
BE 131	Economics I	1

Year 1 Semester 2

CS 102	Communication Skills	2
DS 102	Development Perspective II	2
GM 112	Topographic Surveying	3
BE 112	Mechanics of Materials	1
BE 125	Building Materials II	2
BE 126	Building Construction II	3
BE 139	Economics II	1
BE 151	Project Work I	2
BE 153	Industrial Training I	2

Year 2 Semester 1

BE 212	Design of Structures I	2
BE 222	Building Construction III	3
BE 223	Building Services I	2
BE 232	Measurement of Building Works I	4
BE 241	Management Theory I	1
BE 244	Financial Accounting	1
BE 251	Project Work II	2

Year 2 Semester 2			<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	BE 437	Professional Practice II	3
LM 243	Law I	2	BE 442	Construction Management II	2
BE 213	Design of Structures II	2	BE 447	Entrepreneurship	2
BE 224	Building Services II	1	BE 451	Project Work VI	2
BE 225	Building Construction IV	3			
BE 239	Measurement of Building Works II	3	Year 4 Semester 2		
BE 248	Management Theory II	2	BE 452	Dissertation	10
BE 254	Project Work III	2	Elective Courses		
BE 253	Industrial Training II	2	Elective 1		
Year 3 Semester 1			BE 464	Value Management	2
LM 343	Law II	2	CM 348	Human Resources Management	2
BE 324	Civil Engineering Construction	2			
BE 332	Measurement of Building Works III	3	LM 339	Maintenance Management and Technology	2
BE 333	Measurement of Building Services	3	PM 325	Property Development	2
BE 336	Estimating and Price Analysis	1	BS 457	Control and Regulation of Buildings	2
BE 338	Procurement	1	Elective 2		
BE 351	Project Work IV	2	PM 322	Structural and Condition Survey	2
	Elective 1	2	FN 318	Public Finance and Taxation	2
			RE 320	Real Estate Market Analysis	2
Year 3 Semester 2					
BE 334	Measurement of Civil Engineering Works	2			
BE 335	Construction Economics I	3	BSc in Civil Engineering		
BE 337	Professional Practice I	3	Year 1 Semester 1		
BE 339	Measurement of Building Works IV	3	CS101	English Language	2
BE 342	Construction Management I	2	DS 101	Development Perspective I	2
BE 354	Project Work V	2	GM 111	Introduction to Land Surveying	3
BE 353	Industrial Training III	2	EE 111	Engineering Mathematics I	2
	Elective 2	2	CE 101	Engineering Drawing I	2
			CE 111	Statics	2
Year 4 Semester 1			CE 152	Building Construction	2
LM 214	Research Methodology	2	EG 100	Workshop Training	2
GM 162	Statistics	2	Year 1 Semester 2		
BE 435	Construction Economics II	3	CS 102	Communication Skills	2

Year 3 Semester 2					
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
DS 102	Development Perspective II	2	CE 342	Foundation Engineering	2
GM 222	Introduction to	3	CE 318	Design of Masonry Structures	1
	Engineering Surveying		CE 351	Construction Management I	3
GI 152	Computer Programming	2	CE 317	Design of Reinforced Concrete	3
CE 112	Dynamics	2		Structures	
CE 153	Building Design	2	GM 162	Statistics	2
CE 161	Construction Materials I	4		Elective 1	2
CE 185	Industrial Training 1	2		Elective 2	2
Year 2 Semester 1			CE 382	Semester Project III	3
EE212	Engineering Mathematics II	2	CE 385	Industrial Training 3	2
CE 201	Engineering Drawing II	3	Year 4 Semester 1		
CE 211	Mechanics of Materials	2	CE 451	Construction Management II	2
CE 232	Fluid Mechanics	2	CE 452	Construction Technology	2
CE 262	Construction Materials II	4	CE 453	Professional Practice	2
EE 233	Hydrology	2	BE 447	Entrepreneurship	2
Year 2 Semester 2			Elective 3		2
EE 213	Engineering Mathematics III	2	Elective 4		2
CE 222	Traffic Engineering and	2	CE 481	Semester Project IV	3
	Planning		Year 4 Semester 2		
CE 223	Highway Engineering	2	CE 499	Dissertation	10
CE 212	Structural Analysis I	2	Electives		
EE336	Pumps and Pumping Stations	2	Electives in Structural Engineering		
LM 214	Research Methodology	2	CE 415	Finite Element Method	2
EE 132	Soil Mechanics and Geology	2	CE 417	Design of Bridges	2
CE 282	Semester Project I	3	CE 416	Structural Dynamics and	2
CE 285	Industrial Training 2	2		Earthquake Engineering	
Year 3 Semester 1			Electives in Transportation Engineering		
CE 315	Design of Timber Structures	2	CE 425	Pavement Maintenance and	2
CE 316	Design of Steel Structures	2		Rehabilitation	
CE 312	Structural Analysis II	2	CE 426	Pavement Management Systems	2
EE 337	Hydraulic Structures	2	CE 427	Labour Based Road Engineering	2
EE 497	Wastewater Treatment	4	CE 428	Airport, Harbour and Railway	2
	Technology			Engineering	
CE 381	Semester Project II	3	CE 429	Transportation Economics	2
EE 223	Water Resources and Water	3			
	Transportation Engineering				

Electives in Water/Environmental Engineering			<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	EE 352	Solid Waste Management and Technology	3
CE 435	Irrigation Engineering	2	MI 416	Environmental Pollution	2
EE 342	Environmental Health and Epidemiology	3		Prevention and Control	
			Electives in Geotechnical Engineering		
			CE 445	Special Foundations	2

SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)

BSc in Urban and Regional Planning,

BSc in Housing and Infrastructure Planning

and BSc in Regional Development Planning

(1st and 2nd years)

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
UP 121	Building Design Studio	6
UP 161	Building Design, Materials and Construction	2
GM 162	Statistics	2
CS 151	Introduction to Information and Communication Technology (ICT)	2
CS 101	English Language	2
GM 111	Introduction to Land Surveying	3
DS 101	Development Perspectives I	2
UP178	Principles of Economics	2

Year 1 Semester 2

UP 122	Site Planning Studio	6
UP 111	Site Planning and Design Theory	2
UP 141	Computer Application I	2
GM112	Topographic Surveying	3
CS 102	Communication Skills	2
DS 102	Development Perspectives II	2
UP 181	Industrial Training I	2

Year 2 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
UP 223	Neighbourhood Planning and Regularization Planning Studio	6
UP 212	Urban Planning and Design Theory I	2
UP 263	Housing	2
UP 271	Quantitative Methods I	2
UP 242	Computer Application II	2
UP 252	Land and Planning Laws	2
UP 231	Landscape Planning Design	2

Year 2 Semester 2

UP224	Urban General Planning Scheme Studio	6
UP213	Urban Planning & Design Theory II	2
UP 273	Urban Economics	2
UP232	Urban Planning and Ecology	2
UP243	Computer Application III	2
UP264	Urban Transport Planning and Traffic management	2
UP 234	Planning and Management for Climate Change	2
UP 282	Industrial Training II	2

BSc in Urban and Regional Planning
(3rd to 4th year)

Year 3 Semester 1

Code	Course Title	Units
UP 326	Regional Planning Studio	6
UP 315	Regional Planning Theory	2
UP 365	Regional Transport Planning and Management	4
UP 375	Project Planning and Management I	2
LM 353	Property Investment I	2

Year 3 Semester 2

UP 325	Urban Design Studio	6
LM 214	Research Methodology	2
UP 314	Urban Planning & Design Theory III	2
UP 376	Project Planning and Management II	2
UP 362	Urban Infrastructure Planning & Management	2
UP 383	Industrial Training III	2

Year 4 Semester 1

UP 426	Urban Strategic Planning Studio	6
UP 416	Environmental Planning and Management Theory	2
UP 454	Local Governance	2
UP 453	Professional Practice	2
UP 477	Project Planning and Management III	2
BE 447	Entrepreneurship	2
UP 491	Dissertation I	2

Year 4 Semester 2

UP 492	Dissertation II	10
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BSc in Housing and Infrastructure Planning
(3rd to 4th year)

Year 3 Semester 1

Code	Course Title	Units
HI 301	Housing Development Planning Studio	6
HI 311	Housing Theories and Policies	2
LM 353	Property Investment I	2
UP 375	Project Planning and Management I	2
HI 313	Housing Finance	2
HI 314	Land Delivery for Housing	2
HI 317	Gender and Housing	2

Year 3 Semester 2

LM 214	Research Methodology	2
HI 302	Infrastructure Planning and Design Studio	6
HI 321	Infrastructure Planning and Management Theories	2
HI 322	Infrastructure Economics and Financing	2
UP 376	Project Planning and Management II	2
BE 324	Civil Engineering and Construction	2
UP 383	Industrial Training III	2

Year 4 Semester 1

HI 403	Housing Strategic Planning Studio	6
HI 418	Housing and Infrastructure Planning Theory	2
BE 447	Entrepreneurship	2
HI 453	Professional Practice	2
UP 477	Project Planning and Management III	2
UP 454	Local Governance	2
UP 491	Dissertation I	2

Year 4 Semester 2

UP 499 Dissertation II 10

Code

Course Title

Units

BE 447 Entrepreneurship

2

UP 491 Dissertation I

2

BSc in Regional Development Planning

Year 3 Semester 1

Code Course Title Units

RP 301 Regional Planning Studio 6

RP 311 Regional Development Planning Theory 2

RP 331 Demography and Development 2

RP 321 Regional Infrastructure Planning and Management 2

RP 333 Financing and Development Budgeting 2

RP 314 Regional Settlement Patterns and Linkages 2

UP 375 Project Planning and Management I 2

UP 302 Village Development Planning Studio 6

RP 312 Village Development Planning Theory 2

RP 332 Agriculture and Development 2

RP 322 Rural Industries Planning 2

LM 214 Research Methodology 2

UP 376 Project Planning and Management II 2

UP 383 Industrial Training III 2

UP 403 Ecological Planning Studio 6

RP 413 Ecological Planning Theory 2

UP 453 Professional Practice 2

UP 477 Project Planning and Management III 2

UP 454 Local Governance 2

UP 302 Village Development Planning Studio 6

RP 312 Village Development Planning Theory 2

RP 332 Agriculture and Development 2

RP 322 Rural Industries Planning 2

LM 214 Research Methodology 2

UP 376 Project Planning and Management II 2

UP 383 Industrial Training III 2

UP 403 Ecological Planning Studio 6

RP 413 Ecological Planning Theory 2

UP 453 Professional Practice 2

UP 477 Project Planning and Management III 2

UP 454 Local Governance 2

Year 4 Semester 2

UP 492 Dissertation II 10

BA in Economics

Year 1 Semester 1

EC 111 Introductory Microeconomics I 3

EC 121 Introductory Macroeconomics I 3

EC 131 Mathematics for Economics 2

DS 101 Development Perspectives I 2

CS 101 English Language 2

IS 151 Introduction to Information and Communication Technology (ICT) 2

BB 111 Accounting Fundamentals 2

EC 112 Introductory Microeconomics II 3

EC 122 Introductory Macroeconomics II 3

EC 132 Introduction to Statistics 2

DS 102 Development Perspectives II 2

UP 106 Computer Application II 2

BB 112 Principles of Accounting I 2

CS 102 Communication Skills 2

EC 213 Intermediate Microeconomics I 3

EC 223 Intermediate Macroeconomics I 3

EC 233 Quantitative Methods I 2

EC 235 Econometrics I 2

EC 262 Development Economics 2

EC257 Managerial Economics I 2

EC 268 Urbanization and Urban Growth 2

EC 213 Intermediate Microeconomics I 3

EC 223 Intermediate Macroeconomics I 3

EC 233 Quantitative Methods I 2

EC 235 Econometrics I 2

EC 262 Development Economics 2

EC257 Managerial Economics I 2

EC 268 Urbanization and Urban Growth 2

EC 213 Intermediate Microeconomics I 3

EC 223 Intermediate Macroeconomics I 3

EC 233 Quantitative Methods I 2

EC 235 Econometrics I 2

EC 262 Development Economics 2

EC257 Managerial Economics I 2

EC 268 Urbanization and Urban Growth 2

Year 2 Semester 2			Electives/Optional Courses		
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	Semester 1		
EC 214	Microeconomics II	3	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EC 224	Macroeconomics II	3	EC 355	Industrial and Production Economics I	2
EC 234	Quantitative Methods II	2	EC 353	Human Resources and Labour Economics I	2
EC 236	Econometrics II	2	EC 341	Agricultural Economics I	2
EC 265	History and Economics of Development	2	EC 366	Public Sector Economics I	2
LM 214	Research Methodology	2	EC 351	Health Economics I	2
EC 258	Managerial Economics II	2	EC 363	Financial Economics I	2
EC 270	Industrial Training (Fieldwork)	2	Semester 2		
Year 3 Semester 1			EC 354	Human Resources and Labour Economics II	2
UP 333	Project Planning and Management I	2	EC 342	Agricultural Economics II	2
EC 325	International Economics I	2	EC 367	Public Sector Economics II	2
EC 361	Contemporary Issues in Economic Development	2	EC 364	Financial Economics II	2
EC 359	Transport Economics and Industrial Location	2	EC 352	Health Economics II	2
EC 337	Applied Quantitative Methods	2	EC 356	Industrial and Production Economics II	2
EC 343	Natural resources and Environmental Economics I	2	BA in Community and Development Studies		
	Elective I	2	Year 1 Semester 1		
	Elective II	2	CD 111	Social Development Theories	3
Year 3 Semester 2			CD 112	Political Economy	3
EC 369	Urban Economics and Regional Growth	2	EC 111	Introductory Microeconomics I	3
EC 326	International Economics II	2	UP 103	Quantitative Methods 1	2
UP 334	Project Planning and Management II	2	LS 106	Communication Skills I	2
EC 360	Urban Governance and Public Finance	2	CD 114	Community Development Theories and Practice I	2
EC 344	Natural Resources and Environmental Economics II	2	UP 107	Computer Applications I	2
	Elective I	2	Year 1 Semester 2		
	Elective II	2	CD 115	Management, Organization and Development	3
EC 382	Dissertation	4	CD 141	Urbanisation and Development	3
			EC 121	Introductory Macroeconomics I	3
			UP 113	Quantitative Methods II	2

Year 3 Semester 1					
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
LS 107	Communication skills II	2	DS 305	Gender and Development	3
CD 113	Sociology	2	UP 316	Ethics and Development	2
CD 116	Community Development Theories and Practice II	2	UP 334	Project Planning and Management II	3
Year 2 Semester 1			CD 321	Community Development and Facilitation Skills II	3
CD 251	Rural and Urban Development	3	CD 322	Community Leadership, Organization and Development	2
CD 221	Community Development and Facilitation Skills I	2	CD 361	Project Paper I	4
CD 224	Science, Technology and Industrial Development	2		Elective course	2
CD 252	Population, Environment and Development	3	Year 3 Semester 2		
CD 232	Development Economics	3	CD 327	Governance, Civil Society and Development	3
BE 447	Entrepreneurship	2	CD 317	Labour and Development	3
Year 2 Semester 2			CD 362	Project Paper II	4
CD 223	Politics of International Development	3	CD 318	Poverty Analysis and Alternatives Strategies of Development	3
CD 228	Globalisation and Development	3		Elective course	2
CD 225	Small and Medium Enterprises and Development	3	Electives Courses		
RP 315	Rural Industrial Planning	2	Semester 1		
UP 300	Research Methods	3	UP 313	Regional Development Planning	2
CD 226	Community Empowerment and Participation	2	RP 363	Agricultural Development Planning	2
UP 333	Project Planning and Management I	3	CD 355	Regional Integration and Cooperation	2
			CD 356	Conflicts, Peace Building and Development	2
			Semester 2		
			CD 329	Social Service Delivery and Development	2
			CD 319	Planning, Public Policy and Development	2
			CD 343	Urban Safety and Crime	2

SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY (SEST)

BSc in Environmental Engineering

Year 1 Semester 1

Code	Course Title	Units	Code	Course Title	Units
EE 111	Engineering Mathematics I	2	GM 111	Introduction to Land	3
ES 112	Basic Chemistry	2		Surveying	
EE 143	Project I: Technical Report Writing	2	Year 2 Semester 2		
EE 161	Engineering Drawing I	2	EE 213	Engineering Mathematics III	2
IS 151	Introduction to Information and communication technology	2	EE 239	Fluid Mechanics II	3
DS 101	Development Perspectives I	2	EE 214	Foundation Engineering	2
CS 101	English Language	2	ES 124	Environmental Microbiology	3
EG 100	Workshop Training	2	EE 223	Sewerage and Drainage Engineering	2
			EE 224	Project IV: Design of Sewerage and Drainage Systems for a Township	2

Year 1 Semester 2

EE 117	Engineering Mechanics I	2	GM 221	Introduction to Engineering Surveying	3
EE 115	Soil Mechanics and Geology	2	EE 264	Industrial Training II	2
EE 116	Construction Materials and Technology	2	Year 3 Semester 1		
EE 121	Introduction to Environmental Engineering	3	EE 337	Hydraulic Structures	2
EE 122	Project II: Preliminary Design of a Low Cost Sanitation System	2	EE 319	Structures	2
EE 162	Engineering Drawing II	2	EE 325	Unit Operations and Processes in Environmental Engineering	3
DS 102	Development Perspectives II	2	BE 365	Introduction to Quantity Surveying	2
CS 102	Communication Skills	2	EE 342	Environmental Health and Epidemiology	2
EE 163	Industrial Training I	2	ES 223	Environmental Chemistry	3

Year 2 Semester 1

EE 212	Engineering Mathematics II	2	EE 344	Project V: Assessment and Engineering Control of Communicable Diseases Elective Course	2
EE 218	Engineering Mechanics II	2	Year 3 Semester 2		
EE 238	Fluid Mechanics I	2	EE 334	Water Treatment	2
EE 229	Building Services Engineering	2	EE 336	Pumps and Pumping Stations	2
EE 231	Water Resources and Transportation Engineering	3			
EE 233	Hydrology	2			
EE 232	Project III: Design of Water Supply and Wastewater Collection Systems for a Building and Community	2			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EE 347	Ecology	2	BSc in Municipal and Industrial Services Engineering		
EE 352	Solid Waste Management and Technology	3	Year 1 Semester 1		
EE 356	Land and Water Pollution Prevention and Control	2	EE 111	Engineering Mathematics I	2
EE 335	Project VI: Design of Water Treatment and Municipal Solid Waste Management Systems for Community/Township	2	ES 112	Basic Chemistry	2
EE 359	Project Management for Construction	2	EE 143	Project I: Technical Report Writing	2
EE 355	Environmental Systems Analysis	2	EE 161	Engineering Drawing I	2
EE 365	Industrial Training III	2	IS 151	Introduction to Information and Communication Technology	2
Elective Courses			DS 101	Development Perspectives I	2
EE 353	Thermofluids	2	CS 101	English Language	2
EE 326	Industrial Wastewater Treatment	2	EG 100	Workshop Training	2
Year 4 Semester 1			Year 1 Semester 2		
EE 427	Wastewater Treatment Technology	4	EE 117	Engineering Mechanics I	2
ES 455	Environmental Planning & Impact assessment	2	EE 162	Engineering Drawing II	2
ES 457	Environmental policies and Legislation	2	DS 102	Development Perspectives II	2
EE 457	Air Pollution Prevention and Control	2	MI 111	Basic and ecological sanitation	2
BE 447	Entrepreneurship	2	MI 135	Fundamentals of Industrial operations and processes	2
ES 464	Research methodology	2	MI 121	Fundamentals of Mining and Mineral processing	2
EE 428	Project VII: Design of Domestic and Industrial Wastewater Treatment Facilities	2	EE 116	Construction Materials and Technology	2
Year 4 Semester 2			EE 122	Project II: Preliminary Design of a Low Cost Sanitation System	2
EE 466	Dissertation	10	CS 102	Communication Skills	2
			MI 141	Industrial Training I	2
			Year 2 Semester 1		
			EE 212	Engineering Mathematics II	2
			EE 238	Fluid Mechanics I	2
			EE 229	Building Services Engineering	2
			EE 218	Engineering Mechanics II	2
			EE 231	Water Resources and Transportation Engineering	3

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	Year 3 Semester 2		
EE 233	Hydrology	2	MI 312	RS & GIS Application in MISE	3
EE 232	Project III: Design of Water Supply and Wastewater Collection Systems for a Building and Community	2	MI 336	Operation and Maintenance of Municipal and Industrial Infrastructure	3
GM 111	Introduction to Land Surveying	3	MI 313	Renewable Energy and Alternative Energy	2
Year 2 Semester 2			MI 314	Solid and Hazardous Waste Management and Technology	3
MI 233	Municipal and Industrial Recreational and Aesthetic Services	2	MI 315	Natural waste Management Technologies	2
EE 239	Fluid Mechanics II	3	EE 335	Project VI: Design of Water Treatment and Municipal Solid Waste Management Systems for Community/Township	2
EE 223	Sewerage and Drainage Engineering	2	MI 343	Industrial Training III	2
EE 214	Foundation Engineering	2	Elective Courses		
EE 224	Project IV: Design of Sewerage and Drainage Systems for a Township	2	EE 353	Thermofluids	2
GM 221	Introduction to Engineering Surveying	3	ES 334	Soil Pollution and Remediation	2
MI 234	Occupational Health and Safety	2	Year 4 Semester 1		
MI 242	Industrial Training II	2	EE 497	Wastewater Treatment Technology	4
Year 3 Semester 1			MI 416	Environmental Pollution Prevention and Control	2
EE 319	Structures	2	ES 455	Environmental Planning and Environmental Assessment	2
EE 337	Hydraulic structures	2	ES 473	Disaster Risk Reduction Management	2
MI 331	Industrial Utility and Safety services Engineering	3	MI 424	Investigation, Risk Assessment and Management of Chemicals in Geo-Environment	2
MI 323	Mining and Mineral Processing Waste Management	2	EE 428	Project VII: Design of Domestic and Industrial Wastewater Treatment Facilities	2
MI 322	Acid Mine Drainage	2	ES 464	Research methodology	2
MI 332	Industrial Ecology	2	BE 447	Entrepreneurship	2
MI 337	Project V: Occupational Health and Safety Elective	2			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	EE 233	Hydrology	2
Year 4 Semester 2			ES 229	Project III: Low Cost	2
MI 444	Dissertation	10		Sanitation	
			Year 2 Semester 2		
			ES 232	Scientific Experimental Design	2
BSc in Environmental Science and Management			ES 243	Environmental Health and Epidemiology	2
			MI 234	Occupation Health and Safety	2
			ES 242	Toxicology and Risk Management	3
			ES 251	Principles of Economics	2
			ES 226	Environmental Chemodynamics	3
			ES 246	Project IV: Occupational Health and Safety	2
			ES 282	Industrial Training II	2
			Year 3 Semester 1		
			ES 338	Principles of Environmental Biotechnology	2
			ES 325	Environmental Ecology	2
Year 1 Semester 2			ES 352	Environmental Economics and Management	2
ES 117	Mathematics II	2	ES 356	Surface Water Quality Monitoring and Management	2
CS 102	Communication Skills	2	ES 371	Meteorology	2
ES 121	Introduction to Environmental Science	2	MI 322	Acid Mine Drainage	2
DS 102	Development Perspectives II	2	ES 335	Industrial and Municipal Wastewater Management	2
ES 122	Environmental Physics	2	ES 334	Soil Pollution and Remediation	2
ES 127	Environmental Geology	2	ES 358	Project V: Waste Management	2
ES 124	Environmental Microbiology	3			
ES 128	Project II: Water Pollution Characterization	2			
ES 181	Industrial Training I	2			
Year 2 Semester 1			Year 3 Semester 2		
ES 231	Water Supply and Sanitation	3	EE 352	Solid Waste Management and Technology	3
ES 233	Remote Sensing and Environment	2	ES 353	Groundwater Quality Monitoring and Management	2
ES 223	Environmental chemistry	3	ES 362	Mining and Environment	2
ES 236	Geographical Information Science	2	ES 354	Air Quality Monitoring & Management	2
ES 215	Environmental statistics	2	ES 363	Soil Conservation and Management	2
ES 211	Instrumental Methods of Analysis	3			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
ES 361	Introduction to Natural Resources Conservation and Management	2	ES 455	Environmental Planning & Environmental Assessment	2
ES 339	Project VI: Contaminated Site Remediation	2	ES 474	Hazard Modeling	2
	Elective	2	ES 447	Hazardous Waste Management	2
ES 383	Industrial Training III	2	BE 447	Entrepreneurship	2
			ES 475	Project VII: Disaster Risk Reduction	2
Year 4 Semester 1			Year 4 Semester 2		
ES 457	Environmental Policies and Legislation	2	ES499	Dissertation	10
ES 464	Research Methodology	2	Elective Courses		
ES 472	Climate Change Impact, Mitigation and Adaptation	2	MI 313	Renewable and Alternative Energy	2
ES 473	Disaster Risk Science and Management	2	EE 355	Environmental Systems Analysis	2

SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS (SERBI)

BSc in Geomatics and

BSc in Geoinformatics (1st and 2nd years)

Year 1 Semester 1

Code	Course Title	Units	Code	Course Title	Units
DS 101	Development Perspectives I	2	GM 112	Topographic Surveying	3
GI 111	Principles of Cartography	3	GM 162	Statistics	2
GM 111	Introduction to Land Surveying	3	GT112	Fundamentals of Electronics	2
GM 161	Mathematics	2	CS 102	Communication Skills	2
GT 111	Physics	2	GM 184 (BSc Gm)	Industrial Training I	2
IS 151	Introduction to Information and Communication Technology (ICT)	2	GI 163 (BSc Gi)		
			Year 2 Semester 1		
			GI 224	Remote Sensing Principles	2

Year 1 Semester 2

DS 102	Development Perspectives II	2	GI 212	Fundamentals of GIS and LIS	2
GI 121	Introduction to Photogrammetry	3	GM 213	Electronic Surveying	3
GI 151	Computer Programming	2	GM 231	Adjustment Theory	3

Code	Course Title	Units	Code	Course Title	Units
GM 221	Introduction to Engineering	3	Year 4 Semester 1		
	Surveying		GM 422	Engineering Surveying	3
GM 241	Spherical and Ellipsoidal	2	GM 453	Geophysics	2
	Geometry		GM 454	Earth Gravity Field and its	2
GT 221	Land Administration	2		Applications	
Year 2 Semester 2			GM 491	Pre - Dissertation	2
GI 225	Remote Sensing Applications	2	BE 241	Management Theory I	2
GM 214	Cadastral Surveying	3	UP 376	Project Planning and	2
GM 232	Control Surveys	2		Management I	
GM 265	Vector Calculus and Differential equations		GM 483	Project III: Engineering	3
				Surveying	
GT 292	Scientific Writing and Reporting	1	Year 4 Semester 2		
LM 232	Land Law	2	GM 493	Dissertation II	10
UP 212	Urban Planning and Design	2	BSc in Geoinformatics (3rd to 4th year)		
	Theory I		Year 3 Semester 1		
GM 281	Project I: Cadastral Surveying	3			
GM 284 (BSc Gm)	Industrial Training II	2	BE 447	Entrepreneurship	2
GI 263 (BSc Gi)			GI 322	Photogrammetry	3
			GI 327	Advances in Remote Sensing	2
BSc in Geomatics (3rd to 4th year)				Techniques	
Year 3 Semester 1			GI 341	Spatial Statistics and	2
BE 447	Entrepreneurship	2		Analysis	
GM 355	Satellite Surveying	3	GI 343	GIS Principles and	2
GM 323	Hydrographic Surveying	3		Applications	
GM 371	Industrial Metrology	2	GI 315	Thematic Cartography and	2
GM 341	Geometrical Geodesy	2		Map Production	
GM 351	Space Geodetic Techniques	2	GM 371	Industrial Metrology	2
GM 364	Numerical Methods	2	Year 3 Semester 2		
GM 382	Project II: Control Surveying	3	GI 323	Advanced Photogrammetry	2
Year 3 Semester 2			GI 314	Land Information Systems	2
GM 324	Mining Surveying	3		and Management	
GM 333	Applied Adjustment Theory	3	GI 352	Web GIS Development	2
GM 342	Map Projections	2	GI 326	Digital Image Processing	2
GM 352	Physical Geodesy	2	GI 313	Digital Mapping and Geo-	3
GM 363	Differential Geometry	2		Visualization	
LM 214	Research Methodology	2	LM 214	Research Methodology	2
GM 384	Industrial Training III	2	GM 342	Map Projections	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
GI 361	PROJECT II: Photogrammetry and Remote Sensing	3	IS 143	Linear Algebra	2
GI 363	Industrial Training III	2	ES 112	Introduction to Environmental Science	3
Year 4 Semester 1			IS 191	Project I: Information Systems Management	2
GI 444	Spatial Data Infrastructure	2	Year 2 Semester 1		
GI 445	Advances in Geographic Information Systems	2	GI 241	Fundamentals of GIS and LIS	2
GI 453	Web – Based programming	3	IS 261	Operating Systems	2
GI 442	Spatial Data Modeling and Analysis	2	IS 241	Logic and Set theory	2
GI 471	Pre - Dissertation	2	IS 232	Databases II	3
BE 241	Management Theory I	2	IS 225	Object Oriented Programming	3
UP 376	Project Planning and Management I	2	IS 281	Computer Networks	3
GI 462	PROJECT III: Integrated Geo-Informatics	3	BE 447	Entrepreneurship	2
Year 4 Semester 2			Year 2 Semester 2		
GI 472	Dissertation II	10	IS 256	Fundamentals of Computer Systems Security	2
BSc in Information Systems Management			IS 271	Systems analysis and Design I	3
Year 1 Semester 1			IS 212	Business administration and Management	2
CS101	English Language	2	IS 215	Legal aspects of Information Technology	2
DS 101	Development Perspectives I	2	IS 252	Computerized Accounting	2
IS 124	Computer Programming	3	IS 214	Enterprise Information System and business Intelligence	2
IS 162	Introduction to Digital Systems	3	IS 292	Project II: Systems Analysis Design and Implementation	2
IS 142	Discrete Mathematics	3	GT 293	Industrial training	2
IS 151	Introduction to Information and Communication Technology	2	Year 3 Semester 1		
Year 1 Semester 2			IS 372	Systems analysis and Design II	3
IS 116	Information Systems Management	2	IS 353	Multimedia	3
CS 102	Communication Skills	2	IS 313	E-Government, E-Business and E-Commerce	3
DS102	Development Perspectives II	2	IS 318	Marketing Principles and Practices	2
IS 123	Data Structure and algorithms	3	IS 317	Project Management in Systems Development	3
IS 131	Databases I	2	GI 315	Web Based Programming	3
GM 162	Statistics	2	IS 355	Strategic Information Systems	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
Year 3 Semester 2			IS311	Organizational behavior	3
IS354	Computer Modeling and Simulation	2	IS382	Distributed systems	2
			IS394	Dissertation	10
IS321	Formal Languages	2			

**BSc in Land Management and Valuation,
BSc in Real Estate Finance and Investment, and
BSc in Property and Facilities Management**
(1st year and 2nd year semester 1)

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
DS 101	Development Perspectives I	2	LM 246	Housing	2
GM 171	Basic Mathematics	2	LM 232	Land Administration I	2
IS 151	Introduction to Information and Communication Technology	2	LM 222	Basics of Quantity Surveying	1
			PM 226	Construction	3
LM 141	Principles of Economics	3			
LM 161	Introduction to Valuation	2	BSc in Land Management and Valuation (2nd year semester 2 to 4th year)		
CS 101	English Language	2			
LM 171	Elements of Law	1			
GM 111	Introduction to Land Surveying	3			

Year 1 Semester 2

DS 102	Development Perspectives II	2	LM 276	Land Policy	2
CS 102	Communication Skills	2	LM 257	Property Taxation	1
LM 121	Architectural Studies and Construction	3	LM 279	Land Law	2
LM 131	Principles of Management	1	RE 259	Business Accounts	2
LM 178	Business Law	2	PM 223	Building Materials	2
LM 143	Land Economics	2	LM 262	Principles and Methods of Valuation	2
LM 112	Statistics	2	LM 249	Agricultural Economics	2
LM 182	Environmental Studies	2	LM 293	Industrial Training	2
LM 193	Industrial Training I	2	Year 3 Semester 1		

Year 2 Semester 1

LM 284	Urban and Rural Planning	2	LM 374	Conveyancing and Disposition	2
LM 214	Geographic Information Systems	2	LM 339	Maintenance Management and Technology	3
LM 247	Urban Economics	2	LM 332	Land Administration II	2
LM 238	Research Methodology	2	LM 335	Rural Land Studies	2
LM 217	Land Information Systems	2	LM 383	Planning Law	1
			LM 363	Applied Valuation I	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
	Elective	2	BSc in Real Estate (Finance and Investment) (2nd year semester 2 to 4th year)		
LM 391	Semester Project	3	Year 2 Semester 2		
PM 322	Structural and Condition Surveys	2	RE 258	Financial Markets	2
LM 364	Applied Valuation II	2	RE 211	Financial Mathematics	2
RE 337	Procurement and Logistics Management	2	LM 279	Land Law	2
RE 326	Project Management	2	RE 242	Econometrics	3
RE 353	Property Investment I	2	RE 254	Corporate Finance	2
RE 322	Real Estate Market Analysis	3	RE 259	Business Accounts	2
LM 393	Industrial Training III	2	RE 250	Elements of Banking	1
Elective Courses Year 3			RE 293	Industrial Training II	2
RE 355	Real Estate Finance 1	2	Year 3 Semester 1		
RE 350	Elements of Banking	2	RE 316	Quantitative Methods	2
Year 4 Semester 1			RE 355	Real Estate Finance I	2
LM 413	Computer Application to Real Estate	2	LM 329	Maintenance Technology and Management	3
BE 447	Entrepreneurship	2	RE 351	Investment Analysis	2
RE 448	Business Ethics	2	RE 325	Property Development	2
LM 495	Pre-Dissertation Study	2	LM 383	Planning Law	1
LM 465	Business Valuation	2		Elective	2
LM 494	Professional Casework	2	RE 391	Semester Project	3
LM 479	Public Policy Analysis	2	Year 3 Semester 2		
LM 477	Administrative Law	1	RE 352	Development Appraisal	2
LM 429	Real Estate Marketing and Agency	2	RE 356	Real Estate Finance II	2
	Elective	2	RE 322	Real Estate Market Analysis	3
Year 4 Semester 2			RE 337	Procurement and Logistics Management	2
LM 419	Dissertation	10	RE 326	Project Management	2
Elective Courses Year 4			RE 318	Scientific Report Writing	1
LM 431	Philosophy	2	RE 357	Taxation	1
LM 435	Forest Economics	2	RE 353	Property Investment I	2
			RE 393	Industrial Training III	2
			Elective Courses Year 3		
			PM 335	Corporate Real Estate Management	2
			LM 332	Land Administration II	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
Year 4 Semester 1			PM 324	Infrastructural and Building Service Management	2
RE 413	Computer Applications to Real Estate	2	RE 325	Property Development	2
RE 453	Property Investment II	2	PM 337	Facilities Management 1	3
BE 447	Entrepreneurship	2	LM 383	Planning Law	1
RE 448	Business Ethics	2		Elective	2
LM 465	Business Valuation	2	PM 391	Semester Project I	3
RE 498	Pre-Dissertation Study	2	Year 3 Semester 2		
LM 479	Public Policy Analysis	2	PM 338	Facilities Management II	3
LM 429	Real Estate Marketing and Agency	2	PM 330	Rehabilitation and Space Management	3
RE 494	Professional Casework	2	PM 322	Structural and Condition Surveys	2
	Elective	2	RE 337	Procurement and Logistics Management	2
Year 4 Semester 2			RE 326	Project Management	2
RE 492	Dissertation	10	PM 335	Corporate Real Estate Management	2
Elective Courses Year 4			RE 353	Property Investment 1	2
FN 312	Derivative Securities and Risk Management	2	PM 393	Industrial Training III	2
LM 431	Philosophy	2	Elective Courses Year 3		
BSc in Property and Facilities Management (2nd year semester 2 to 4th year)			RE 355	Real Estate Finance I	2
Year 2 Semester 2			RE 351	Investment Analysis	2
PM 223	Building Materials	2	Year 4 Semester 1		
PM 244	Construction Economics	2	PM 413	Computer Applications to Real Estate	2
PM 233	Estate Management	3	BE 447	Entrepreneurship	2
PM 273	Landlord and Tenant Law	2	RE 448	Business Ethics	2
FN 318	Public Finance and Taxation	2	PM 494	Professional Casework	2
PM 215	Scientific Report Writing	1	PM 418	Pre-Dissertation Study	2
LM 279	Land Law	2	RE 429	Real Estate Marketing and Agency	2
PM 293	Industrial Training II	2	PM 436	Contract Management	2
Year 3 Semester 1			LM 479	Public Policy Analysis	2
LM 329	Maintenance Technology and Management	3		Elective	2
AC 323	Management Accounting	2			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
Year 4 Semester 2			BB 243	Strategic Management	2
PM 492	Dissertation	10	Year 2 Semester 2		
Elective Courses Year 4			FN 318	Public Finance and Taxation	2
FN 219	Financial Management	2	FN 222	Portfolio and Fund Management	2
BE 464	Value Management	2	FN 221	Project Planning and Financial Analysis	2
BSc in Accounting and Finance			AC 252	Financial Accounting I	2
Year 1 Semester 1			RE 242	Econometrics	3
BB 111	Accounting Fundamentals	2	AC 256	Cost Accounting	2
CS 101	English Language	2	RE 254	Corporate Finance	2
DS 101	Development Perspectives I	2	FN 243	Industrial Training	2
IS 151	Introduction to Information and Communication Technology (ICT)	2	Year 3 Semester 1		
LM 141	Principles of Economics	3	AC 355	Auditing	2
BB 141	Production and Operations Management	2	FN 326	Business Values and Ethics	1
LM 171	Element of Law	1	AC 357	Financial Reporting	2
BB 151	Business Mathematics	2	AC 353	Financial Accounting II	2
Year 1 Semester 2			AC 323	Management Accounting	2
DS 102	Development Perspectives II	2	AC 358	International Accounting and Taxation	2
BB 153	Information Systems Management and Security	3	FN 313	Financial Markets and Institutions	2
LM 178	Business Law	2	BE 447	Entrepreneurship	2
BB 112	Principles of Accounting I	2	RE 355	Real Estate Finance I	2
BB 121	Principles of Finance I	1	FN 342	Semester Project	4
CS 102	Communication Skills	2	Year 3 Semester 2		
LM 131	Principles of Management	1	AC 351	Auditing and Assurance Services	2
GM 162	Statistics	2	AC 354	Financial Accounting III	2
Year 2 Semester 1			AC 325	Asset Valuation and Management	1
BB 223	Money and Banking	2	FN 314	International Trade and Finance	3
LM 238	Research Methodology	2	FN 327	Marketing of Financial Services	1
BB 224	Principles of Marketing	1	RE 351	Investment Analysis	2
RE 316	Quantitative Methods	2	Optional Courses		
BB 214	Principles of Taxation	2	FN 312	Derivative Securities and Risk Management	2
FN 219	Financial Management	2	FN 315	Investment Analysis and Capital Markets	2
BB 244	Organisational Behaviour	2	RE 337	Procurement and Logistics Management	2

**B) UNDERGRADUATE COURSES OFFERED
IN VARIOUS PROGRAMMES - CREDIT
SYSTEM**

SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)

Bachelor of Architecture

Year 1 Semester 1

Code	Course Name	Credits
AR 111	Design Studio 1	20
AR 121	Physical Modelling and Fine Art	4
AR 131	Building Construction 1	4
AR 141	Building Materials 1	4
IS 149	Basic Mathematics	8
AR 165	Environmental Science 1	4
CS 101	English Language	8
IS 161	Introduction to Information Communication Technology	8
DS 101	Development Perspectives	8

Year 2 Semester 1

Code	Course Name	Credits
AR 213	Design Studio III	20
AR 223	Architectural Graphics Communication II	4
AR 233	Building Construction III	8
AR 243	Building Materials III	8
AR 252	Building Structures	4
AR 262	History of Architecture II	8
AR 266	Environmental Science II	8
GM 111	Introduction to land Surveying	8

Year 1 Semester 2

Code	Course Name	Credits
AR 112	Design studio Project II	20
AR 122	Architectural Graphics Communication I	4
AR 132	Building Construction II	4
AR 142	Building Materials I	4
AR 151	Building Structures I	4
AR 161	Theory of Architecture I	4
DS 102	Communication Skills	8
CS 102	Development Perspectives II	8
GM 112	Topographical Surveying	8
AR 181	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
AR 214	Design Studio Project IV	20
AR 224	Architectural Graphics Communication III	4
AR 234	Building Construction IV	8
AR 244	Building Materials IV	8
AR 253	Structures III	4
AR 267	Environmental Science III	4
AR 225	Professional Practice I	4
QC 220	Basics of Quantity Surveying I	8
AR 271	Settlement Planning I	4
AR 282	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
AR 315	Design Studio	20
AR 335	Building Construction V	8
AR 354	Building Structures IV	8
AR 357	Building Services I	8
AR 363	History and Theory of Architecture III	8
AR 326	Professional Practice II	8
QC 435	Construction Economics II	8

Year 4 Semester 1

Code	Course Name	Credits
AR 417	Design Studio VII	20
AR 437	Building Construction VII	8
AR 456	Building Structures VI	8
AR 459	Building Services III	8
AR 464	History and Theory of Architecture IV	8
Elective		8

Year 3 Semester 2

Code	Course Name	Credits
AR 316	Design Studio	20
AR 336	Building Construction VI	8
AR 355	Structures V	8
AR 358	Building Services II	8
AR 372	Settlement Planning II	8
AR 373	Urban Design	8
AR 383	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
AR 418	Design Studio VIII	20
AR 427	Professional Practice III	8
LM 238	Research Methodology	8
BB 313	Entrepreneurship	8
AR 484	Industrial Training IV	8
Elective		8

Year 5 Semester 1

Code	Course Name	Credits
AR 519	Design Studio	24
AR 585	Pre-dissertation	36

Elective Courses

	Credits
AR 491 Architectural Conservation	8
AR 492 Urban Development and Housing	8
AR 493 Architectural Science	8
AR 494 Building Information Modeling	8

Year 5 Semester 2

Course Code	Course Name	Credits
AR 586	Dissertation	60

Bachelor of Science in Landscape Architecture

Year 1 Semester 1

Code	Course Name	Credits
LA 111	Design Studio Projects I	20
AR 121	Physical Modeling and Fine Art	4
LA 131	Landscape Construction and Services I	8
LA 141	Landscape Materials I	8
LA 161	Fundamentals of Soil and Botanic Sciences	12
GM 111	Introduction to Land Surveying	8
CS 101	English Language (8 Credits)	8
IS 161	Introduction to ICT (Core 8	8
DS 101	Development Perspectives I	8
IS 149	Basic Mathematics	8

Year 2 Semester 1

Code	Course Name	Credits
LA213	Studio Design Project III	20
LA223	Design Graphics II	8
LA233	Landscape Construction and Services III	8
LA243	Landscape Material III	8
LA252	History and Theory of Landscape Architecture II	8
LA262	Applied Plant ecology and Taxonomy	12
LA263	Geography and Landscape Sciences I	8

Year 1 Semester 2

Code	Course Name	Credits
LA112	Studio Design Project II	20
LA122	Design Graphics I	4
LA132	Landscape Construction and Services II	4
LA142	Landscape Materials II	4
LA151	History and Theory of Landscape Architecture I	4
LA154	Principles of Landscape Design	4
CS102	Communication Skills	8
DS102	Development Perspectives II	8
GM112	Topographical Surveying	8
LA171	Industrial Training I: Landscape Construction/ Botany Works.	8

Year 2 Semester 2

Code	Course Name	Credits
LA214	Studio Design Project IV	20
LA224	Design Graphics III	8
LA234	Landscape Construction and Services IV	8
LA237	Landscape Structures I	8
LA244	Landscape Materials IV	8
LA264	Geography and Landscape Science II	8
LA272	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
LA315	Studio Design Project V	20
LA335	Landscape Construction and Services V	8
LA355	Environment Planning and Development I	4
LA353	History and Theory of Landscape Architecture III	8
LA 338	Landscape Structures II	8
LA372	Professional Practice I	8
Elect.	Elective	8

Year 4 Semester 1

Code	Course Name	Credits
LA417	Studio Design Project VII	32
LA491	Dissertation Part I	32

Year 3 Semester 2

Code	Course Name	Credits
LA316	Studio Design Project VI	20
LA336	Landscape Construction and Services VI	8
LA356	Environment Planning and Development II	4
LA375	Professional Practice II	8
LA373	Industrial Training III: Professional Practice	8
BB313	Entrepreneurship	8
LM238	Research Methodology	8
Elect.	Elective	8

Year 4 Semester 2

Code	Course Name	Credits
LA492	Dissertation Part II	60

Elective Courses

LA 481	Landscape Infrastructure	8
LA 482	Landscape Urbanism	8
LA 483	Water Landscape	8
LA 484	Landscape Conservation	8

Bachelor of Science in Interior Design

Year 1 Semester 1

Code	Course Name	Credits
ID 111	Interior Design Studio I	20
ID 121	Interior Graphics I	4
ID 151	History and Theory of Interior Design I	4
ID 145	Interior Building Materials I	8
AR 131	Building Construction I	4
AR 165	Environmental Science I	8
CS 101	English Language (8 Credits)	8
IS 161	Introduction to ICT (Core 8	8
DS 101	Development Perspectives I	8
IS 149	Basic Mathematics	8

Year 2 Semester 1

Code	Course Name	Credits
ID 213	Interior Design Studio III	20
ID 223	Fine Arts and Visual Communication I	4
ID 253	History and Theory of Interior Design III	4
AR 243	Furnishing and Fittings I	8
AR 357	Building Services I	8
AR 266	Environmental Science II	8
GM 111	Introductions to Land Surveying	8

Year 1 Semester 2

Code	Course Name	Credits
ID 112	Interior Design Studio II	20
ID 152	History and Theory of Interior Design II	4
ID 171	Industrial Training I (8 Credits)	8
ID 122	Interior Graphics II	4
ID 146	Interior Building Materials II	8
AR 151	Building Structures I	4
AR 132	Building Construction II	4
DS 102	Development Perspectives II	8
CS 102	Communication Skills	8

Year 2 Semester 2

Code	Course Name	Credits
ID 214	Interior Design Studio IV	20
ID 224	Fine Arts and Visual Communication II	4
ID 254	History and Theory of Interior Design IV	4
ID 244	Furnishing and Fittings II	8
ID 272	Industrial Training II	8
AR 225	Professional Practice I	8
AR 267	Environmental Science III	8
CQ 220	Basis of Quantity Surveying	8

Year 3 Semester 1

Code	Course Name	Credits
ID 315	Interior Design Studio V	20
ID 341	Interior Technology I	4
ID 331	Construction and Detailing	4
ID 318	Interior Product Design I	8
AR 326	Architectural Professional Practice II	8
AR 358	Building Services II	8
GM 112	Topographical Surveying	8
Elective	Elective I	8

Year 4 Semester 1

Code	Course Name	Credits
ID 417	Interior Design Studio VII	24
ID 461	Portfolio Development	4
ID 474	Dissertation Part I	24
BB 313	Entrepreneurship	8

Year 3 Semester 2

Code	Course Name	Credits
ID 316	Interior Design Studio VI	20
ID 347	Furniture Design	4
ID 342	Interior Technology II	4
ID 319	Interior Product Design II	8
ID 373	Industrial Training III	8
LM 238	Research Methodology	8
Elective	Elective II	8

Year 4 Semester 2

Code	Course Name	Credits
ID 475	Dissertation Part II	60
AR 427	Architectural Professional Practice III	8
Elective Courses		
AR 491	Architectural Conservation	8
AR 492	Urban Development and Housing	8
AR 493	Architectural Science	8

Bachelor of Science in Civil Engineering

Year 1 Semester 1

Code	Course Name	Credits
CS 101	English Language	8
DS 101	Development Perspectives I	8
GM 111	Introduction to Land Surveying	8
IS 143	Engineering Mathematics I	8
CE 101	Engineering Drawing	8
CE 111	Statics	8
CE 161	Basics of Building Construction	7
EG 100	Workshop Training	8

Year 2 Semester 1

Code	Course Name	Credits
CE 221	Structural Analysis I	12
IS 241	Engineering Mathematics II	8
CE 201	Civil Engineering Drawing	12
CE 213	Mechanics of Materials	8
CE 242	Fluid Mechanics	8
CE 241	Open Channel Hydraulics	8
CE 271	Construction Materials II	12

Year 1 Semester 2

Code	Course Name	Credits
CS 102	Communication Skills	8
DS 102	Development Perspectives II	8
GM 221	Introduction to Engineering Surveying	8
IS 121	Computer Programming	12
CE 112	Dynamics of Solids	8
CE 162	Building Design	8
CE 171	Construction Materials I	12
CE 183	Industrial Training	8

Year 2 Semester 2

Code	Course Name	Credits
EE 115	Soil Mechanics and Geology	8
IS 242	Engineering Mathematics III	8
EE 236	Pumps and Pumping stations	8
CE 233	Fundamentals of Hydrology	8
CE 231	Traffic Engineering and Planning	8
CE 232	Highway Geometric Design	8
CE 282	Semester Project I	12
CE 283	Industrial Training	8

Year 3 Semester 1			Year 4 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
EE 231	Water Resources and Transportation Engineering	12	BB 313	Entrepreneurship	8
EE 337	Hydraulic Structures	8	CE 467	Civil Engineering Procedures	8
CE 321	Structural Analysis II	12	CE 464	Construction Technology	8
CE 322	Design of Timber Structures	8	CE 465	Construction Maintenance	8
CE 323	Design of Steel Structures	8	CE 466	Professional Practice	4
EE 427	Waste water Treatment Technology	12	LM 238	Research Methodology	8
CE 381	Semester Project II	12	CE 424	Design of Reinforced Concrete Structures II	12
			CE 481	Semester Project IV	12
				Elective 2	8
Year 3 Semester 2			Year 4 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
IS 141	Statistics and Probability	8	CE 484	Dissertation	60
CE 324	Design of Reinforced Concrete Structures I	12			
CE 325	Design of Masonry Structures	8			
CE 351	Foundation Engineering	8			
CE 363	Construction Project Management	10			
CE 334	Pavement Materials and Design	8			
CE 382	Semester Project III	12			
CE 383	Industrial Training III	8			
	Elective 1	8			
Elective 1 Courses (Third Year- Semester 2)			Elective 2 Courses (Fourth Year- Semester 1)		
Code	Course Name	Credits	Code	Course Name	Credits
CE 421	Structural Analysis III	8	EE 352	Solid Waste Infrastructure Design and Management	12
CE 426	Structural Dynamics	8	CE 433	Pavement Maintenance and Rehabilitation	8
CE 427	Design of Bridges	8	CE 435	Labour Based Road Engineering	8
			CE 436	Airport, Harbour and Railway Engineering	8
			CE 437	Transportation Economics	8
			DM 101	Introduction to Disaster Risk Management	8

Bachelor of Science in Quantity Surveying and Construction Economics

Year 1 Semester 1

Code	Course Name	Credits
IS 149	Basic Mathematics	8
IS 161	Introduction to Information and Communication Technology (IS)	8
QC 121	Materials for Construction I	10
QC 111	Engineering Mechanics	8
QC 122	Building Construction I	10
EC 100	Principles of Economics	8
GM 111	Introduction to Land Surveying	8
DS 101	Development Perspectives I	8
CS 101	English Language	8

Year 2 Semester 1

Code	Course Name	Credits
QC 222	Building Construction III	10
QC 224	Construction of Transportation Infrastructures	8
QC 212	Design essentials for Reinforced Concrete Structures	8
QC 232	Measurement of Building Works I	12
BB 111	Accounting Fundamentals	8
QC 223	Building Services I	8
LM 171	Elements of Law	12
QC 251	Project Work I	8

Year 1 Semester 2

Code	Course Name	Credits
QC 125	Materials for Construction II	10
CS 102	Communication Skills	8
QC 126	Building Construction II	10
GM 112	Topographical Surveying	8
DS 102	Development Perspectives II	8
QC 112	Mechanics of Materials	8
QC 114	Computer Aided Designs	8
IS 141	Statistics and probability	8
QC 153	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
QC 213	Design of Timber and Steel Structures	8
QC 225	Building Construction IV	10
QC 226	Construction of Civil services Infrastructures	8
QC 239	Measurement of Building Works II	12
LM 178	Business Law	8
QC 227	Building Services II	8
QC 252	Project Work II	8
QC 253	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
QC 341	Principles of Management	8
QC 332	Measurement of Building Works III	12
QC 333	Measurement of Mechanical Installations	12
QC 336	Estimating and Price Analysis	12
QC 338	Procurement	8
QC 334	Measurement of Transportation Infrastructures	12
QC 351	Project Work III	8

Year 4 Semester 1

Code	Course Name	Credits
LM 238	Research Methodology	8
QC 435	Construction Economics II	10
QC 437	Professional Practice for quantity surveyors	10
QC 442	Construction Management II	10
BB 313	Entrepreneurship	8
Elective	Elective	8
QC 451	Project Work V	10

Year 3 Semester 2

Code	Course Name	Credits
QC 330	Measurement of Civil Services Infrastructures	12
QC 337	Construction Contracts	8
QC 335	Construction Economics I	8
QC 339	Measurement of External Works	10
QC 342	Construction Management I	8
QC 331	Measurement of Electrical and Telecommunications Installations	10
QC 352	Project Work IV	8
QC 353	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
QC 452	Dissertation	60

Elective Courses

Code	Course Name	Credits
CM 343	Project Risk Management	8
QC 462	Human Resource Management	8
CM 431	International Construction Management	8
DM 101	Introductions to Disaster Risk Management	8

SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)

Bachelor of Science in Urban and Regional Planning

Year 1 Semester 1

Code	Course Name	Credits
UP 111	Building Design Studio	16
UP 141	Building design, materials and construction	8
CS 101	English Language	8
GM 111	Introductions to Land Surveying	8
IS 161	Introduction to Information and Communication Technology	8
DS 101	Development Perspectives I	8
EC 100	Principles of Economics	8
LM 171	Elements of Law	8

Year 2 Semester 1

Code	Course Name	Credits
UP 213	Neighbourhood Planning and Design Studio	16
UP 202	Neighbourhood Planning and Design Concepts	8
UP 261	Quantitative Methods	8
UP 251	Land and planning laws	8
HI 231	Fundamentals of GIS and Remote Sensing	8
HI 221	Topographic and Cadastral Survey	4
UP 262	Introduction to Spatial Economics	8
RP 205	Demography and Development	4
HI 251	Urban Infrastructure Planning and Design	4

Year 1 Semester 2

Code	Course Name	Credits
UP 112	Site Planning and Design Studio	16
UP 101	Site Planning Principles and Concepts	8
HI 131	Computer Aided design for spatial planners	4
CS 102	Communication Skills	8
IS 141	Probability and Statistics	8
DS 102	Development Perspectives II	8
UP 107	History of Urban Planning	4
RE 149	Introduction to Real Estate Markets and Investments	8
UP 171	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
UP 214	Urban Design Studio	16
UP 203	Urban design theories and Concepts	8
UP 226	Planning and Management for Climate Change	4
UP 222	Landscape Planning and Design	8
HI 232	Cartography and Visualisation	8
UP 223	Urban Design and Heritage Conservation	4
LM 212	Land Economics	8
GI 225	Remote Sensing Applications	8
UP 272	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
UP 315	Informal Settlement Regularisation Studio	16
UP 304	Informal Urbanism	8
UP 332	Spatialised Databases and Applications	8
HI 352	Project Appraisal and Financing	8
BB 313	Entrepreneurship	8
UP 308	Resettlement Action Planning	8
UP 324	Urban Sociology and Environmental Psychology	8
LM 238	Research Methodology	8

Year 4 Semester 1

Code	Course Name	Credits
UP 417	Metropolitan Planning Studio	16
UP 406	Metropolitan Planning Theories	8
UP 455	Planning Professional Practice	4
UP 442	Regional Transport Planning and Management	8
DM 101	Introductions to Disaster Risk Management	8
UP 481	Dissertation I	8
	Elective	8

Year 3 Semester 2

Code	Course Name	Credits
UP 316	General Planning Scheme Studio	16
UP 305	City Planning Theories and Concepts	8
UP 321	Environmental Planning and Management	8
UP 352	Land Conflicts Management	4
UP 353	Urban Land Development Control	4
HI 362	Urban Transports and Traffic Management	8
HI 354	Project Planning and Monitoring	8
UP 364	Urban and Regional Economics	8
UP 373	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
UP 482	Dissertation II	60

Elective courses, Year 4 Semester I

Code	Course Name	Credits
UP 454	Local Governance	8
HI 402	Policy Analysis, Formulation, and Implementation	8

Total

Note: Students are required to opt for only one elective course

Bachelor of Science in Housing and Infrastructure Planning

Year 1 Semester 1

Code	Course Name	Credits
UP 111	Building Design Studio	16
UP 141	Building Design, Materials and Construction	8
CS 101	English Language	8
GM 111	Introduction to Land Surveying	8
IS 161	Introduction to Information and Communication Technology	8
DS 101	Development Perspectives I	8
EC 100	Principles of Economics	8
LM 171	Elements of Law	8

Year 2 Semester 1

Code	Course Name	Credits
UP 213	Neighborhood planning and design studio	16
UP 202	Neighborhood Planning and Design Concepts	8
UP 261	Quantitative Methods	8
UP 251	Land and Planning Laws	8
HI 231	Fundamentals of GIS and Remote Sensing	8
HI 221	Topographic and Cadastral Survey	4
UP 262	Introduction to Spatial Economics	8
RP 205	Demography and Development	4
HI 251	Urban Infrastructure Planning and Design	4

Year 1 Semester 2

Code	Course Name	Credits
UP 112	Site Planning Studio and Design Studio	16
UP 101	Site Planning Principles and Concepts	8
HI 131	Computer Aided design for Spatial Planners	4
CS 102	Communication Skills	8
IS 141	Probability and Statistics	8
DS 102	Development Perspectives II	8
UP 107	History of Urban Planning	4
RE 149	Introduction to Real Estate Market and Investments	8
UP 171	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
HI 211	Housing Planning Studio	16
HI 201	Housing Development Principles and Theories	8
HI 241	Housing Finance	8
HI 222	Sustainable and Resilient Infrastructure Planning	8
HI 232	Cartography and Visualization	8
UP 222	Landscape Planning and Design	8
GI 225	Remote Sensing Applications	8
HI 281	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
HI 312	Settlement Infrastructure Planning Studio	16
UP 304	Informal Urbanism	8
HI 361	Housing and Infrastructure	8
HI 334	Applied Geospatial Analysis and Modelling	8
HI 352	Project Appraisal and Financing	8
LM 238	Research Methodology	8
HI 362	Infrastructure Design and Construction	8
BB 313	Entrepreneurship	8

Year 4 Semester 1

Code	Course Name	Credits
HI 413	Regional Infrastructure Planning Studio	16
HI 425	Regional Infrastructure Principles and Concepts	8
UP 454	Local Governance	8
UP 455	Professional Practice for Planning	4
HI 402	Policy Analysis, Formulation, and Implementation	8
DM 101	Introduction to Disaster Risk Management	8
HI 435	Big Data for Planning	4
HI 471	Dissertation I	8

Year 3 Semester 2

Code	Course Name	Credits
UP 316	General Planning Scheme studio	16
UP 305	City Planning Theories and Concepts	8
UP 321	Environmental Planning and Management	8
UP 362	Urban Transports and Traffic Management	8
HI 354	Project Planning and Monitoring	8
UP 364	Urban and Regional Economics	8
UP 373	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
HI 472	Dissertation II	60

Elective courses, Year 4 Semester I

Code	Course Name	Credits
CD 221	Community Participation and Resource Mobilization	8
UP 308	Resettlement Planning	8
Total		

Note: Students are required to opt for only one elective course

Bachelor of Science in Regional Development Planning

Year 1 Semester 1

Code	Course Name	Credits
UP 111	Building Design Studio	16
UP 141	Building Design, Materials and Construction	8
CS 101	English Language	8
GM 111	Introduction to Land Surveying	8
IS 161	Introductions to Information and Communication Technology	8
DS 101	Development Perspectives I	8
EC 100	Principles of Economics	8
LM 171	Elements of Law	8

Year 2 Semester 1

Code	Course Name	Credits
UP 213	Neighbourhood Planning and Design Studio	16
UP 202	Neighborhood Planning Principles and Concepts	8
UP 261	Quantitative Methods	8
UP 251	Land and Planning laws	8
HI 231	Fundamentals of GIS and Remote Sensing	8
HI 221	Topographic and Cadastral Survey	4
UP 262	Introduction to Spatial Economics	8
RP 205	Demography and Development	4
HI 251	Urban Infrastructure Planning and Design	4

Year 1 Semester 2

Code	Course Name	Credits
UP 112	Site Planning and Design Studio	16
UP 101	Site Planning Principles and Concepts	8
HI 131	Computer Aided Design for Spatial Planning	4
CS 102	Communication Skills	8
IS 141	Probability and Statistics	8
DS 102	Development Perspective II	8
UP 107	History of Urban Planning	4
RE 149	Introduction to Real Estate Markets and Investments	8
UP 171	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
RP 212	Village Land Use Planning Studio	16
RP 201	Village Land Use Planning Theories and Concepts	8
UP 204	Rural Investment Planning	4
CD 221	Community Participation and Resource Mobilization	8
EC 341	Agricultural Economics I	8
GI 225	Remote Sensing Applications	8
RP 272	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
RP 316	Ecological Planning Studio	16
RP 332	Ecological Planning Theory	8
RP 336	Land Use and Biodiversity Conservation	4
UP 352	Land Conflicts Management	4
LM 238	Research Methodology	8
BB 313	Entrepreneurship	8
HI 352	Project Appraisal and Financing	8
UP 308	Resettlement Action Planning	8

Year 4 Semester 1

Code	Course Name	Credits
RP 415	Regional Planning Studio	16
RP 434	Regional Development Planning Theory	8
UP 454	Local Governance	8
RP 424	Regional Settlement Patterns and Linkages	8
DM 101	Introduction to Disaster Risk Management	8
UP 455	Planning Professional Practice	8
RP 481	Dissertation I	8
	Elective	8

Year 3 Semester 2

Code	Course Name	Credits
UP 316	General Planning Scheme	16
UP 305	Urban Planning Theories and Concepts	8
UP 321	Environmental Planning and Management	8
HI 362	Urban Transport Planning and Traffic Management	8
HI 354	Project Planning and Monitoring	8
RP 363	Natural Resource Management	4
UP 364	Urban and Regional Economics	8
RP 373	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
RP 482	Dissertation II	60

Elective courses, Year 4 Semester I

Code	Course Name	Credits
HI 402	Policy Analysis, Formulation, and Implementation	8
RP 425	Land Economics	8
UP 422	Regional Transport Planning and Management	8
Total		

Note: Students are required to opt for only one elective course

Bachelor of Arts in Economics

Year 1 Semester 1

Code	Course Name	Credits
EC 111	Introductory to Microeconomics I	10
EC 121	Introductory to Macroeconomics I	10
EC 131	Mathematics of Economics	8
DS 101	Development Perspective I	8
CS 101	English Language	8
IS 161	Introduction to Information and Communication Technology	8
BB 111	Accounting Fundamentals	8
CD 173	Introduction to Critical Thinking and Argumentation	8

Year 2 Semester 1

Code	Course Name	Credits
EC 213:	Intermediate Microeconomics I	10
EC 223	Intermediate Macroeconomics I	10
EC 233	Quantitative Methods for Economics I	8
EC 235	Econometrics	8
EC 261	Development Economics	8
BB 313	Entrepreneurship	8
HI 352	Project Appraisal and financing	10

Year 1 Semester 2

Code	Course Name	Credits
EC 112	Introduction to Microeconomics II	10
EC 122	Introduction to Macroeconomics II	10
IS 141	Statistics and Probability	8
DS 102	Development Perspective II	8
EC 101	Computer Application for Social Science	8
BB 112	Principles of Accounting	8
CS 102	Communication Skills	8
		60

Year 2 Semester 2

Code	Course Name	Credits
EC 214	Intermediate Microeconomics II	10
EC 224	Intermediate Macroeconomics II	10
EC 234	Quantitative Methods for Economics II	8
EC 236	Econometrics II	8
LM 238	Research Methodology	8
EC 262	Topical Issues in Economic Development	8
HI 354	Project planning and Monitoring	10
EC 270	Industrial Training	8

Year 3 Semester 1

Code	Course Name	Credits
EC 337	Applied Econometrics	10
EC 325	International Economics I	8
EC 365	Public Sector Economics I	8
EC 343	Natural Resources and Environmental economics I	8
EC 367	Monetary and Financial Economics I	10
LM 212	Land Economics	8
	Elective I	8

Year 3 Semester 2

Code	Course Name	Credits
EC 326	International Economics II	8
EC 366	Public Sector Economics II	8
EC 344	Natural Resources and Environmental Economics II	8
EC 368	Monitory and Financial Economics II	10
	Elective II	8
EC 382	Dissertation	20

Electives

Year 3 Semester 1

Code	Course Name	Credits
Cluster A		
EC 355	Industrial and Production Economics I	8
EC 357	Transport Economics I	8
Cluster B		
EC 345	Introduction to Spatial Economics	8
EC 347	Introduction to Energy Economics	8

Year 3 Semester 2

Code	Course Name	Credits
Cluster A		
EC 356	Industrial and Production Economics II	8
EC 358	Transport Economics II	8
Cluster B		
UP 263	Urban and Regional Economics	8
EC 348	Energy Economics and Policy	8

Bachelor of Arts in Community Development Studies

Year 1 Semester 1

Code	Course Name	Credits
CD 111	Social Development Theories	10
CD 116	Cultural Studies and Community Development	8
EC 100	Principles of Economics	8
CD 112	Community Development Theories and Practice I	8
CS 101	English Language	8
IS 161	Introduction to Information and Communication Technology	8
CD 122	Community Development and Facilitation Skills	10
CD 136	Introduction to Social Psychology	8

Year 2 Semester 1

Code	Course Name	Credits
EC 261	Development Economics	10
CD 283	Population and Development	10
BB 313	Entrepreneurship	8
LM 238	Research Methodology	8
HI 352	Project Appraisal	10
DM 101	Introduction to Disaster and Risk Management	8
CD 281	Principles of Environmental Management	8

Year 1 Semester 2

Code	Course Name	Credits
CD 151	Principles of Administration and Management	10
IS 141	Statistics and probability	8
CD 171	Human Rights, Governance and Democracy	8
CD 172	Critical Thinking and Argumentation	8
CS 102	Communication Skills	8
CD 115	Introduction to Sociology	8
CD 114	Community Development Theories and practice II	8
EC 101	EC 101:Computer Application for Social Sciences	8

Year 2 Semester 2

Code	Course Name	Credits
CD 233	Community Empowerment and Capacity Building	8
HI 354	Project Planning and Monitoring	10
CD 245	Rural and Urban Development	8
CD 244	Community Safety and Development	8
RP 363	Natural Resource Management	8
CD 243	Social Change and Development	8
CD 246	Introduction to Community Health	8
CD 221	Development Communication and Resource Mobilization	10
CD 265	Industrial Training	8

Year 3 Semester 1

Code	Course Name	Credits
CD 331	Gender and Development	8
CD 373	Ethics and Development	8
CD 374	Community Leadership	8
CD 332	Social Psychology and Counseling	10
CD 317	Principles of Social Work	8
CD 363	Project Paper I	10

Year 3 Semester 2

Code	Course Name	Credits
CD 375	Community and Administrative Laws	10
CD 347	Social Impact Assessment	8
CD 334	Social Service Delivery and Development	8
CD 335	Conflict Management	8
CD 342	Science, Technology and Industrial Development	8
CD 364	Project Paper II	20

Third year Electives

Year 3 Semester 1

Code	Course Name	Credits
CD 352	Agriculture and Rural Industrial Planning	8
HI 402	Policy Analysis, Formulation and Implementation	8

Year 3 Semester 2

Code	Course Name	Credits
CD 376	Regional Integration and Cooperation	8
RP 201	Village Land use Planning Theories and Concepts	8

SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY (SEST)

Bachelor of Science in Environmental Engineering

Year 1 Semester 1

Code	Course Name	Credits
CS 101	English Language	8
DS 101	Development Perspectives I	8
IS 143	Engineering Mathematics I	8
EE 143	Project I: Introduction to Technical Report Writing	8
EE 161	Engineering Drawing I	8
EG 100	Workshop Training	8
ES 112	Basic Chemistry	8
IS 161	Introduction to Information Communication Technology (ICT)	8

Year 2 Semester 1

Code	Course Name	Credits
IS 241	Engineering Mathematics II	8
EE 218	Engineering Mechanics II	8
EE 229	Building Services Engineering	8
EE 231	Water Resources and Transportation Engineering	12
EE 232	Project III: Design of Water Supply and Wastewater Collection Systems for a building and community	12
EE 233	Hydrology	8
EE 238	Fluid Mechanics I	8
GM 111	Introduction to Land Surveying	8

Year 1 Semester 2

Code	Course Name	Credits
MI 111	Introduction to Municipal and Industrial Service Engineering	8
EE 117	Engineering Mechanics I	8
EE 115	Soil Mechanics and Geology	8
EE 116	Construction Materials and Technology	8
EE 122	Projects II: Preliminary Design of a Low Cost Sanitation System	8
MI 121	Basic and Ecological Sanitation	8
EE 162	Engineering Drawing II	12
CS 102	Communication Skills	8
DS 102	Development Perspectives II	8
MI 151	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
IS 242	Engineering Mathematics III	8
EE 214	Foundation Engineering	8
EE 223	Sewerage and Drainage Engineering	8
EE 224	Project IV: Design of Sewerage and Drainage Systems for a Township	12
EE 239	Fluid Mechanics II	12
EE 252	Industrial Training II	8
EL 217	Environmental Microbiology	12
GM 221	Introduction to Engineering Surveying	8

Year 3 Semester 1

Code	Course Name	Credits
CE 212	Structural Analysis I	8
CQ 220	Basics of Quantity Surveying	8
EE 325	Unit Operations and Processes in Environmental Engineering	12
EE 337	Hydraulic Structures	8
EE 343	Environmental Health and Epidemiology	8
EE 344	Project V: Assessment and Engineering Control of Communicable Diseases	8
MI 329	Environmental Chemistry	12
	Elective	8

Year 4 Semester 1

Code	Course Name	Credits
BB 313	Entrepreneurship	8
MI 429	Wastewater Treatment Technology	8
EE 465	Environmental Systems Analysis	8
EE 467	Environmental Policies and Legislation	8
ES 467	Environmental Policies and Legislation	8
ES 468	Environmental Planning and Impact Assessment	8
LM 238	Research Methodology	8
MI 447	Project VII: Design of Domestic and Industrial Wastewater Treatment facilities	12

Year 3 Semester 2

Code	Course Name	Credits
CE 312	Structural Analysis II	8
EE 334	Water Treatment Engineering	8
EE 335	Project VI: Design of Water Treatment and Municipal Solid Waste Management Systems for Community/Township	12
EE 336	Pumps and Pumping Stations	8
EE 347	Ecology	8
EE 353	Industrial training III	8
MI 362	Solid Waste Infrastructure Design and Management	12
EE 366	Land and Water Pollution Prevention and Control	8
EE 369	Project Management for Construction	8

Year 4 Semester 2

Code	Course Name	Credits
EE 456	Dissertation	60

Elective Courses

Code	Course Name	Credits
EE 363	Thermofluids	8
ES 483	Disaster Risk Management	8
MI 234	Occupational Health and Safety	8
MI 446	Industrial Wastewater Treatment	8

Bachelor of Science in Municipal and Industrial Services Engineering

Year 1 Semester 1

Code	Course Name	Credits
CS 101	English Language	8
DS 101	Development Perspectives I	8
IS 143	Engineering Mathematics I	8
EE 143	Project I: Introduction to Technical Report Writing	8
EE 161	Engineering Drawing I	8
EG 100	Workshop Training	8
ES 112	Basic Chemistry	8
IS 161	Introduction to Information Communication Technology (ICT)	8

Year 2 Semester 1

Code	Course Name	Credits
MI 218	Traffic Engineering and Simulation	8
IS 241	Engineering Mathematics II	8
EE 218	Engineering Mechanics II	8
EE 229	Building Services Engineering	8
EE 231	Water Resources and Transportation Engineering	8
EE 232	Project III: Designs of Water Supply and Wastewater Collection Systems	8
EE 233	Hydrology	8
EE 238	Fluid Mechanics I	8
GM 111	Introduction to Land Surveying	8

Year 1 Semester 2

Code	Course Name	Credits
CS 102	Communication Skills	8
DS 102	Development Perspectives II	8
EE 115	Soil Mechanics and Geology	8
EE 116	Construction Materials and Technology	8
EE 117	Engineering Mechanics I	8
EE 121	Introduction to Environmental Engineering	12
EE 122	Project II: Preliminary Design of a Low Cost Sanitation System	12
EE 151	Industrial training I	8
EE 162	Engineering Drawing II	12

Year 2 Semester 2

Code	Course Name	Credits
MI 214	Sewerage Engineering and Faecal Sludge Management	8
MI 215	Urban Storm Water Management	8
MI 234	Occupational Healths and Safety	8
EE 214	Foundation Engineering	8
MI 217	Project IV Design of Sewerage, Stormwater and Faecal sludge systems	8
EE 239	Fluid Mechanics II	12
EL 217	Environmental Microbiology	8
GM 221	Introduction to Engineering Surveying	8
MI 252	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
MI 319	Municipal Infrastructures and Governance	8
MI 323	Renewable and Alternative Energy	8
MI 331	Mining, Petroleum and Gas Processing Waste Management	8
MI 341	Industrial Utility and Safety Services Engineering	8
MI 342	Industrial Ecology	8
MI 343	Project V: Occupational Health and Safety Systems	8
CE 212	Structural Analysis I	8
CQ 220	Introduction to Quantity Surveying Elective	8

Year 3 Semester 2

Code	Course Name	Credits
MI 313	Urban Infrastructure Planning and Management	8
MI 322	RS and GIS Applications in Municipal and Industrial Services Engineering	8
MI 326	Solid Waste Infrastructure Design and Management	8
MI 328	Managing water supply and sanitation in emergencies	8
MI 310	Regulatory and Legal Frameworks on Establishment and Operation of Municipal Infrastructure	8
MI 335	Project VI Design of Water Treatment and Municipal Solid Waste Management Systems	8
MI 344	Fundamentals of Industrial Operations and Processes	8
EE 366	Land and Water Pollution Prevention and Control	8
EE 334	Water Treatment Engineering	8
MI 353	Industrial Training III	8

Year 4 Semester 1

Code	Course Name	Credits
MI 429	Municipal Wastewater Treatment Technology	8
MI 432	Risk Assessment and Management of Mining, Mineral Processing and Petroleum Operation/waste management	8
MI 446	Industrial Wastewater Treatment	8
MI 447	Project VII: Design of Municipal and Industrial Wastewater Treatment Facilities	8
ES 491	Research Methodology for Scientist	8
EE 467	Air Pollution Prevention and Control	8
BB 313	Entrepreneurship	8
ES 468	Environmental Planning and Impact Assessment	8

Year 4 Semester 2

Code	Course Name	Credits
MI 454	Dissertation	60

Elective Courses

Code	Course Name	Credits
MI 329	Environmental Chemistry	8
ES 483	Disaster Risk Management	8
EE 337	Hydraulic Structures	8

Bachelor of Science in Environmental Science and Management

Year 1 Semester 1

Code	Course Name	Credits
IS 144	Mathematics I	8
ES 111	Basic Chemistry	8
ES 112	Fundamentals of Biology	8
ES 113	Principles of Physics	8
IS 161	Introductions to ICT	8
CS 101	English Language	8
DS 101	101 Development Perspectives I	8
GM 111	Introduction to land surveying	8
EE 143	Project I: Introduction to Technical Report Writing	8

Year 2 Semester 1

Code	Course Name	Credits
ES 214	Instrumental Methods of Analysis	12
ES 224	Environmental Ecology	8
ES 226	Project III: Assessment of Low Cost Sanitation Systems	8
ES 231	Water Supply and Sanitation	12
ES 232	Remote Sensing and Environment	8
ES 233	Geographical Information Systems	8
ES 261	Principles of Economics	8
EE 233	Hydrology	8

Year 1 Semester 2

Code	Course Name	Credits
IS 141	Statistics and Probability	8
IS 145	Mathematics II	8
ES 121	Introduction to Environmental Science	8
ES 122	Environmental Geology	8
ES 123	Environmental Pollution Sources Survey	8
CS 102	Communication Skills	8
DS 102	Development Perspectives II	8
ES 151	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
ES 225	Environmental Chemodynamics	12
ES 234	Scientific Experimental Design	8
ES 242	Toxicology and Risk Management	12
ES 243	Project IV: Occupational Health and Safety	8
ES 281	Meteorology	8
MI 234	Occupational Health and Safety	8
EL 217	Environmental Microbiology	12
ES 252	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
ES 335	Industrial and Municipal Wastewater Management	8
ES 336	Soil Pollution and Remediation	8
ES 338	Project VI: Contaminated	8

Year 4 Semester 1

Code	Course Name	Credits
ES 444	Hazardous Waste Management	8
ES 467	Environmental Policies and Legislation	8
ES 468	Environmental Planning and	8

	Site Remediation			Impact Assessment	
ES 362	Environmental Economics and Management	8	ES 469	Agro-industrial waste Management	8
ES 363	Surface water hydrometry and quality monitoring	8	ES 474	Environmental Management in Oil and Gas Industry	8
ES 372	Mining and Environment	8	ES 482	Climate Change Impact, Mitigation and Adaptation	8
MI 329	Environmental Chemistry	12	ES 483	Disaster Risk Management	8
EL 215	Environmental Compliance and Management	8	ES 491	Research Methodology	8
EE 343	Environmental Health and Epidemiology	8	ES 484	Project VII: Disaster Risk Reduction	8
			BB 313	Entrepreneurship	8

Year 3 Semester 2

Code	Course Name	Credits
ES 337	Principles and Application of Biotechnology	8
ES 364	Project V: Waste Management	8
ES 365	Air Quality Monitoring and Management	8
ES 366	Groundwater Quality Monitoring and Management	8
ES 371	Introduction to Natural Resources Conservation and Management	8
ES 373	Soil Conservation and Management	8
EE 362	Solid Waste Management and Technology	12
	Elective	8
ES 351	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
MI 454	Dissertation	60

Elective courses

Code	Course Name	Credits
MI 323	Renewable and Alternative Energy	8
EE 455	Environmental Systems Analysis	8

Bachelor of Science in Environmental Laboratory Science and Technology

Year 1 Semester 1

Code	Course Name	Credits
EL 111	Introduction to Environmental Laboratory Science and Technology Core	8
ES 112	Fundamentals of Biology	8
ISI 144	Mathematics I	8
ES 111	Basic Chemistry	8
EE 143	Project I: Introduction to Technical Report Writing	8
IS 151	Introduction to ICT	8
DS 101	Development Perspectives I	8
CS 101	English Language	8

Year 2 Semester 1

Code	Course Name	Credits
EL 212	Environmental Information System	8
EL 215	Environmental Compliance and Management	8
EL 221	Laboratory Technologies for Water Resources and Open Hydraulic Systems	8
EL 245	Soil and Groundwater Pollution	8
EL 246	Project IV: Soil and Groundwater Pollution	8
EE 238	Fluid Mechanics I	8
EL 231	Laboratory Science and Technology for Soil analysis	8
EL 214	Scientific Experimental Design and Optimization	8

Year 1 Semester 2

Code	Course Name	Credits
EL 151	Industrial Training I	8
EL 162	Projects II: Analytical Laboratory Survey	8
EL 165	Laboratory Instrumentation	12
ISI 145	Mathematics II	8
EE 115	Soil Mechanics and Geology	8
EE 116	Construction Materials and Technology	8
CS 102	Communication Skills	8
DS 102	Development Perspectives II	8

Year 2 Semester 2

Code	Course Name	Credits
EL 217	Environmental Microbiology	12
EL 222	Laboratory Science and Technology for Water and Wastewater Analysis	8
EL 223	Laboratory Science and Technology for Microbiological Analysis	8
EL 224	Project IV: Water and Wastewater Treatment	8
EL 225	Water and Wastewater Management	8
EL 252	Industrial Training II	8
ES 242	Toxicology and Risk Management	12

Year 3 Semester 1

Code	Course Name	Credits
EL 313	Solid and Hazardous Waste Management and Technology	8
EL 318	Environmental Biotechnology	8
EL 332	Waste Management in Oil and Gas Industries	8
EL 333	Environmental Quality for Oil and Gas Laboratory analysis	8
EL 334	Project V Oil and Gas waste management	8
EL 341	Laboratory Science and Technology for Solid Waste and Sludge Analysis	12
MI 329	Environmental Chemistry	12
EE 343	Environmental Health and Epidemiology	8
	Elective	8

Year 4 Semester 1

Code	Course Name	Credits
EL 416	Health, Safety and Environment	8
EL 427	Water and Sanitation Project Monitoring and Evaluation	8
EL 435	Mining and Mineral Processing Waste Management	8
EL 444	Environmental Monitoring	8
EL 461	Project VII Design of Environmental Health and Safety Systems	8
ES 467	Environmental Policies and Legislation	8
ES 468	Environmental Planning and Impact Assessment	8
LM 238	Research Methodology	8
BB 313	Entrepreneurship	8

Year 3 Semester 2

Code	Course Name	Credits
EL 342	Laboratory Science and Technology for Air Quality and Noise Analysis	8
EL 343	Environmental Radiation Control	8
EL 347	Decentralized Sanitation Biotechnologies	8
EL 353	Industrial Training III	8
EL 361	Project VI: Technical Laboratory Plan	8
EL 364	Laboratory Organization and Safety	12
EL 367	Principles and Concepts of Laboratory Design	8
ES 365	Air Quality Monitoring and Management	8

Year 4 Semester 2

Code	Course Name	Credits
EL 454	Dissertation	60

Elective courses

Code	Course Name	Credits
EL 319	Aquatic Pollution and Control	8
EL 369	Proficiency Testing in Laboratory	8
DM 301	Disaster Management	8

SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS (SERBI)

Bachelor of Science in Land Management and Valuation

Year 1 Semester 1

Code	Course Name	Credits
EC 100	Principles of Economics	8
CS 101	English Language	8
DS 101	Development Perspectives I	8
GM 111	Introduction to Land Surveying	12
IS 161	Fundamentals of Computer Systems	12
IS 149	Basic Mathematics	8
LM 141	Introduction to Valuation	8
LM 151	Elements of Law	8

Year 2 Semester 1

Code	Course Name	Credits
PM 213	Construction	12
RE 233	Business Accounts	8
LM 212	Land Economics	8
LM 213	Housing	8
LM 232	Basics of Urban and Rural Planning	8
LM 242	Principles and Methods of Valuation	8
LM 253	Land Law I	8
LM 262	Research Methodology	8

Year 1 Semester 2

Code	Course Name	Credits
CS 102	Communication Skills	8
DS 102	Development Perspectives II	8
PM 111	Architectural Studies	8
PM 112	Introduction to Construction	8
IS 141	Statistics and Probability	8
LM 111	Environmental Studies	8
LM 131	Principles of Management	8
LM 152	Business Law	8
LM 161	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
GS 121	Fundamentals of Geographic Information Science	12
QC 220	Basics of Quantity Surveying	8
PM 215	Building Materials	8
PM 276	Scientific Report Writing	8
RE 221	Econometrics	8
LM 233	Land Administration I	8
LM 234	Rural Land Studies	6
LM 254	Land Law II	6
LM 263	Industrial Training II	8

Year 3 Semester 1

LM 314	Urban Economics	8
LM 335	Land Administration II	10
LM 343	Applied Valuation I	10
LM 355	Public Policy Analysis	8
LM 356	Property Taxation	8
LM357	Conveyancing and Disposition	8
LM 364	Semester Project	12

Year 4 Semester 1

BB 313	Entrepreneurship	8
RE 434	Business Ethics	8
LM 436	Land Administration Case Work	12
LM 445	Valuation Casework	12
LM 466	Research Proposal Writing	12
	Elective	8

Year 3 Semester 2

Code	Course Name	Credits
LM 322	Real Estate Market Analysis	8
PM 333	Project Management	8
LM 321	Fundamentals of Property Finance and Investment	8
LM 344	Applied Valuation II	12
LM 358	Administrative Law	8
LM 359	Land Policy Studies	8
LM 365	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
LM 468	Dissertation	60

Electives

Code	Course Name	Credits
LM 415	Forest Economics	8
LM 416	Agricultural Economics	8
LM 423	GIS for Real Estate Professionals	8

Bachelor of Science in Property and Facilities Management

Year 1 Semester 1

Code	Course Name	Credits
IS 149	Basic Mathematics	8
DS101	Development Perspective I	8
CS101	English Language	8
LM151	Elements of Law	8
IS151	Introduction to ICT	12
EC 100	Principles of Economics	8
PM 132	Fundamentals of Property and Facilities Management	8
GM 111	Introduction to Land Surveying	12

Year 2 Semester 1

Code	Course Name	Credits
PM 231	Strategic Facility Planning	8
PM 213	Construction	12
BB 111	Accounting Fundamentals	8
LM 213	Housing	8
LM 253	Land Law I	8
LM 212	Land Economics	8
LM 262	Research Methodology	8
PM 241	Construction Economics	8

Year 1 Semester 2

Code	Course Name	Credits
CS 102	Communication Skills	8
DS 102	Development Perspective II	8
PM 111	Introduction to Building Construction	8
PM 112	Architectural Studies	8
IS 141	Statistics and Probability	8
LM 111	Environmental Studies	8
LM 131	Principles of Management	8
LM 152	Business Law	8
PM 171	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
QC 220	Basics of Quantity Surveying	8
PM 215	Building Materials	8
PM 276	Scientific Report Writing	8
GS 121	Fundamentals of Geographic Information Science	12
BB 112	Principles of Accounting	8
PM 251	Landlord and Tenant Law	8
LM 254	Land Law II	8
PM 273	Industrial Training II	8

Year 3 Semester 1			Year 4 Semester 1		
PM 314	Maintenance Management and Technology	10	BB 313	Entrepreneurship	8
PM 337	Infrastructure and Building Services Management	8	LM 467	Research Proposal Writing	8
PM 325	Property Development	8	PM 475	Property and Facilities Management Casework	8
PM 335	Facilities Management I	10	PM 422	Real Estate Marketing and Agency	8
LM 355	Public Policy Analysis	8	LM 438	Corporate Real Estate Management	8
LM 356	Property Taxation	8	PM 434	Contract Management	8
LM 357	Conveyancing and Disposition	8	RE 448	Business Ethics	8
PM 371	Semester Project	12		Elective	8
Year 3 Semester 2			Year 4 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
RE 322	Real Estate Market Analysis	8	PM 477	Dissertation	60
PM 336	Facilities Management II	12			
LM 358	Administrative Law	8			
PM 326	Structural and Condition Surveys	8			
PM 339	Property Management	12			
PM 333	Project Management	8			
PM 331	Rehabilitation and Space planning	8			
PM 374	Industrial Training III	8			
	Elective	8			
Elective Courses					
Code	Course Name	Credits			
LM 423	GIS For Real Estate Professionals	8			
DM 101	Introduction to Disaster Risk Management	8			

Bachelor of Science in Real Estate Finance and Investment

Year 1 Semester 1

Code	Course Name	Credits
EC 100	Principles of Economics	8
CS 101	English Language Development Perspectives	8
DS 101	I Introduction to Land	8
GM 111	Surveying Fundamentals of	12
IS 161	Computer Systems	12
IS 149	Basic Mathematics	8
	Introduction to Real Estate Markets and	
RE 111	Investment	8
LM 151	Elements of Law	8

Year 2 Semester 1

Code	Course Name	Credits
PM 213	Building Construction	12
RE 233	Business Accounts	8
LM 213	Housing	8
LM 232	Land Law I	8
	Basics of Urban and	
LM 212	Regional Planning	8
LM 262	Research Methodology	8
BB 252	Quantitative Techniques	8
BB 221	Money and Banking	8

Year 1 Semester 2

Code	Course Name	Credits
CS 102	Communication Skills Development Perspectives	8
DS 102	II	8
PM 111	Architectural Studies	8
	Introduction to Building	
PM 112	Construction	8
IS 141	Statistics and Probability	8
LM 111	Environmental Studies	8
LM 131	Principles of Management	8
LM 152	Business Law	8
RE 161	Industrial Training I	8

Year 2 Semester 2

Code	Course Name	Credits
	Fundamentals of Geographic	
GS 121	Information Science	8
CQ 220	Basics of Quantity Surveying	8
PM 276	Scientific Report Writing	8
RE 221	Econometrics	8
LM 270	Land Law II	8
RE 231	Financial Mathematics	8
RE 232	Financial Markets	8
FN 259	Corporate Finance	8
RE 262	Industrial Training II	8

Year 3 Semester 1

Code	Course Name	Credits
LM 314	Urban Economics	8
LM 335	Public Policy Analysis	12
LM 357	Conveyancing and Disposition	8
RE 312	Real Estate Finance I	8
RE 341	Investment Analysis	8
PM 325	Property Development	8
RE 363	Semester Project	12

Year 4 Semester 1

Code	Course Name	Credits
BB 313	Entrepreneurship	8
RE 434	Business Ethics	8
LM 466	Research Proposal Writing Workshop	8
LM 423	GIS for Real Estate Professionals	8
RE 417	Computer Aided Property Appraisal	8
RE 419	Property Investment II	8
PM 429	Real Estate Marketing and Agency	8
RE 418	Real Estate Finance and Investment Casework	8

Year 3 Semester 2

Code	Course Name	Credits
PM 333	Project Management	8
LM 358	Administrative Law	8
RE 314	Real Estate Appraisal	8
RE 315	Real Estate Finance II	8
RE 351	Taxation	8
RE 316	Property Investment I	8
RE 364	Real Estate Market Dynamics and Modelling	8
RE 313	Industrial Training III	8

Year 4 Semester 2

Code	Course Name	Credits
RE 465	Dissertation	60

Bachelor of Science in Accounting and Finance

Year 1 Semester 1

Code	Course Name	Credits
BB 111	Accounting Fundamentals	8
CS 101	English Language	8
DS 101	Development Perspective I	8
IS 161	Fundamentals of Computer Systems	12
EC 111	Introductory Microeconomics I	to 8
BB 131	Productions and Operations Management	8
IS 149	Basic Mathematics	8
EC 121	Introductory Macroeconomics I	to 8

Year 2 Semester 1

Code	Course Name	Credits
BB 221	Money and Banking	8
BB 232	Strategic Management	8
BB 233	Organizational Behaviour	8
AC 291	Public Finance and Taxation	8
FN 256	Financial Management	8
BB 241	Quantitative Techniques	8
LM 262	Research Methodology	8
AC 281	Public Sector Accounting I	8

Year 1 Semester 2

Code	Course Name	Credits
DS 102	Development Perspective II	8
BB 114	Commercial Law	8
BB 112	Principles of Accounting	8
FN 151	Principles of Finance	8
BB 115	Introduction to Business	8
LM 131	Principles of Management	8
IS 141	Statistics and Probability	8
CS 102	Communication Skills	8

Year 2 Semester 2

Code	Course Name	Credits
FN 259	Corporate Finance	8
RE 242	Econometrics	8
AC 355	Auditing	8
AC 273	Financial Accounting I	8
AC 292	Public Finance and Taxation II	8
FN 250	Personal Finance	8
FN 255	Financial Markets and Institutions	8
AC 271	Computer Application in Accounting	8
AC 276	Cost Accounting	8
BB 262	Industrial Training	8

Year 3 Semester 1

Code	Course Name	Credits
BB 322	Principles of Marketing	8
BB 334	Business Values and Ethics	8
AC 382	Public Sector Accounting II	8
AC 374	Financial Accounting II	8
AC 378	Management Accounting	8
FN 354	Derivative Securities and Risk Management	8
BB 335	Procurement and Logistics Management	8
BB 313	Entrepreneurship	8
	Elective	8

Year 3 Semester 2

Code	Course Name	Credits
AC 372	Auditing and Assurance Services	8
AC 377	Financial Reporting	8
FN 358	Equity Valuation	8
FN 357	International Business and Finance	8
BB 323	Marketing and Financial Services	8
FN 353	Financial Modelling	8
FN 352	Portfolio and Wealth Management	8
BB 361	Semester Project	16

Electives (3rd Year)

Code	Course Name	Credits
RE 355	Real Estate Finance I	8
LM 356	Property Taxation	8

Bachelor of Banking and Finance

Year 1 Semester 1

Code	Course Name	Credits
BB 111	Accounting Fundamentals	8
CS 101	English Language	8
DS 101	Development Perspectives I	8
IS 161	Fundamentals of Computer Systems	12
EC 111	Introductory to Microeconomics I	8
IS 149	Basic Mathematics	8
EC 121	Introductory to Macroeconomics I	8
BK 111	Principles of Banking I	8

Year 2 Semester 1

Code	Course Name	Credits
BB 243	Strategic Management	8
BB 244	Organization Behavior	8
FN 256	Financial Management	8
BB 241	Quantitative Techniques	8
LM 262	Research Methodology	8
BK 213	International Banking and Finance	8
BK 214	Bank Management	8
BK 215	Banking Operations	8

Year 1 Semester 2

Code	Course Name	Credits
DS 102	Development Perspectives II	8
BB 112	Principles of Accounting	8
BB 115	Introduction to Business	8
FN 151	Principles of Finance	8
LM 131	Principles of Management	8
IS 141	Statistics and Probability	8
CS102	Communication Skills	8
BK 112	Principles of Banking II	8
BK 161	Industrial Training	8

Year 2 Semester 2

Code	Course Name	Credits
FN 259	Corporate Finance	8
BK 231	Credit and Lending	8
BK 216	Banking Law	12
RE 242	Econometrics	8
FN 250	Personal Finance	8
FN 255	Financial Markets and Institutions	8
BK 262	Industrial Training	8

Year 3 Semester 1

Code	Course Name	Credits
BB 322	Principles of Marketing	8
BK 317	Microfinance	8
BK 321	Treasury Management	8
BK 342	Ethics and Customer Care in Banking Business	8
BB 313	Entrepreneurship	8
BK 318	Risk Management	8
BB 335	Procurement and Logistics Management	8
FN 358	Equity Valuation	8
	Elective	8

Year 3 Semester 2

Code	Course Name	Credits
BK 341	Lease Financing	8
IR 351	Bancassurance	8
FN 357	International Business and Finance	8
FN 350	Marketing of Financial Services	8
FN 353	Financial Modeling	8
FN 352	Portfolio and Wealth Management	8
BK 362	Semester Project	16

Elective courses

Code	Course Name	Credits
RE 355	Real Estate Finance I	8
BK 342	Islamic Finance	8

Bachelor of Science in Information Systems and Management

Year 1 Semester 1

Code	Course Name	Credits
CS 101	English Language	8
DS 101	Development Perspective 1	8
IS 121	Fundamentals of Computer Programming	12
IS 163	Fundamentals of Digital Electronics	8
IS 142	Discrete Mathematics	12
IS 161	Fundamentals of Computer System	12

Year 2 Semester 1

Code	Course Name	Credits
GI 121	Fundamentals of Geographic Information System	8
IS 264	Operating Systems	8
IS231	Database Systems	12
IS223	Object Oriented Programming	12
IS273	Structured System Analysis and Design	12
IS243	Analytical Methods for Computing	12

Year 1 Semester 2

Code	Course Name	Credits
DS102	Communications Skills	8
CS102	Development Perspective 2	8
IS141	Statistics and Probability	8
IS122	Data Structure and algorithms	12
LM111	Environmental Studies	8
IS181	Fundamentals of Computer Networks	8
IS191	Project1: Problem Solving Using Information Systems	8

Year 2 Semester 2

Code	Course Name	Credits
IS265	Multimedia Systems	8
IS224	Web Applications Development	12
IS274	Object Oriented System Analysis and Design	12
IS251	Information Systems Security	8
IS211	Enterprise Information Systems	8
IS292	Project II: Information Systems Analysis, Design and Implementation	8
IS293	Industrial Training	8

Year 3 Semester 1

Code	Course Name	Credits
IS325	Mobile Applications Development	12
BB313	Entrepreneurship	8
IS313	Project Management in Information Systems	8
IS384	Distributed & Mobile Computing	12
IS312	Ethical, Legal & Social Issues In Information Technology	8
IS352	Emerging Information Technologies and Innovation	12
IS394	Research Methods and Dissertation Writing	8

Year 3 Semester 2

Code	Course Name	Credits
IS353	Information Systems Audit and Control	8
IS354	Computer Modelling and Simulation	8
BB347	Management & Organization Behavior	8
IS395	Dissertation	40

Bachelor of Science in Computer Systems and Networks

Year 1 Semester 1

Code	Course Name	Credits
CS 101	English Language	8
DS 101	Development Perspective I	8
IS 121	Fundamentals of Computer Programming	12
IS 142	Discrete Mathematics	12
IS 163	Fundamentals of Digital Electronics	8
IS 161	Fundamentals of Computer Systems	12

Year 2 Semester 1

Code	Course Name	Credits
CN 282	Routing and Switching	12
IS 223	Object Oriented Programming	12
IS 243	Analytical Methods for Computing	12
IS 264	Operating Systems	8
IS 231	Database Systems	12
IS 273	Structured System Analysis and Design	12

Year 1 Semester 2

Code	Course Name	Credits
CS 102	Communication Skills	8
DS 102	Development Perspective II	8
IS 181	Fundamentals of Computer Networks	8
IS 122	Data Structure and Algorithms	12
IS 141	Statistics and Probability	8
LM 111	Environmental Studies	8
CN 163	Computer Systems Architecture	8
CN 191	Project I: Problem Solving Using Computer Systems	8

Year 2 Semester 2

Code	Course Name	Credits
IS 274	Object Oriented System Analysis and Design	12
CN 265	Fundamentals of Smart Systems	8
CN 283	Network Analysis and Design	12
CN 285	Wireless Technologies	8
IS 251	Information Systems Security	8
CN 292	Project II: Network Design and Implementation	8
CN 293	Industrial Training	8

Year 3 Semester 1

Code	Course Name	Credits
IS 312	Ethical, Legal and Social Issues in Information Technology	8
CN 366	Smart Systems Development	12
BB 313	Entrepreneurship	8
IS 384	Distributed and Mobile Computing	12
CN 394	Research Methods and Dissertation Writing	8
	Elective	12

Year 3 Semester 2

Code	Course Name	Credits
CN 386	Network Virtualization Technologies	8
CN 352	Computer Forensics	8
CN 311	Enterprise Server Management	8
CN 395	Dissertation	40

Electives

Code	Course Name	Credits
IS 325	Mobile Application Development	12
IS 352	Emerging Technologies and Innovation	12

Bachelor of Science in Geomatics

Year 1 Semester 1

Code	Course Name	Credits
DS 101	Development Perspectives I	8
GI 111	Principles of Cartography	8
GM 111	Introduction to Land Surveying	12
IS 142	Discrete Mathematics	12
GT 111	Physics	8
IS 161	Fundamentals of computer systems	12
IS 121	Fundamentals of Computer Programming	12
CS 101	English Language	8

Year 2 Semester 1

Code	Course Name	Credits
IS243	Analytical Methods for Computing	12
IS 223	Object Oriented Programming	12
GM 343	Map Projections	8
GM 213	Electronic Surveying	8
GM 231	Adjustment Theory	8
GM 241	Spherical and Ellipsoidal Geometry	8
GM 232	Control Surveys	12
GM 265	Vector Calculus and Differential equations	8

Year 1 Semester 2

Code	Course Name	Credits
DS 102	Development Perspectives II	8
GI 121	Introduction to photogrammetry	8
GS 122	Remote Sensing Principles	8
GM 112	Topographic Surveying	10
IS141	Statistics and Probability	8
IS163	Fundamentals of Digital Electronics	8
CS 102	Communication Skills	8
IS 231	Database Systems	12
GM 183	Project I – Topographic Surveying and Instruments handling	8
GM 184	Industrial Training I	6

Year 2 Semester 2

Code	Course Name	Credits
GM 214	Cadastral Surveying	12
GM 221	Introduction to Engineering Surveying	10
GS 121	Fundamentals of Geographical Information Systems	8
GT 292	Scientific Writing and Reporting	6
GS 226	Land, Environment and ICT laws	8
UP 202	Neighbourhood Design Principles and Concepts	8
GM 281	Project II: Cadastral Surveying	8
GM 284	Industrial Training II	6

Year 3 Semester 1

Code	Course Name	Credits
GM 355	Satellite Surveying	10
GM 364	Numerical Methods	8
GM 342	Geometrical Geodesy	8
GM 351	Space Geodetic Techniques	8
GM 363	Differential Geometry	8

Year 4 Semester 1

Code	Course Name	Credits
GM 411	Deformation Analysis and Advanced Engineering Surveying	10
GM 454	Earth Gravity Field and its Applications	8
GM 323	Hydrographic Surveying	10
GS 392	Pre-dissertation: Research Methods in Geospatial Sciences	8
QC 341	Fundamentals of Management	8

HI 352	Project Appraisal and Financing	8	BB 313	Entrepreneurship	8
GS 216	Remote Sensing Applications Elective	8	GM 484	Professional Practices in Geospatial Sciences	8
		8	GM 483	Project IV: Engineering and Hydrographic Surveying	8

Year 3 Semester 2

Code	Course Name	Credits
GM 352	Physical Geodesy	8
GM 333	Applied Adjustment	10
GT 221	Land Administration	8
GM 453	Geophysics	8
HI 354	Project Planning and Monitoring	8
GM 371	Industrial Metrology	8
GM 382	Project III: Control Surveying	8
GM 384	Industrial Training III	6

Year 4 Semester 2

Code	Course Name	Credits
GM 493	Dissertation	60

Elective Courses

DM 101	Introduction to Disaster Risk Management	8
CD 173	Introduction to Critical Thinking And Argumentation	8
CE 232	Highway Geometric Design	8

Bachelor of Science in Geographical Information Systems and Remote Sensing

Year 1 Semester 1

Code	Course Name	Credits
DS 101	Development Perspectives I	8
GI 111	Principles of Cartography	8
GS111	Basics of Geospatial Sciences	8
IS142	Discrete Mathematics	12
IS 161	Fundamentals of Computer Systems	12
CS 101	English Language	8
IS121	Fundamentals of Computer Programming	12
GS 112	Principles of Spatial Data Acquisition	8

Year 2 Semester 1

Code	Course Name	Credits
IS 243	Analytical methods for computing	12
GS 216	Remote Sensing Applications	8
GS 211	Geospatial Databases	10
GS 212	Spatial Statistics	8
GS 213	Spatial analysis and applications	10
GS 221	Web GIS and Mobile Application Development	10
GS 215	Advanced Photogrammetry	8
IS 223	Object Oriented Programming	12

Year 1 Semester 2

Code	Course Name	Credits
DS 102	Development Perspectives II	8
IS 231	Database Systems	12
CS 102	Communication Skills	8
GI 121	Introduction to Photogrammetry	8
GS 226	Land, Environment and ICT Laws	8
GS 122	Remote Sensing Principles	8

Year 2 Semester 2

Code	Course Name	Credits
GT 292	Scientific Writing and Reporting	6
GT 221	Land Administration	8
GS 225	Advances in Geographic Information Systems	10
GS 222	Geospatial Applications of Unmanned Aerial Systems (UAS)	8
GS 228	Advances in Remote Sensing Techniques	10
GS 227	Spatial data Modeling and analysis	8

GS121	Fundamentals of Geographical Information Systems	8	GS 223	GIS and Remote Sensing in Transportation and Utilities	8
GS123	Semester Project I - GIS and Remote Sensing camp	8	GS 214	Digital Cartography and Geo- Visualization	8
GS 161	Industrial Training I	6	GS 224	PROJECT II: Integrating GIS, RS and Photogrammetry	8
			GS 262	Industrial Training II	6
Year 3 Semester 1			Year 4 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
QC 341	Principles of Management	5	GM 411	Deformation Analysis and Advanced Engineering Surveying	10
GS 311	GIS and Remote Sensing in Agriculture and Natural Resources Management	8	GM 454	Earth Gravity Field and its Applications	8
GS 392	Pre-dissertation: Research Methods in Geospatial Sciences	8	GM 323	Hydrographic Surveying	10
BB 313	Entrepreneurship	8	GS 392	Pre-dissertation: Research Methods in Geospatial Sciences	8
GM484	Professional Practice in Geospatial Sciences	8	QC 341	Fundamentals of Management	8
HI 352	Project Appraisal and Financing	8	BB 313	Entrepreneurship	8
GS 313	Geospatial Decision Support Systems	8	GM 484	Professional Practices in Geospatial Sciences	8
	Elective	8	GM 483	Project IV: Engineering and Hydrographic Surveying	8
Year 3 Semester 2					
Code	Course Name	Credits			
GI 3261	Advanced image processing	8			
GS 321	GIS and Remote Sensing in Environmental Monitoring and Disaster Management	8			
HI 354	Project Planning and Monitoring	8			
GS 393	Dissertation	36			
Electives (3rd Year)					
Code	Course Name	Credits			
DM 101	Introduction to Disaster Risk Management	8			
CD 173	Introduction to Critical Thinking And Argumentation	8			
ES 468	Environmental Planning and Impact Assessment	8			

Schedule for Research Projects, In-semester Fieldwork, Industrial Training and Dissertation

S/N	Name of Programme	In Semester Field work (No of Days)								Research										Dissertation				Industrial Training (IT) – (No. of Days)				
		1st Year		2nd Year		3rd Year		4th Year		1st Year		2nd Year		3rd Year		4th Year		5th Year		Dissertation		1st Year	2nd Year	3rd Year	4th Year	5th Year		
																				4th Year							5th Year	
		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	2	2	2	2	2
	School of Architecture, Construction Economics & Management																											
1	Bachelor of Architecture	14		14		14		14		P	P	P	P	P	P	P	P	P			D		D		42	42	42	42
2	Bachelor of Science in Landscape Architecture	14		14		14				P	P	P	P	P	P	P			D		D			42	42	42		
3	Bachelor of Science in Interior Design	14		14		14				P	P	P	P	P	P	P			D		D			42	42	42		
4	Bachelor of Science in Quantity Survey and Construction Economics										P	P	P	P	P	P				D				56	56	56		
5	B.Sc. in Civil Engineering										P	P	P	P	P	P				D				56	56	56		

S/N	Name of Programme	In Semester Field work (No of Days)								Research										Industrial Training (IT) – (No. of Days)				
		1st Year		2nd Year		3rd Year		4th Year		1st Year		2nd Year		3rd Year		4th Year	Dissertation		1st Year	2nd Year	3rd Year	4th Year	5th Year	
																	4th Year	5th Year						
		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	2	2	2	2	2	2	
School of Spatial Planning and Social Sciences																								
6	B.Sc. in Urban and Regional Planning	10	10	10	10	10	10	10												36	36	36		
7	B.Sc. in Housing & Infrastructure Planning	10	10	10	10	10	10	10	10											36	36	36		
8	B.Sc. in Rural Development Planning	10	10	10	10	10	10	10												36	36	36		
9	Bachelor of Arts in Economics																				56			
10	BA in Community and Development Studies													P	P									

School of Earth Sciences, Real Estate, Business and Informatics																						
11	B.Sc. in GIS and Remote Sensing		28		21					P		P		D			28	35				
12	B.Sc. in Geomatics (unit system)				21	21		21				P	P		P	D	56	35	35			
	B.Sc. in Geomatics (credit system)		28		21		21	21		P		P		P	P	D	28	35	35			
13	B.Sc. in Information Systems Management									P		P		D				56				
14	B.Sc. in Computer Systems and Networks									P		P		D				56				
15	B.Sc. in Land Management & Valuation												P		P	D	56	56	56			
16	B.Sc. in Real Estate (Finance & Investment)												P		P	D	56	56	56			
17	B.Sc. in Property and Facilities Management												P		P	D	56	56	56			
18	B.Sc. in Accounting and Finance													P				56				

School of Environmental Sciences & Technology																			
19	B.Sc. in Environmental Engineering									P	P	P	P	P	P	P	P		
20	B.Sc. in Municipal & Industrial Services Engineering									P	P	P	P	P	P	P	P		
21	B.Sc. in Environmental Science Management									P	P	P	P	P	P	P	P		
22	BSc. Environmental Laboratory Science and Technology									P	P	P	P	P	P	P	P		

D-final year research dissertation

P-semester research project

UNDERGRADUATE ACADEMIC PRIZES OFFERED BY VARIOUS DONORS

Academic Prizes Offered Across the University

1. Ministry of Education, Science and Technology Prize

Awarded to the best final year degree student in each School based on overall performance.

2. University Prizes

Awarded to the best student in the final year degree examinations with best dissertation in each School.

3. Council Chairperson's Prize

Awarded to the best final year degree student in *each School* based on overall performance in final year examinations.

4. The Vice Chancellor's Prize 1

Awarded to the Best student in first year examinations based on overall performance in *each Department*.

5. The Vice Chancellor's Prize 2

Awarded to the best student in second year examinations based on overall performance in each Department.

6. The Vice Chancellor's Prize 3

Awarded to the best continuing student in 3rd year examinations based on overall performance in each Department.

7. The Vice Chancellor's Prize 4

Awarded to the best continuing student in 4th year examinations based on overall performance in the Department of Architecture.

8. School Dean's Prize

Awarded to the best final year degree *female* student in *each School* based on overall performance in final year examinations.

9. The Mrs Siwale Prize

Awarded to the final year *female* student with the best degree dissertation in each Department.

10. The Horsens Polytechnic Prize

Awarded to the final year *female* student with the best degree dissertation in each Department.

11. INSIGNIA GALAXY Paints LTD Prize

Awarded to the best ARU final year student as judged by overall performance.

12. The Allan Mugisha Prizes

- i) Best ARU final year overall *Female* student
- ii) Best ARU final year overall *Male* student.

Academic Prizes Offered in the School of Architecture, Construction Economics and Management (SACEM)

In addition to the prizes offered across the University, SACEM also has specific prizes offered by various donors.

1. K & M ARCHPLANS (T) LTD Prize

Awarded to the best fifth year degree student in Dissertation Part II

2. BEN AND FORT Prize

Awarded to the best first year student in the free hand sketching.

3. The Architecture Association of Tanzania (AAT) Prize

Awarded to the best final year degree student in Design Dissertation in the Department of Architecture.

4. NASUTO Associates Prize

Awarded to the best fourth year degree student in the subject “Building Technology”

5. Envirolink Architects Prize

Awarded to the best first year degree student in the subject “Environmental Science”

6. Mekon Prize

Best student in the final year degree examinations in the School as judged by overall performance in Studio

7. The Tanzania Institute of Quantity Surveyors (TIQS) Prize

Awarded to the best final year degree student in the subject, “Professional Practice” in the Department of Building Economics.

8. The CQS Services LTD Prize

Awarded to the best third year degree student in Measurement of Building Services.

9. The Ntiyakunze Prize

Award to the best second year degree student in Measurement of Building works.

10. The WEBB URONU and Partners LTD Prize

Awarded to the best final year degree student in the subject “Construction Economics” in the Department of Building Economics.

11. The Architects and Quantity Surveyors Registration Board (AQRB) Prizes

Awarded to:-

- a) Best fourth year student in the subject “Professional Practice” in the Department of Architecture.
- b) Best final year degree student with highest average mark in the following subjects:-
 - i) Building Construction I, II, III, IV and V
 - ii) Measurement of Building Works I, II, III and IV
 - iii) Measurement of Building Services
 - iv) Measurement of Civil Engineering Works

Academic Prizes Offered in the School of Environmental Science and Technology (SEST)

In addition to the prizes offered across the University, SEST also has specific prizes offered by various donors.

1. The M-Konsult Prizes

Awarded to:-

- i) Best fourth year student in the subject “Environmental Pollution Control” in the Department of Environmental Engineering.
- ii) Best final year student in the subject “Waste Water Treatment Technology” in the Department of Environmental Engineering.

2. The IPP Ltd. Prize

Awarded to the best final year degree student in School of Environmental Science and Technology as judged by overall performance.

3. Kahama Mining Corporation Ltd Prizes

Awarded to:

- i) Best fourth year student in overall performance in the School of Environmental Science and Technology.
- ii) Best second year student in overall performance in the subject “Sewerage and Drainage Engineering”.
- iii) Best third year student in the subject “Water Treatment Engineering”
- iv) Best fourth year student in the subject “Environmental Planning and Impact Assessment”.

4. The National Environmental Management Council (NEMC) Prize

Awarded to the best second year degree student in the Department of Environmental Engineering as judged by overall performance

5. The Gauff Ingeniure (H.P. Gauf Ingenieure) Prize

Awarded to the best first year degree student in the Department of Environmental Engineering as judged by overall performance

6. Prof. Gupta Prize

Awarded to the best third year student in the subject “Industrial Wastewater Treatment”

7. The Environmental Resources Consultancy Prizes

Awarded to:

- i) Best third year student in the subject “Solid Waste Management”
- ii) Best third year student in the subject “Land and Water Pollution, Prevention and Control”
- iii) Best third year student in the subject “Environmental Systems Analysis”
- iv) Best fourth year student in the subject “Environmental Planning and Impact Assessment”
- v) Best fourth student in the subject “Wastewater Treatment Technology”.

8. Tanzania Association of Environmental Engineers (TAEs) Prizes

Awarded to :-

- i) Best overall female student in the first year of study in the School of Environmental Science and Technology
- ii) Best second year student in the subject “Water Resources and Transportation Engineering” in the Department of Environmental Engineering.
- iii) Best second year student in the subject “Water Supply and Sanitation” in the Department of Environmental Science and Management.
- iv) Best third year degree student in the subject “Environmental Health and Epidemiology” in the Department of Environmental Engineering.
- v) Best third year student in Project V: “Waste Management” in the Department of Environmental Science and Management.
- vi) Best fourth year student in the subject “Climate Impact Mitigation and Adaptation” in the Department of Environmental Science and Management.
- vii) Best fourth year student in the subject “Environmental Planning and Impact Assessment” in the Department of Environmental Engineering.

Academic Prizes Offered in the School of Earth Sciences, Real Estate, Business Studies and Informatics (SERBI)

In addition to the prizes offered across the University, SERBI also has specific prizes offered by various donors.

1. Supply Well Prize

Awarded to the best fourth year degree student in the subject “Engineering Surveying”.

2. Royal Mark Suppliers Co. Ltd Prizes

Awarded to:-

- i) Best first year degree student in BSc. Information Systems Management
- ii) Best second year degree student in BSc. Information Systems Management

3. The Knight Frank Prizes

Awarded to:-

- i) Best first degree student in the Department of Land Management and Valuation as judged by overall performance
- ii) Best second year student in the subject “Principles of Valuation” in the Department of Land Management and Valuation
- iii) Best third year student in the subject “Applied Valuation” in the Department of Land Management and Valuation
- iv) Best fourth year student in the subject “Valuation Casework” in the Department of Land Management and Valuation

4. Tanzania Institute of Valuers and Estate Agents (TIVEA) Prize

Awarded to best final year degree student in the Department of Land Management and Valuation as judged by the overall performance

5. Proper Consult (T) LTD Prize

Awarded to best third year student in the subject “Property Finance” in the Department of Land Management and Valuation.

6. Majengo Estate Developers Ltd. Prizes

Awarded to best third year student in the subject “Maintenance of the Built Environment” in the Department of Land Management and Valuation

7. National Housing Cooperation (NHC) Prizes

Awarded to:-

- i) Best first year student as judged by overall performance in the BSc in Property and Facilities Management.
- ii) Best first year student as judged by overall performance in the BSc in Real Estate (Finance and Investment).
- iii) Best second year degree student in the subject “Housing” in the BSc in Land Management and Valuation.
- iv) Best third year degree student in the subject “Corporate Real Estate Management” in the BSc in Property and Facilities Management.
- v) Best third year degree student in the subject “Real Estate Market Analysis” in the BSc in Land Management and Valuation.
- vi) Best fourth year student in the subject “Professional Casework” in the BSc in Real Estate (Finance and Investment).
- vii) Best final year degree student in the BSc in Real Estate (Finance and Investment) as judged by overall performance.
- viii) Best final year degree student in the BSc in Property and Facilities Management as judged by overall performance.

13. Africa Property Ltd. Prize

Awarded to best fourth year student in the subject “Valuation Casework” in the Department of Land Management and Valuation.

14. Tryphone Rwechungura Prizes

Awarded to the best second year student in the subject “Urban Economics”

15. The Allan Mugisha Prizes

Awarded to:

- i) Best final year *Male* student in the BSc in Land Management and Valuation program.
- ii) Best final year *Female* student in the BSc in Land Management and Valuation program.

16. The Valuation Registration Board (VRB) Academic Prize

- i) Awarded to the best final year student in the subject “Valuation Casework”

Academic Prizes Offered in the School of Spatial Planning and Social Sciences (SSPSS)

In addition to the prizes offered across the University, SSPSS also has specific prizes offered by donors.

1. Town Planners Registration Board (TPRB) Prizes

Awarded to: **Best final year degree student based on overall performance in the subject “Professional Practice” in the BSc in Urban and Regional Planning programme.**

- i) Best final year degree student based on best performance in the subject “Professional Practice” in the BSc in Housing and Infrastructure Planning programme.
- ii) Best final year degree student based on best performance in the subject “Professional Practice” in the BSc in Regional Development Planning programme

POSTGRADUATE STUDIES

POSTGRADUATE ENTRY REQUIREMENTS

A: School of Architecture, Construction Economics and Management

Master of Architecture (M. ARCH.)

Entry Requirements / Qualifications

Generally, the admission will follow the Tanzania Commission of Universities (TCU) guidelines. Admission into this program will be as follows:

- i) Bachelor's degree Second Class Lower or above (Minimum GPA 2.7) in architecture, or equivalent from a recognized university;
- ii) Postgraduate Diploma in Architecture or equivalent from a recognized university or institution of higher learning (Minimum GPA 3.5);
- iii) Recommendations from two referees.

Masters of Science in Construction Economics and Management (MSc. CEM)

Entry Requirements/Qualifications:

Generally, the admission will follow the Tanzania Commission of Universities (TCU) guidelines. Admission into this program will be as follows:

- i) Bachelor's degree Second Class Lower or above (Minimum GPA 2.7) in building economics/quantity surveying, civil/structural engineering, architecture, or equivalent from a recognized university;
- ii) Postgraduate Diploma in Construction Economics and Management or equivalent from a recognized university or institution of higher learning (Minimum GPA 3.5);
- iii) Recommendations from two referees.

Master of Project Management (MPM)

Entry Requirements/Qualifications

This programme is open to holders of a second or higher class bachelor's degree or post-graduate diploma in any of the programmes offered by Ardhi University and other similar programmes offered by other Universities as approved by ARU Senate. It is also open to holders of equivalent qualifications from other recognized Universities or higher learning institutions as approved by ARU Senate. Other admission requirements for this programme are similar to the general entry requirements for ARU postgraduate programmes. Also, recommendations from two referees.

Doctor of Philosophy in Architecture (PhD Arch)

Entry Qualifications

A Masters' Degree in Architecture from Ardhi University or any other relevant Masters Degree from Ardhi University or from a recognized University with a GPA of 3.0 or B grade.

***Doctor of Philosophy in Construction Economics and Management (PhD CEM),
Doctor of Philosophy in Construction Management (PhD CM),
Doctor of Philosophy in Civil Engineering (PhD CE)***

Entry Qualifications

- i) Relevant Master's Degree of the Ardhi University or holder of equivalent standing Masters' Degree from a recognised University.
- ii) A GPA of 3.0 or B grade in master's degree

PhD in Urban Design by Coursework and Dissertation

Entry requirements

- i) Masters' Degree holders in Environmental Engineering, Municipal Engineering, Architecture, Landscape Architecture, Urban Planning and Civil Engineering from Ardhi University or any other approved University.
- ii) A GPA of 3.0 or B grade in master's degree

B: School of Spatial Planning and Social Sciences

Master of Science in Urban Planning and Management (Msc UPM) - Evening Programme

Entry Requirements/Qualification

To be eligible for admission to this Master (UPM) Programme, the candidate must fulfill the following conditions:

- i) Direct Qualifications
 - a. First or Second Class Bachelor's Degree in Urban and Regional Planning (URP), Regional Development Planning (RDP) and Housing and Infrastructure Planning (HIP); or relevant qualifications from Programs of the Schools of ARU, Economics and Economic Planning.
- ii) Equivalent qualifications
 - a. Upper Second Class or above Postgraduate Diploma in Urban and Regional Planning or Architecture or Land Management and Valuation or Environmental Engineering or from relevant Programs of the Schools of ARU, other related programmes from recognized universities or institution of higher learning.

iii) Others qualifications include:

- Working experience of at least two years in a relevant field will be an added advantage.
- Positive recommendations from two referees one from an academic institution where the candidate graduated and one from the practice/employer.

Master of Science in Urban Planning and Management (MSc UPM)

Entry Requirements/Qualification

To be eligible for admission to the Masters (UPM) course, the candidate must fulfill the following conditions:

i) Direct Qualifications

First or Second Class Bachelor's Degree in Urban and Regional Planning (URP), Regional Development Planning (RDP) and Housing and Infrastructure Planning (HIP); or relevant qualifications from Programs of the Schools of ARU, Economics and Economic Planning.

ii) Equivalent qualifications

Upper Second Class or above Postgraduate Diploma in Urban and Regional Planning or Architecture or Land Management and Valuation or Environmental Engineering or from relevant Programs of the Schools of ARU, other related programmes from recognized universities or institution of higher learning.

iii) Others qualifications include:

- Working experience of at least two years in a relevant field will be an added advantage.
- Positive recommendations from two referees one from an academic institution where the candidate graduated and one from the practice/employer.

Master of Science in Urban and Regional Development Planning and Management (MSc. URPM) (By Coursework & Dissertation)

Entry Qualifications

First or Second Class Honours Bachelor's Degree in Urban and Regional Planning or Architecture or Land Management and Valuation or Environmental Engineering or Building Economics or Land Surveying/Geomatics or Geography or Economics or Economic Planning or Public Administration or Business Administration and Postgraduate Diploma of the University of Dar es Salaam or any other recognised institution or any other relevant field.

- Experience of at least two years in a relevant field would be an added advantage.
- Positive recommendations from two referees.
- This programme is currently supported by DAAD. Therefore, Tanzanian candidates aspiring for the DAAD scholarships would have their applications for sponsorship

further scrutinised by a joint committee of SPRING partner universities and a DAAD representative or any sponsoring organization /institution as situation emerges.

***Doctor of Philosophy in Urban and Regional Planning (PhD URP),
Doctor of Philosophy in Urban Planning and Management (Housing and
Infrastructure),
Doctor of Philosophy in Economics (PhD Econ)***

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University with a GPA of 3.0 or a B grade.

***PhD Urban and Regional Planning (PhD. URP) (By Coursework and
dissertation)***

Entry Requirements

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Masters Degree from another recognised University.

C: School of Earth Sciences, Real Estate, Business and Informatics

MSc. Land Administration (By Thesis)

Entry Requirements

Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The minimum entry qualifications for admission into the programme is at least a second class (with a GPA of 2.7) grade or above Bachelor's Degree OR for unclassified Bachelor Degree a candidate must have a B Grade average in the subject of specialisation OR an equivalent Upper Second class of at least a GPA of 4.0 at postgraduate Diploma in; Land Management and Valuation, Law, Urban and Regional Planning, Architecture, Geomatics, Geo-informatics, Land Surveying from a recognized University or Institution of Higher Learning, OR a pass grade with experience in land administration practice of not less than three years OR an equivalent qualifications as approved by Ardhi University SENATE.

MSc. Real Estate Economics and Finance

Entry Requirements

Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The minimum entry qualifications for admission into the programme is at least a second class (with a GPA of 2.7) grade or above Bachelor's Degree in Land Management and Valuation, Real Estate Finance and Investment, Economics and Finance from a recognized University or Institution of Higher Learning OR for

unclassified Bachelor Degree a candidate must have a B Grade average in the subject of specialisation OR an equivalent Upper Second class of at least a GPA of 4.0 at Postgraduate Diploma in Land Management and Valuation, Economics, Real Estate Finance and Investment and Economics from a recognized University or Institution of Higher Learning OR a pass grade with experience in Land Management and Valuation, Economics, Real Estate Finance and Investment and Economics practice of not less than three years OR an equivalent qualifications as approved by Ardhi University SENATE.

Master of Science Degree in Real Estate Valuation (M.Sc. Real Estate Valuation)

Entry Requirements

Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The minimum entry qualifications for admission into the programme is at least a second class (with a GPA of 2.7) grade or above Bachelor's Degree in Land Management and Valuation from Ardhi University or any other Institution of Higher learning. For unclassified Bachelor Degree a candidate must have a B Grade average in the subject of specialisation OR an equivalent Upper Second class of at least a GPA of 4.0 at postgraduate Diploma in Real Estate with specialization in Valuation from a recognized University or any other Institution of Higher Learning and approved by the Ardhi University Senate.

Master of Science Degree in Real Estate Business (M.Sc. Real Estate (Business))

Entry Requirements

The minimum entry qualifications for admission into the programme is at least a GPA of 2.7 or above at a Bachelor's Degree in Land Management and Valuation, Economics, Real Estate Finance, Finance, Property and Facility Management, Law, Civil Engineering or Commerce from a recognized University or Institution of Higher learning OR for unclassified Bachelor Degree a candidate must have a B Grade average in the subject of specialisation OR an equivalent Upper Second class of at least a GPA of 4.0 at Post Graduate Diploma certificate of the Ardhi University or from a recognized University or Institution of higher Learning and approved by the Ardhi University Senate, with a first class grade in Land Management and Valuation, Economics, or Finance.

Master of Science in Geomatics (MSc. GM)

Entry Requirements

The minimum qualifications for admission to the programme are:

- i) Direct entry requirements:
An undergraduate degree in Land Surveying, Geomatics, Geodesy, Civil Engineering, Geology, Navigation, Mining Engineering, Geophysics and other Geosciences degree programmes with at least a Lower Second Class (Overall GPA of 2.7 and above).
- ii) Equivalent Qualifications:

- iii) A Postgraduate Diploma in the above fields from a recognized institution with an overall upper second class or overall grade “B+” in the results of the respective final examinations and approved by the Ardhi University Senate.

Master of Science in Geomatics (MSc. Gm) (By Thesis)

Entry Qualifications

A Second Class Upper Division, Bachelor of Science degree in Geomatics or Land Surveying from Ardhi University or its equivalent from Ardhi University or any other recognized University or Institution of Higher Learning.

Entry Qualifications

A minimum of a Second Class Upper Division, Bachelor's Degree in Land Management and Valuation of the Ardhi University or any other relevant degree from Ardhi University or any other degree from a recognized University or Institution of Higher Learning.

Doctor of Philosophy in Geospatial Science (PhD. GS)

Entry Qualifications

A Master Degree in Geomatics or Land Surveying or Geoinformatics or Geodetic Science from Ardhi University or any other relevant Masters Degree from a recognized University with a GPA of 3.0 or a B grade

Doctor of Philosophy in Real Estate (PhD. RE)

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University with a GPA of 3.0 or a B grade.

PhD in Land Administration by Coursework and Dissertation (PhD. LA)

Entry Requirements

- i) General Minimum Entrance Requirements

The proposed PhD by course work targets candidates with Master's degree in relevant fields of study. Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The requirements are as follows:

A candidate for admission to the Doctor of Philosophy degree of Ardhi University shall hold the following qualifications:

- a) Masters degree of Ardhi University or an equivalent Masters degree from a recognised university with at least a GPA of 3.0 or B grade.

- b) Candidates with a First Class or Upper Second class degree, or holders of a distinction or a credit in the case of unclassified degrees, may also be considered for PhD registration. Such candidates have to initially register for the Master degree and do at least one full year's postgraduate training. If they demonstrate outstanding performance, and obtain the authorisation of Senate on the recommendation of the relevant School Board or Institute Board and the Higher Degrees, Research and Publication Committee (HDRPC), they may upgrade their registration to PhD candidacy.

ii) Other Requirements

- a) Certificates obtained from institutions recognized by the Ardhi University Senate;
- b) A candidate discontinued on academic grounds from a postgraduate programme may be allowed to apply for admission into another programme;
- c) Such a candidate may be admitted into the same programme after showing evidence that he or she has attended and passed a relevant professional or academic course lasting at least three years after the discontinuation; and
- d) Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for three years. They will be required to re-apply and compete with other applicants for re-admission into first year.
- e) Upon guarantee of funding.

PhD Real Estate Economics by Coursework and Dissertation (PhD. REE)

Entry Requirements

i) General Minimum Entrance Requirements

The proposed PhD by course work targets candidates with Master's degree in relevant fields of study. Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The requirements are as follows:

A candidate for admission to the Doctor of Philosophy degree of Ardhi University shall hold the following qualifications:

- a) Masters degree of Ardhi University or an equivalent Masters degree from a recognized university with at least a GPA of 3.0 or B grade.
- b) Candidates with a First Class or Upper Second class degree, or holders of a distinction or a credit in the case of unclassified degrees, may also be considered for PhD registration. Such candidates have to initially register for the Master degree and do at least one full year's postgraduate training. If they demonstrate outstanding performance, and obtain the authorisation of Senate on the recommendation of the relevant School Board or Institute Board and the Higher Degrees, Research and Publication Committee (HDRPC), they may upgrade their registration to PhD candidacy.

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- ii) Other Requirements
 - a) Certificates obtained from institutions recognized by the Ardhi University Senate;
 - b) A candidate discontinued on academic grounds from a postgraduate programme may be allowed to apply for admission into another programme;
 - c) Such a candidate may be admitted into the same programme after showing evidence that he or she has attended and passed a relevant professional or academic course lasting at least three years after the discontinuation; and
 - d) Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for three years. They will be required to re-apply and compete with other applicants for re-admission into first year.
 - e) Upon guarantee of funding.
 - f) School of Environmental Sciences and Technology

D: School of Environmental Sciences and Technology

Master of Disaster Risk Management (M.DRM) Degree Programme (By Coursework and Dissertation)

Entry requirements

This programme is open to holders of a second or higher class bachelor's degree or post graduate diploma in any of the programmes offered by Ardhi University and other similar programmes offered by other Universities as approved by ARU Senate. It is also open to holders of equivalent qualifications from other recognized Universities or higher learning institutions. Other admission requirements for this programme are similar to the general entry requirements for ARU postgraduate programmes.

Master of Science Degree Programme in Environmental Technology and Management (M.Sc. ETM) (By Coursework and Dissertation)

Entry requirements

General Minimum Entrance Requirements

At least a Second Class Lower Division B.Sc. Environmental Engineering, B.Sc. Environmental Science and Management, BSc Municipal and Industrial Services engineering or any other related B.Sc. Engineering/Science from a recognized universities and institutions of higher learning.

OR

Postgraduate Diploma in Environmental Engineering, or environmental related disciplines; or any other related Postgraduate Diploma in Engineering/Science from recognized universities and institutions of higher learning

Master of Science Degree in Environmental Technology and Management (MSc ETM) (By Thesis)

Entry Qualifications

A minimum of a Second Class Upper Division, Bachelor's Degree in Environmental Engineering of the Ardhi University or any other relevant degree of the Ardhi University or any other relevant degree from a recognized University or Institution of higher learning.

***Doctor of Philosophy in Environmental Engineering (PhD EE),
Doctor of Philosophy in Environmental Technology and Management (PhD ETM),
Doctor of Philosophy in Environmental Science and Management (PhD ESM),
Doctor of Philosophy in Disaster Management (PhD DM),
Doctor of Philosophy in Laboratory Science and Technology (PhD LST)***

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognized University with a GPA of at least 3.0 or B grade.

E: *Institute of Human Settlements Studies*

Master of Science in Public Policy Analysis and Programme Management (MSc. PPA&PM)

Entry Requirements

The MSc.PPA&PM by course work and dissertation targets candidates with Bachelor's degree in relevant fields of study. Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The requirements are as follows:

A candidate for admission to the Master of Science Degree of Ardhi University in Public Policy Analysis and Programme Management shall hold a Bachelor Degree with a minimum of lower second class in the fields offered at Ardhi University or any other related fields; or equivalent qualifications as shall be approved by the University Senate.

Master of Science in Housing and Financing (MSc. HF)

Entry Requirements

The MSc.in Housing and Financing by course work and dissertation targets candidates with Bachelor's degree in relevant fields of study. Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The requirements are as follows:

- i) A candidate for admission to the Master of Science Degree of Ardhi University in MSc in Housing and Financing shall hold a Bachelor Degree with a minimum of lower

second class (GPA of 2.7) in the fields of Housing and Financing or any other relevant fields;

- ii) Any other equivalent qualifications: A postgraduate diploma from a recognized institution with an overall grade of “B+” in the results of the respective final examinations and approved by the Ardhi University senate.

Doctor of Philosophy in Built Environment Analysis (PhD BEA),

Doctor of Philosophy in Climate Change Studies (PhD CCS),

Doctor of Philosophy in Housing and Settlements Studies (PhD HSS),

Doctor of Philosophy in Policy Analysis and Programme Management (PhD PAPM),

Doctor of Philosophy in Development Studies (PhD DS)

Entry Qualifications

- i) Relevant Master’s Degree of the Ardhi University or holder of equivalent standing Master’s Degree from a recognised University.
- ii) A GPA of 3.0 or B grade in master’s degree

PhD in Urban Governance and Environmental Studies (By Coursework and Dissertation)

Entry Requirements

The PhD by course work targets candidates with Master’s degree in relevant fields of study. Entry qualifications will follow Ardhi University criteria as stipulated under the General Guidelines for Postgraduate Programmes. The requirements are as follows:

A candidate for admission to the Doctor of Philosophy Degree of Ardhi University in Urban Governance and Environmental Studies shall hold a Master’s Degree of Ardhi University in Urban Planning and Management, Urban and Regional Planning and Management, Housing and Financing, Environmental Science, Public Policy Analysis and Programme Management, Environmental Engineering, Civil Engineering, Disaster Risk Management, Architecture, Construction Economics and Management, Real Estate, Geomatics, Land Management and Valuation, Information Systems Management, Geoinformatics or holder of equivalent standing Master’s Degree from a recognised university with a GPA of at least 3.0 or B grade.

BURSARIES AND FEES FOR POSTGRADUATE PROGRAMMES

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees for the full first year, by the beginning of the term/semester before they can be permitted to use the University facilities.

All local payments for fees should be made through the Electronic Government Payment Gateway (eGPG) after acquiring a control number from the Office of the Bursar.

FEE STRUCTURE FOR POSTGRADUATE PROGRAMMES

(i) Direct University Costs (TZS) (Payable to the University) for Local Students

Programme	First Year	Subsequent Years	
		6 months	12 months
Postgraduate Diploma			1,947,500
Masters by Coursework and Dissertation	1,877,500	1,452,500	2,052,500
Masters by Thesis	1,997,500	1,402,500	2,302,500
PhD by Coursework and Dissertation	2,347,500	2,152,500	2,602,500
PhD by Thesis	2,397,500	2,202,500	3,002,500
Medical capitation fee	100,000	100,000	300,000

(ii) Direct Student costs (Payable to the student)

Description	Postgraduate Diploma	Masters by C/work and Dissertation	Masters by Thesis	PhD by Coursework & Dissertation	PhD by Thesis
Stationery	50,000	100,000	100,000	100,000	100,000
Books	350,000	400,000	400,000	400,000	400,000
Thesis Production	0	250,000	300,000	400,000	400,000
Independent/Study / Practical Training/ Research paper/ Teaching Practice for Postgraduate Diploma Students	500,000	0	0	0	0
Stipend	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000
Total	4,500,000	4,350,000	4,400,000	4,500,000	4,500,000

(iii) Research Funds

Programmes	By Coursework and Dissertation	By Thesis
Masters	3,000,000	5,000,000
PhD	6,000,000	7,000,000

(iv) Foreign Students

1. Application Fee

	US \$
Application fee for Master's and Postgraduate Diploma candidates	20
Application fee for PhD candidates	30

2. Direct University Costs (Foreign Students)

Programme	First Year	Subsequent Years	
		6 months	12 months
Postgraduate Diploma			US \$ 2,952
Masters by Coursework and Dissertation	US \$ 2,950	US \$ 2,874	US \$ 3,877
Masters by Thesis	US \$ 4,352	US \$ 3,523	US \$ 4,527
PhD by Coursework and Dissertation	US \$ 6,452	US \$ 5,327	US \$ 6,827
Ph.D by Thesis	US \$ 6,452	US \$ 5,327	US \$ 7,327

Research Funds

Programmes	By Coursework and Dissertation	By Thesis
Masters	US \$ 3000	US \$ 4000
PhD.	US \$ 6000	US \$ 7000

Short Term and Occasional Students

1. Tuition Fee

Programme	Fee per Course Registered per Semester

Other University Direct Costs for Foreign Students

Description	Proposed Rates (US \$)
Application fee	20
Registration fee	100
Examination fee*	100
Supervision fee**	0
Medical capitation fee**	300
Caution money	100
Student Union	20
Student Identity Card	5
Total	845

* Examination fee US \$ 100 per exam

** Medical capitation fee is 300 USD per annum

Special Faculty Requirements US \$ 30 per months

Student Cost for Foreigners

Description	Postgraduate Diploma (US \$)	Masters by Coursework & Dissertation (US \$)	Masters by Thesis (US \$)	PhD by Coursework & Dissertation (US \$)	PhD by Thesis (US \$)
Stationery	100	150	150	150	150
Books	300	400	400	600	600
Thesis Production	0	300	300	400	500
Independent/Study / Practical Training/	500	0	0	0	0

Description	Postgraduate Diploma (US \$)	Masters by Coursework & Dissertation (US \$)	Masters by Thesis (US \$)	PhD by Coursework & Dissertation (US \$)	PhD by Thesis (US \$)
Research paper/ Teaching Practice for Postgraduate Diploma Students					
Stipend	3,600	3,600	3,600	3,600	3,600
Total	4,500	5,950	7,450	8,750	9,850

Student stipend is calculated on the basis of US \$ 300 per month. This is a minimum living cost and therefore sponsors may raise the allowances.

Appeal Fee for Examinations

T.Shs.5,000/= per course/decision (For Tanzanian students)
USD 20.00 per course/decision (For foreign students)

Fee for a copy of a lost certificate

T.Shs 30,000/= for a copy

POSTGRADUATE COURSES OFFERED IN VARIOUS PROGRAMMES

A) POSTGRADUATE COURSES OFFERED IN VARIOUS PROGRAMMES - UNIT SYSTEM

School of Architecture, Construction Economics and Management (SACEM)

Postgraduate Diploma in Architecture

<i>Code</i>	<i>Course Title</i>	<i>Units</i>			
			CM 635	Project Planning and Administration	2
Semester 1					
AR 601	Design Studio	5	CM 641	Project Management	2
AR 611	Building Construction and Materials	2	CM 642	Total Quality Management	2
Option II: Housing and Conservation					
AR 612	Building Structures	2	AR 705	Design Studio: Design Studio in Housing and Conservation	5
AR 613	Building Services	1			
AR 651	Application of ICT in Architecture	2			
AR 661	Urban Design	2	AR 722	Housing Policies in Architecture	3
CM 642	Communication Skills	2			
Elective Subjects			AR 723	Architectural Anthropology in Housing	3
AR 621	Architectural Science	4	AR 724	Architectural Conservation	4
AR 662	Landscape Design	4	AR 641	Project Management	2
AR 641	Urban Housing	4	Option III: Urban Design		
AR 663	Interior Design	4	AR 703	Design Studio: Applied Design Studio in Urban Design	5
AR 664	Architectural Conservation	4	AR 741	Advanced Urban Design	4
Semester 2			AR 742	Theory and Elements of Urban Design	3
AR 652	Research Methodology	2			
AR 631	Professional Practice	2	AR 743	Urban Sociology	3
AR 602	Final Project	6	CM 641	Project Management	2
Master of Architecture			Option IV: Landscape Architecture		
Year 1 Semester 1			CM 641	Project Management	2
AR 701	Design Studio: Critical Architectural Project Analysis	7	AR 702	Design Studio: Applied Design Studio Landscape Architecture	5
AR 732	Research Methodology	2			
AR 721	Architectural Urban Form	2	AR 751	Advanced Landscape	4
AR 731	Application of ICT in Architecture	2	AR 752	Landscape Architectural Elements and Analysis	3
Year 1 Semester 2			AR 753	Landscape Management and Environmental Impact Assessment	3
Option I: Architectural Management			Year 2 Semester 1		
AR 704	Design Studio: Design Studio in Architectural Management	5	AR 799	Dissertation	6
AR 712	Project Management and Professional Practice	3			
AR 713	Project Procurement	3			

PGD in Construction Economics and Management

Code Course Title Units

Semester 1

CM 622	Civil Engineering Construction	2
CM 612	Information and Communication Technology	2
CS 601	Communication Skills	2
LM 722	Research Methodology	2
CM 613	Quantitative Methods	2
CM 623	Building Services Technology	2
CM 641	Project Management	4

Semester 2

CM 632	Project Appraisal	4
CM 633	Professional Practice	4
	Elective 1	2
	Elective 2	2
CM 661	Final Paper	4

Elective 1 Courses

CM 651	Maintenance Management	2
CM 654	Measurement of Building Services	2

Elective 2 Courses

CM 653	Measurement of Civil Engineering Works	2
CM 652	Value Management	2

MSc in Construction Economics and Management

Year 1 Semester 1

LM 722	Research Methodology	3
CM 712	Quantitative Methods	2
CM 721	Principles of Construction Economics	4
CM 732	Management of Construction Projects	4
CM 734	Project Financial Management	4

Year 1 Semester 2

CM 723	Project Appraisal	4
CM 731	Project Procurement	4
CM 737	Risk Management in Construction	2
CM 738	Regulatory Framework in Construction	2
	Elective	2

Year 2 Semester 1

CM 751	Dissertation	10
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Elective Courses

CM 742	Total Quality Management	2
CM 744	Value Management	2

School of Spatial Planning and Social Sciences (SSPSS)

PGD in Urban Planning and Management

Semester 1

UP 612	Urban Planning and Management Studio	4
UP 611	Principles and Theories of Spatial Planning and Management	3

UP 622	Professional Practice 1	2
LM 722	Research Methodology	3
GM 612	Introduction to GIS	2
CS 601	Communication Skills	2

Semester 2

UP 63	Professional Practice II	2
UP 632	Infrastructure Economics	2
UP 631	Environmental Impact Assessment	2
UP 621	Project Appraisal	2
UP 641	Final Paper II	4

Elective/Optional Courses

LM 751	Comparative Land Law	2
CM 651	Maintenance Management	2

MSc in Urban Planning and Management

Code Course Title Units

Year 1 Semester 1

UP 721	Urban Planning and Management Studio	6
UP 711	Theories and Principles of Urban Planning and Management	4
UP 743	Urban Land Development and Property Market	2
UP 742	Project Appraisal and Financing	4
UP 751	Planning and Management Information Systems	2

Year 1 Semester 2

UP 712	Environmental Planning Management theories	2
UP 701	Gender Issues in Urban Planning	2
UP 702	Participation and Community Empowerment	2
UP 731	Environment and Development	2
LM 722	Research Methodology	2
UP 762	Dissertation I	2
UP 722	Urban Environmental Planning and Management Studio	6

Electives

AR 741	Urban Design	2
AR 702	Landscape Planning & Design	2
UP 744	Urban Housing Infrastructure Planning and Management	2

Year 2 Semester 1

UP 763	Dissertation II	6
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MSc in Urban and Regional Development Planning and Management

Code Course Title Units

Year 1 Semester 1

UP 601	Development Theories and Strategies I	1
UP 602	Regional Settlement Pattern I	1
UP 603	Social Infrastructure and Demography I	1
UP 604	Ecology and Environmental Planning I	1
UP 605	Financing and Budgeting I	1
UP 606	Promotion of Small Scale Industries I	1
UP 607	Agricultural Development Planning I	1
UP 608	Transport Planning	1
UP 609	Organisation and Management	2
UP 610	Planning Workshop I (Analysis)	2
UP 611	Planning Workshop II (Planning)	2
SV 612	Cartography and Aerial Photography	0.5
SV 613	Microcomputer Workshop	0.5

Year 1 Semester 2

UP 604	Ecology and Environmental Planning II	1
UP 612	Regional Settlement Pattern II	0.5
UP 613	Social Infrastructure and Demography II	1
UP 615	Financing and Budgeting II	1
UP 616	Promotion of Small Scale Industries II	0.5
UP 617	Agricultural Development Planning II	1
UP 618	Transport Planning II	1
UP 619	The European Planning System	1

Code	Course Title	Units			
			LM 633	Applied Valuation	4
UP 620	Planning Workshop III (Implementation)	2	LM 632	Statutory Valuation	3
			LM 611	Information and Communication	2
UP 621	Final Paper Workshop	1		Technology (ICT) in Valuation	
UP 622	Final Paper (Individual Research)	5	Semester 2		
			LM 635	Professional Practice	2
Year 2 Semester 1			LM 699	Project	4
UP 791	Urban Planning and Management Theory	2		Elective 1	4
				Elective 2	4
UP 792	Urban Planning and Management Studio	5	Elective Courses		
UP 794	Professional Practice	2	PM 226	Construction*	4
UP 796	Research Methods	2	LM 143	Land Economics*	2
UP 798	Dissertation I	2	LM 272	Land Law and Administration*	3
	Electives (One Subject to be Selected)		LM 365	Business Valuation*	2
SV 795	Elective 1: Planning and Management Information Systems	2	LM 612	Geographic Information Systems (GIS) Applications to Valuation	4
			LM 742	Real Estate Investment Analysis	4
UP 793	Elective 2: Urban Infrastructure Planning and Management	2	LM 733	Government Finance	3
			*Elective from BSc. Programme		
UP 797	Elective 3: Urban Housing Development and Management	2	MSc in Real Estate		
			Year 1 Semester 1		
LM 793	Elective 4: Urban Land Management and Development	2	LM 715	Comparative Land Law	2
			LM 721	Business Management	3
UP 751	Elective 5: Gender Issues in Planning	2	LM 732	Property Development and Finance	3
Year 2 Semester 2			LM 724	Land Resources Management	3
UP 799	Dissertation II	15	LM 731	Real Estate Economics	2
			LM 725	Environmental Management	2
				Elective 1	2-4
School of Earth Sciences, Real Estate, Business Studies and Informatics					
PGD in Real Estate			Year 1 Semester 2		
Semester 1			LM 741	Advanced Valuation	4
LM 631	Valuation Principles and Techniques	4	LM 722	Research Methodology	3
LM 621	Real Estate Marketing and Agency	3	LM 752	Land Administration Casework	3
				Elective 2	3-4
				Elective 3	3-4

Code	Course Title	Units	
Year 2 Semester 1			MSc. in Geomatics
LM 799	Dissertation	6	Year 1 Semester 1
Elective Courses			GM 701 Advanced Estimation & Analysis 4
LM 328	Maintenance of the Built Environment*	2	GM 702 GIS Operational Procedures 4
LM 711	ICT in Land Management	4	GM 703 Entrepreneurship in Engineering 3
LM 733	Government Finance	3	GM 704 Research Methods & Graduate Seminar 3
LM 723	Estate Management and Agency	3	
LM 742	Real Estate Investment Analysis	4	Year 1 Semester 2
PM 226	Construction*	4	Surveying Specialization Core Courses
UP 714	Theories and Principles of Spatial Planning and Mngt.	4	GM 711 Cadastral Systems 4
	<i>*Elective from a BSc. Programme</i>		GM 712 Visualization in Geomatics 4
			GM 754 Advanced Hydrographic Surveying & Ocean Mapping 4
PGD in Geomatics			Geodesy Specialization Core Courses
Semester 1			GM 723 Advanced Positioning 4
GM 611	Database Management System and GIS	2	GM 724 Geodynamics 4
GM 621	Electronic and satellite Surveying	3	GM 753 Advanced Geodesy 4
GM 631	Remote Sensing	2	
GM 641	Computer Programming	2	Geoinformatics Specialization Core Courses (Electives for Surveying and Geodesy Specialisation)
GM 651	Survey Adjustments	3	GM 735 Close Range & Digital Photogrammetry 4
GM 661	Surveying	2	GM 736 Advanced GIS Applications 4
GM 671	Research Methods	2	GM 752 Modern Trends in GIS 4
Semester 2			GM 755 Imaging Techniques & Data Acquisition 4
GM 612	Engineering & Mining Surveying	2	GM 756 Advances in Photogrammetry 4
GM 622	Mapping Technology	2	GM 757 Advances in Remote Sensing 4
GM 632	Land Information System and Management	2	GM751 Advances in Engineering Surveying 4
GM 642	Geodesy	3	
GM 652	Positioning	4	
GM 699	Project	2	Year 1 Semester 1
		4	GM 799 M.Sc. Dissertation 6

School of Environmental Science and Technology (SEST)

			Year 1 Semester 2	
PGD in Environmental Sciences and Technology			EI 705	Soil and ground water pollution prevention and control 3
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	EI 706	Air Quality Monitoring and Management 3
Semester 1			EI 707	Hazardous Waste Management and Technology 3
EI 611	Environmental Statistics	2	EI 708	Environmental Systems Management 3
EI 612	Environmental Microbiology	2	EI 709	Research Methodology 2
EI 613	Environmental Chemistry	2		Elective 3 3
EI 614	Environmental Law and Policy	2	Year 2 Semester 1	
EI 615	Engineering Mathematics	2	EI 799	Dissertation 6
EI 616	Fluid mechanics	2	Optional Subjects/Electives	
EI 617	Ecology	2	EI 711	Advanced Topics in Environmental Health and Epidemiology 3
Semester 2			EI 712	Ecological and Decentralized Sanitation 3
EI 621	Environmental Planning and Impact Assessment	2	EI 713	Storm Water Management 3
EI 622	Water Supply	2	EI 714	Gender, Poverty and Environment 2
EI 623	Wastewater Treatment	2	EI 721	Air Pollution Engineering 3
EI 624	Solid Waste Management	2	EI 722	Industrial Utility and Services Engineering 3
EI 625:	Land and Water Pollution prevention and control	2	EI 723	Advanced Environmental Modeling 3
EI 626	Air Pollution Control	2	EI 724	Ecological Modeling 3
EI 629	Project	4	EI 725	Renewable and Alternative Energy technologies 3
MSc in Environmental Technology and Management			EI 726	Aquatic Chemistry 3
Year 1 Semester 1			EI 727	Surface Water Pollution, Prevention and Control 3
EI 701	Chemodynamics	3	EI 728	Occupational Health and Safety 3
EI 702	Wastewater Treatment Plant Design	3		
EI 703	Environmental Biotechnology	3		
EI 704	Toxicology and Risk Assessment	3		
	Elective 1	3		
	Elective 2	3		

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EI 729	Environmental Impact Assessment	2	DM 704	Research Methods in Disaster Risk Management	2
EI 731	Advanced Wastewater Treatment	3	DM 791	Disaster Risk Management Project	2
EI 732	Advanced Industrial Wastewater Treatment	3	Year 1 Semester 2		
EI 733	Natural Waste Treatment Systems	3	DM 705	Disaster Management Settlement Planning	3
EI 734	Solid Waste Management and Technology	3	DM 706	Introduction to Disaster Science and Management	3
EI 735	Water Treatment Plant Design	3	DM 707	Theories and Management of Risk and Crisis	3
EI 736	Sludge and Septage management Technology	3	DM 708	Case Studies in Disaster Risk Management	2
EI 741	Environmental Remediation and Restoration Technology	3		Specialization Elective 1	3
EI 742	Soil Science	3		Specialization Elective 2	3
EI 743	Recreational and Aesthetic Services Engineering	3	Year 2 Semester 1		
EI 751	Application of GIS in Environmental Management	3	DM 799	Dissertation	6
EI 752	Application of Remote sensing in Environmental Management	3	Electives		
EI 753	Disaster Science and Management Technology	3	DM 709	Case Studies in Emergency Planning Management	3
EI 754	Computer Applications in Environmental Engineering	3	DM 711	Introduction to GIS Application in Disaster Management	3
SV 703	Entrepreneurship in Engineering	3	DM 712	Models of Risk, Crisis and Disaster	3
			DM 713	Disaster Science and Management Seminars	3
			DM 714	Diversity, Poverty and Environment	3
Master of Disaster Risk Management					
Year 1 Semester 1					
DM 701	Introduction to Disaster Risk Management	8			
DM 702	Principles of Disaster-Time Occupational Health and Safety	3			
DM 703	Emergency Planning Management	2			

MSc in Disaster Risk Management			<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Code</i>	<i>Course Title</i>	<i>Units</i>			
			DP 706	Special Topics in Disaster Science and Management	3
Year 1 Semester 1					
DM 701	Introduction to Disaster Risk Management	8			
DM 702	Principles of Disaster-Time Occupational Health and Safety	3			
DM 703	Emergency Planning Management	2			
DM 704	Research Methods in Disaster Risk Management	2			
DM 791	Disaster Risk Management Project	2			
Year 1 Semester 2					
DM 705	Disaster Management Settlement Planning	3			
DP 701	Disaster Science and Management-Natural Disasters	3			
DP 702	Disaster Science and Management-Anthropogenic Disasters	3			
DP 791	Disaster Science and Management Project	2			
	Specialization Elective 1	3			
	Specialization Elective 2	3			
Year 2 Semester 1					
DP 799	Dissertation	6			
Electives					
DM 713	Disaster Science and Management Seminars	3			
DP 703	GIS and RS Application in Disaster Management	3			
DP 704	Principles of Disaster – Time Physical Planning	3			
DP 705	Principles of Disaster – Time Shelter Provision	3			
EI 704	Toxicology and Risk Assessment	3			
EI 729	Environmental Impact Assessment	3			
MSc in Disaster Risk Management and Engineering					
Year 1 Semester 1					
DM 701	Introduction to Disaster Risk Management	8			
DM 702	Principles of Disaster-Time Occupational Health and Safety	3			
DM 703	Emergency Planning Management	2			
DM 704	Research Methods in Disaster Risk Management	2			
DM 791	Disaster Risk Management Project	2			
Year 1 Semester 2					
DP 701	Disaster Science and Management–Natural Disasters	3			
DP 702	Disaster Science and Management – Anthropogenic Disasters	3			
DE 701	Disaster–Time Sanitary and Environmental Infrastructure Engineering	3			
DE 702	Design and Construction of Disaster Resistant Infrastructure and Facilities	2			
	Specialization Elective 1	3			
	Specialization Elective 2	3			
Year 2 Semester 1					
DE 799	Dissertation	6			
Electives					
DP 703	GIS and RS Application in Disaster Management	3			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	Semester 2			
DP 704	Principles of Disaster – Time Physical Planning	3	HS 651	Housing Infrastructure Provision and Management		2
DP 705	Principles of Disaster – Time Shelter Provision	3	HS 622	Professional Practice		2
			HS 652	Land Property Valuation and		2
DE 703	Disaster – Time Sanitary Services Engineering	3	HS 612	Management		
				Housing Finance		2
DE 704	Disaster Forensic Engineering	3	HS 653	Demography, Gender and		2
DE 705	Special Topics in Disaster – Time Engineering	3	HS 672	Environment in Housing		
				Final Paper II		6
DE 706	Hazardous Waste Operations and Emergency Response	3	MSc. in Housing			
DE 707	Health and Environmental Risk Analysis	3	Year 1 Semester 1			
DE 708	Disaster – Time Environmental Health and Epidemiology	3	HS 711	Housing Theories and Concepts		2
			HS 713	House Design and Construction Technology		4
EI 712	Ecological and Decentralised Sanitation	3	UP 796	Research Methodology		2
Institute of Human Settlements Studies (IHSS)			HS 731	ICT in Housing		4
			HS 714	Housing Delivery		2
			HS 721	Institutional Framework for Housing		2
			HS 752	Land Development Management		2
PGD in Housing			Semester 1			
HS 611	Housing Theories	2	Year 1 Semester 2			
HS 613	Theoretical Aspects of House Design and Construction Tech.	2				
HS 621	Housing Policies and Legislations	2	HS 751	Housing and Infrastructure		2
			HS 722	Professional Practice		2
HS 661	Scientific Writing	2	HS 715	Property Valuation and		2
HS 631	ICT in Housing Surveys and Analysis	2		Management		
HS 641	Housing Project Planning and Management	2	HS 712	Housing Economics and		2
			HS 761	Financing		
CM 642	Communication Skills	2		Social Housing, Gender and		2
				Environmental Aspects		
HS 671	Final Paper I	2	HS 762	Population and Housing		6
				Development		
			HS 788	Dissertation I		2
				Elective		2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
Electives			HS 788	Developing a Research Proposal-Dissertation 1	2
HS 753	Housing Heritage and Conservation	2		2 Electives	4
HS 723	Housing and Livelihood	2	Electives		
HS 741	Housing Project Planning and Management	2	HS 756	Public Finance and Welfare Economics	2
Year 2 Semester 1			HS 757	Government Budget and Expenditure	3
HS 789	Dissertation II	6	HS 744	Environmental Economics	2
MSc in Public Policy Analysis and Programme Management			Year 2 Semester 1		
Year 1 Semester 1			HS 789	Dissertation II	6
HS 716	Public Policy Development Theories, Concepts and Strategies	2			
HS 717	The Informal Sector and Development	2			
HS 718	Decentralisation and Institutional Development	2			
HS 723	Public Policy Analysis and Management	3			
HS 732	ICT and Statistical Analysis for Development	4			
HS 742	Programme Appraisal and Risk Management	2			
HS 719	Development Policy and Poverty Reduction	2			
HS 796	Research Methodology	3			
Year 1 Semester 2					
HS 724	Public Policy Seminar	3			
HS 754	Public Policy Economics and Finance for Development	2			
HS 755	Human Resource Management and Development	2			
HS 743	Programme Development and Management	2			
HS 763	Gender and Development	2			

B). POSTGRADUATE COURSES OFFERED IN VARIOUS PROGRAMMES - CREDIT SYSTEM

School of Architecture, Construction Economics and Management (SACEM)

Master of Architecture and Management

Year 1 -Semester 1

Code	Course Name	Credits
AR 701	Design Studio Project – Critical Architecture Project Analysis	36
AR 721	Architectural Form Design	8
AR 731	Application of ICT in Architecture	8
LM 741	Research Methodology and Proposal Development	12
CM 641	Project Management	8

Year 1 -Semester 2 – Option 3 - Interior Design

Code	Course Name	Credits
ID 703	Design Studio Project- Interior Design	32
ID 741	Interior Design Materials and Construction	16
ID 742	Theory and History of Furniture Design and Detailing	12
ID 743	Environment and Building Service Systems for Interior	12

Year 1 -Semester 2 – Option 1 - Housing

Code	Course Name	Credits
AR 704	Design Studio Project- Housing	32
AR 722	Housing Policies and Architecture	12
AR 723	Architectural Anthropology in Housing	16
AR 743	Urban Sociology	12

Year 1 -Semester 2 – Option 4 - Landscape Architecture

Code	Course Name	Credits
AR 702	Design Studio Project- Landscape Architecture	32
AR 751	Advanced Landscape Architecture	12
AR 752	Landscape Architecture Element and Analysis	16
AR 753	Landscape Management and Environment Impact Assessment	12

Year 1 -Semester 2 – Option 2 - Conservation

Code	Course Name	Credits
AR 705	Design Studio Project- Conservation	32
AR 741	Advanced Urban Design	12
AR 742	Theory and Elements of Urban Design	16
AR 724	Architectural Conservation	12

Year 1 -Semester 2 – Option 5 - Building Science

Code	Course Name	Credits
BS 704	Design Studio Project- Complex Building Design	32
BS 722	Integrated Building Design	16
BS 723	Advanced Environmental Systems	12
BS 743	Sustainable Building Construction Design	12

Year 2 -Semester 1 - Dissertation

Code	Course Name	Credits
AR 799	Dissertation	60

MSc. in Construction Economics and Management

Year 1 – Semester 1

Code	Course Name	Credits
CM 721	Principles of Construction Economics	16
CM 732	Management of Construction Projects	16
CM 733	Project Financial Management	16
CM 734	Risk Management in Construction	12
CM 735	Regulatory Framework in Construction	12

Year 2 – Semester 1

Code	Course Name	Credits
CM 751	Dissertation	60

Year 1 – Semester 2

Code	Course Name	Credits
CM 722	Project Appraisal	16
CM 731	Project Procurement	16
LM 741	Research Methodology & Proposal Development	12
CM 711	Quantitative Methods Elective	12

Electives (Year 1 – Semester 2)

Code	Course Name	Credits
CM 741	Total Quality Management	12
CM 742	Value Management	12

Masters of Project Management

Year 1 – Semester 1

Code	Course Name	Credits
PM 711	Human Resource Management	10
PM 712	Project Planning	12
PM 713	Project Environment Analysis	8
PM 714	Project Quality, Health and Safety Management	10

Year 2 – Semester 1

Code	Course Name	Credits
LM 761	Research Methodology and Proposal Development	12
CM 711	Quantitative Methods	12
PM 717	Project Leadership and Conflict Management Strategies Elective	8

Year 1 – Semester 2

Code	Course Name	Credits
PM 715	Project Resources Procurement and Administration	10
PM 716	Project Risk Management	10
PM 721	Project Finance, Cost Estimation and Control	10
PM 722	Project Impact Appraisal and Evaluation	10

Year 2 – Semester 1

Code	Course Name	Credits
PM 741	Dissertation	60

Electives - Year 2 – Semester 1

Code	Course Name	Credits
PM 731	Project Legal Environment	10
PM 732	Project Management in Construction	10

Year 2 – Semester 1

Code	Course Name	Credits
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PhD in Urban Design (coursework and dissertation)

Year 1 Semester 1

Code	Course Name	Credits
HS 811	Theory of Science and Ethics	13
HS 812	Research Methodology	13
AR 821	Advanced Theory and Theories Urban Design	16
AR 832	Theories of Environmental Design	16
HS 814	Information Search	13

Year 2 Semester 1

Code	Course Name	Credits
AR 836	Regional Planning and Urban Management	18
LM 833	Land Governance	18
AR 831	Green Architecture and Urban Development Elective	18

Year 1 Semester 2

Code	Course Name	Credits
HS 813	Scientific writing and publication	18
AR 822	Systems Engineering of the Built Environment	18
AR 823	Urban Design Analysis and Methods	18
HS 815	Communication and Leadership for Development	18

Year 2 Semester 2

Code	Course Name	Credits
UP 841	Urban Climate Change Adaptation	18
HS 831	Public Policy Analysis and Management	18
HS 821	Informality and Land Government Elective	20
		18

Year 3 Semesters 1&2

Code	Course Name	Credits
AR 851	PhD Dissertation I	160

Code	Course Name	Credits
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Year 4 Semesters 1&2

Code	Course Name	Credits
AR 852	PhD Dissertation II	140

Code	Course Name	Credits
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Electives: Year 2 Semester 1

Code	Course Name	Credits
AR 833	Advance Project Management	18
AR 841	Advanced Urban Sociology	18
HS 861	PhD Dissertation I	18

Electives: Year 2 Semester 2

Code	Course Name	Credits
AR 833	Advance Project Management	18
AR 841	Advanced Urban Sociology	18
HS 861	PhD Dissertation I	18

School of Spatial Planning and Social Sciences (SSPSS)

Master of Science in Urban Planning and Management (Full-Time)

Year 1 Semester 1			Year 2 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
UP 711	Gender in Planning and Empowerment	8	UP 762	Dissertation	60
HS 712	Public Policy Analysis and Management	8			
UP 713	Planning Professional Practice	8			
UP 721	Management And Organisation Theories	8			
UP 722	Advanced Theories Of Informal Urbanism	8			
UP 723	Urban Planning And Management Theories	8			
UP 731	Planning And Management Information Systems	12			
UP 732	Plan Implementation, Monitoring And Evaluation	8			
Year 1 Semester 2			Electives – Year 1 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
UP 733	Power In Planning	8	UP 743	Urban Land Development and Property Market	8
UP 734	Planning And Practices Evaluation Paper	16	UP 753	Urban Transportation Planning And Management	8
UP 741	Project Financing And Investment Appraisal	8			
UP 742	Land Economics And Planning	8			
LM 741	Research Methodology And Proposal Development	12			
UP 751	Planning And Design For Resilient Cities	8			
	Elective	8			

Master of Science in Urban Planning and Management (Part-Time)

Year 1 Semester 1			Year 2 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
UP 711	Gender in Planning and Empowerment	8	UP 741	Project Financing And Investment Appraisal	8
HS 712	Public Policy Analysis and Management	8	UP 742	Land Economics And Planning	8
UP 713	Planning Professional Practice	8	LM 741	Research Methodology And Proposal Development	12
UP 721	Management And Organisation Theories	8	UP 751	Planning And Design For Resilient Cities	8
UP 722	Advanced Theories Of Informal Urbanism	8		Elective	8

Year 1 Semester 2			Year 2 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
UP 723	Urban Planning and Management Theories	8	UP 762	Dissertation	60
UP 731	Planning And Management Information Systems	12			
UP 732	Plan Implementation, Monitoring And Evaluation	8			
UP 733	Power In Planning	8			
UP 734	Planning And Practices Evaluation Paper	16			
Electives - Year 2 Semester 1					
Code	Course Name	Credits			
UP 752	Land Use and Infrastructure Planning	8			
UP 753	Urban Transportation Planning And Management	8			

Masters of Science in Urban and Regional Development Planning and Management (Full Time)

Year 1 Semester 1			Year 1 Semester 2		
Code	Course Name	Units	Code	Course Name	Units
UP 601	Development Theories and Strategies I	1	UP 612	Regional Settlement Pattern II	0.5
UP 602	Regional Settlement Pattern I	1	UP 613	Social Infrastructure and Demography II	1
UP 603	Social Infrastructure and Demography I	1	UP 604	Ecology and Environmental Planning II	1
UP 604	Ecology and Environmental Planning I	1	UP 615	Financing and Budgeting II	1
UP 605	Financing and Budgeting I	1	UP 616	Promotion of Small Scale Industries II	0.5
UP 606	Promotion of Small Scale Industries I	1	UP 617	Agricultural Development Planning II	1
UP 607	Agricultural Development Planning I	1	UP 618	Transport Planning II	1
UP 608	Transport Planning	1	UP 619	The European Planning System	1
UP 609	Organisation and Management	2	UP 620	Planning Workshop III (Implementation)	2
UP 610	Planning Workshop I (Analysis)	2	UP 621	Final Paper Workshop	1
UP 611	Planning Workshop II (Planning)	2	UP 622	Final Paper (Individual Research)	5
SV 612	Cartography and Aerial Photography	0.5			
SV 613	Microcomputer Workshop	0.5			

Year 2 Semester 1			ELECTIVES (One Subject to be Selected) – Year 2 Sem 1		
Code	Course Name	Units			
UP 791	Urban Planning and Management Theory	2	SV 795	ELECTIVE 1: Planning and Management Information Systems	2
UP 792	Urban Planning and Management Studio	5	UP 793	ELECTIVE 2: Urban Infrastructure Planning and Management	2
UP 794	Professional Practice	2	UP 797	ELECTIVE 3: Urban Housing Development and Management	2
UP 796	Research Methods	2	LM 793	ELECTIVE 4: Urban Land Management and Development	2
UP 788	Dissertation I	2	UP 751	ELECTIVE 5: Gender Iss Urban Planning	2
	Elective	2			

Master of Transportation Sciences

Year 1 Semester 1			Year 2 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
TS 721	Sustainable Transportation Policy	8	TS 731	Internship	36
TS 722	Behavioural Interventions	8	LM 741	Research methodology and proposal development	12
TS 723	Transport infrastructure	8	TS 727	Road Safety Audit (Traffic Safety)	12
TS 724	Transport Modelling	8	Elective	Elective	12
TS 725	Intelligent Solutions in Transportation	8			
TS 726	Integrated Transportation (Case)	20			

Year 1 Semester 2			Year 2 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
TP 731	Land use and Transport Interactions	8	TS 799	Dissertation	60
TP 732	Transport Economics	8			
TP 741	Traffic control Systems	8			
TP 751	Appraising and evaluation of transportation projects	8			
TP 735	Transport System Analysis and predictions	8			
TP 736	Transportation Planning and Management (Project)	20			

Electives - Year 2 Semester 1		
Code	Course Name	Credits
TS 728	Transportation innovation challenge	12
TS 729	Road Safety in the South	12

Year 2 Semester 2		
Code	Course Name	Credits

PhD in Urban and Regional Planning

Year 1 Semester 1		
Code	Course Name	Credits
HS 811	Theory of Science and Ethics	20
HS 812	Research Methodology	20
UP 821	Advanced Theories in Planning	20

Year 2 Semester 1		
Code	Course Name	Credits
HS 815	Communication and Leadership for Development	20
LM 841	LM 831: Land Economics Elective	20

Year 1 Semester 2		
Code	Course Name	Credits
HS 813	Scientific Writing and Publication	10
UP 822	Urban Transportation Planning	10
UP 824	Informal Urbanism	10
UP 831	Spatial Planning and Economic Development	10
HS 872	Information Search	20

Year 2 Semester 2		
Code	Course Name	Credits
UP 841	Urban Climate Change Adaptation	10
UP 842	Natural Resource Management and Conflict Resolution	20
UP 861	PhD Dissertation I Elective	10

Year 3 - Semester 1&2		
Code	Course Name	Credits
UP 862	PhD Dissertation II	120

Year 4- Semester 1&2		
Code	Course Name	Credits
UP 863	PhD Dissertation III	180

Electives – Year 2 Semester 1		
Code	Course Name	Credits
HS 831	Public Policy Analysis	20
UP 823	Spatial Data Infrastructure for Urban Planning	20
UP 825	Post Modern Urbanism	20
UP 835	Financing Urban Development Projects	20

Electives – Year 2 Semester 2		
Code	Course Name	Credits
UP 823	Spatial Data Infrastructure for Urban Planning	20
UP 825	Post Modern Urbanism	20
UP 835	Financing Urban Development Projects	20
HS 831	Public Policy Analysis	20

School of Earth Sciences, Real Estate, Business Studies and Informatics

Master of Science in Geomatics

Year 1 Semester 1

Code	Course Name	Credits
GS701	Geographical Information Systems and Science	12
GM 706	Estimation Theory	8
GM 708	Numerical methods with Computer Programming	12
LM 727	Business Management and Ethics	8
	Elective 1	10
	Elective 2	10

Year 2 Semester 1

Code	Course Name	Credits
GM799	Dissertation	60

Year 1 Semester 2

Code	Course Name	Credits
GM 701	Advanced Estimation & Analysis	16
GM 723	Advanced Positioning	16
GS706	Research Methods in Geospatial Sciences	12
	Elective 1	10
	Elective 2	10

Electives - Year 1 Semester 1

Code	Course Name	Credits
GM 705	Electronic and Satellite Surveying	10
GM 707	Land Surveying and Mapping	10
GM 702	Geodesy	10

Electives - Year 1 Semester 2

Code	Course Name	Credits
GM 711	Cadastral Systems	10
GM 712	Advanced Engineering Surveying	10
GM 756	Advanced Mapping Technology	10
GM 754	Advanced Hydrographic Surveying & Ocean Mapping	10

Master of Science in Geographical Information Systems (FULL TIME)

Year 1 Semester 1

Code	Course Name	Credits
GS701	Geographical Information Systems and Science	12
GS702	Remote Sensing	12
GS703	Geospatial Programming	12
GS 704	Geospatial Database Systems	12
IS707	Information Systems Development and Implementation	12
	Elective	12

Year 2 Semester 1

Code	Course Name	Credits
GS 799	Dissertation	60

Year 1 Semester 2

Code	Course Name	Credits
GS 711	Geo-web Applications and Development	12
GS 712	Geospatial Data Modelling and Decision Support System	12
GS 713	Advances in GIS	12
LM 727	Business Management and Ethics	8
GS 706	Research Methods in Geospatial Sciences Elective	8

Electives Year 1 Semester 1

Code	Course Name	Credits
GS 751	Spatial statistics and analysis	12
GS 752	Geospatial Data Quality	12
IS 714	Internet and Web Technologies	12

Electives - Year 1 Semester 2

Code	Course Name	Credits
GS 753	GIS Applications	8
GS 754	Geospatial Big Data Analytics	8
GS 714	Image Processing and Advanced Image Analysis in Remote Sensing	8

Master of Science in Geographical Information Systems (PART-TIME)

Year 1 Semester 1

Code	Course Name	Credits
GS701	Geographical Information Systems and Science	12
GS702	Remote Sensing	12
GS703	Geospatial Programming	12
	Elective	12

Year 2 Semester 1

Code	Course Name	Credits
GS 712	Geospatial Data Modelling and Decision Support System	12
GS 713	Advances in GIS	12
LM 727	Business Management and Ethics	8
GS 706	Research Methods in Geospatial Sciences	8

Year 1 Semester 2

Code	Course Name	Credits
GS 704	Geospatial Database Systems	12
IS707	Information Systems Development and Implementation	12
GS 711	Geo-web Applications and Development Elective	8

Year 2 Semester 2

Code	Course Name	Credits
GS 799	Dissertation	60

Electives Year 1 Semester 1

Code	Course Name	Credits
	GS 751 Spatial statistics and analysis	12
	GS 752 Geospatial Data Quality	12
	IS 714 Internet and Web Technologies	12

Electives - Year 1 Semester 2

Code	Course Name	Credits
	GS 753 GIS Applications	8
	GS 754 Geospatial Big Data Analytics	8
	GS 714 Image Processing and Advanced Image Analysis in Remote Sensing	8

Master of Science in Land Administration – By Coursework and Dissertation)

Year 1 Semester 1

Code	Course Name	Credits
LA 711	Land Administration Infrastructure and GIS	12
LA 721	Land Administration I	10
LA 731	Administrative and Organisational Theories	10
LA 722	Land Resources Management	10
LM 727	Business Management and Ethics	8
LA 723	Land Law	10

Year 2 Semester 1

Code	Course Name	Credits
LM 742	Dissertation	60

Year 1 Semester 2

Code	Course Name	Credits
LA 712	Data Acquisition and Information Management Systems	12
LM 733	Government Finance	8
LA 724	Land Administration II	10
LM 741	Research Methodology and Proposal Development	12
LA 726	Land Use Planning and Management	8
LA 725	Public Policy Studies	10

Year 2 Semester 2

Code	Course Name	Credits
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Master of Science in Real Estate Valuation

Year 1 Semester 1

Code	Course Name	Credits
RE714	Advanced Real Estate Market Analysis	10
LM732	Real Estate Development and Investment Analysis	16
LM721	Strategic Management in Real Estate	8
LM733	Government Finance	8
RE731	Applied Econometrics in Real Estate	8
LM723	Business Management and Ethics	10

Year 2 Semester 1

Code	Course Name	Credits
LM742	Dissertation	60

Year 1 Semester 2

Code	Course Name	Credits
LM761	Valuation of Specialized Assets	10
LM762	Business Valuation	12
LM763	Valuation of Real Estate	8
LM764	Valuation of Natural Resources	8
LM765	Real Property Mass Appraisal	10
LM741	Research Methodology and Proposal Development	12

Master of Science in Real Estate Business

Year 1 Semester 1

Code	Course Name	Credits
RE714:	Advanced Real Estate Market Analysis	10
LM732:	Real Estate Development and Investment Analysis	16
LM733:	Government Finance	8
LM721:	Strategic Management in Real Estate	8
LA 722:	Land Resources Management	8
LM723:	Business Management and Ethics	10

Year 2 Semester 1

Code	Course Name	Credits
LM742:	Dissertation	60

Year 1 Semester 2

Code	Course Name	Credits
LM711:	Application of ICT in Real Estate	8
LM722:	Estate Management and Agency	10
LM734:	Urban Economics and Management	10
LM751:	Legal Framework in Real Estate Business	8
LM724:	Consumer Behaviour in Real Estate Markets	12
LM741:	Research Methodology and Proposal Development	12

Master of Science in Real Estate Economics and Finance

Year 1 Semester 1

Code	Course Name	Credits
LM 711	Application of ICT in Real Estate	12
RE712	Commercial Real Estate Investment	12
RE714	Advanced Real Estate Market Analysis	10
RE715	Property and Infrastructure	10

Year 2 Semester 1

Code	Course Name	Credits
LM742	Dissertation	60

LM 711	Development Application of ICT in Real Estate	8
RE731	Applied Econometrics in Real Estate	8

Year 1 Semester 2

Code	Course Name	Credits
LM 711	Application of ICT in Real Estate	12
RE712	Commercial Real Estate Investment	12
RE714	Advanced Real Estate Market Analysis	10
RE715	Property and Infrastructure Development	10
LM 711	Application of ICT in Real Estate	8
RE731	Applied Econometrics in Real Estate	8

Master of Science in Information Systems Management

Year 1 Semester 1

Code	Course Name	Credits
IS710	Co-Creation and Project Management	12
IS711	Information Systems Development and Implementation	12
IS712	Product and Technology Development in Industrial ICT	12
IS713	Information Systems Security	12
IS714	Internet and Web GIS Technologies	12

Year 2 Semester 1

Code	Course Name	Credits
IS799	Dissertation	60

Year 1 Semester 2

Code	Course Name	Credits
IS720	Managing People and Organizations	12
IS721	Philosophy of Science and Research Methods	12
IS723	Information Systems Management and Strategy	12
IS724	Enterprise Information Systems and Business Intelligence	12
	1 Elective	12

Electives - Year 1 Semester 2

Code	Course Name	Credits
IS722	Principles of Data Science	12
GS712	Geospatial Data Modelling and Decision Support Systems	12

PhD in Real Estate Economics

Year 1 Semester 1

Code	Course Name	Credits
HS 811	Theory of science and ethics	20
HS 812	Research methodology	20
RE 871	Real estate valuation and analysis	20
LM 823	Quantitative method	10
RE 891	Dissertation	10

Year 2 Semester 1

Code	Course Name	Credits
HS 814	Information science	20
HS 815	Communication and leadership for development	20
RE 852	Housing economics and finance	20
RE 891	Dissertation	10
	Elective 1	20

Year 1 Semester 2

Code	Course Name	Credits
HS 813	Scientific writing and publication	20
LM 881	Property law	10
RE 831	Real estate development	20
RE 851	Economics, Organization and incentives	10
RE 891	Dissertation	10
	Elective	20

Year 2 Semester 2

Code	Course Name	Credits
RE 841	Facilities management	10
RE 854	Contemporary issues in real estate economics	10
RE 861	Real estate investment and analysis	20
RE 891	Dissertation	10
	Elective 1	20

Electives - Semesters 2 to 4

Code	Course Name	Credits
RE 853	Urban economics	20
RE 855	Game theory in real estate economics	20
RE 843	Action research in housing	20
RE 842	Qualitative method	20
HS 831	Public policy analysis	20

PhD in Land Administration – By coursework and dissertation

Year 1 Semester 1

Code	Course Name	Credits
HS 811	Theory of science and ethics	20
HS 812	Research methodology	20
HS 822	Fundamentals of Governance	20
LM 823	Quantitative Methods	10

Year 2 Semester 1

Code	Course Name	Credits
HS 815	Communication and Leadership for Development	20
LM 831	Land Resources Administration	20
	Elective	20

Year 1 Semester 2

Code	Course Name	Credits
HS 813	Scientific writing and publication	20
HS 814	Information Search	20
LM 822	Spatial Data Management	10
LM 851	Financial Development Infrastructure	20

Year 2 Semester 2

Code	Course Name	Credits
HS 871	PhD Dissertation I	10
LM 821	Vulnerability Analysis	20
LM 861	Land and Property Rights	20
	Elective	20

Years 3&4

Code	Course Name	Credits
LM 871	PhD Dissertation	300

Electives - Year 2 Semester 1

Code	Course Name	Credits
LM 841	Land Economics	20
HS 831	Public Policy Analysis	20

Electives - Year 2 Semester 2

Code	Course Name	Credits
LM 833	Land Governance	20
LM 832	Contemporary Issues in Land Administration	20

School of Environmental Science and Technology (SEST)

Master of Science in Environmental Technology and Management

Year 1 Semester 1			Year 2 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
ET 701	Chemodynamics	10	ET 799	Dissertation	60
ET 702	Environmental Biotechnology	10			
ET 707	Hazardous Waste Management	10			
ET 704	Soil and Water Pollution Control and Quality Management	10			
ET 705	Solid Waste Management and Resource Recovery	10			
	Elective	10			

Year 1 Semester 2		
Code	Course Name	Credits
ET 706	Design of Air pollution Control Systems	10
ET 703	Wastewater Treatment Plant Design	15
ET 708	Environmental Systems Management	15
ET 709	Research Methodology	10
	Elective	10

Electives - Year 1 Semester 1			Electives - Year 1 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
ET 710	Ecological and Decentralized Sanitation	10	ET 713	Climate Change, Impact, Mitigation and Adaptation	10
ET 711	Renewable and Alternative Energy Technologies	10	ET 714	Toxicology and Risk Assessment	10
ET 712	Environmental Planning, Impact Assessment and Audit	10	DM 701	Introductions to Disaster Risk Management	10

Master of Disaster Risk Management (FULL_TIME)

Year 1 Semester 1			Year 2 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
DM701	Introduction to Disaster Risk Management	10	DM 799	Dissertation	60
DM711	Climate change and Disaster Risk Management	15			
DM 702	Disaster Risk Management Phases	15			
DM703	Disaster Risk Management Governance	15			
DM704	Disaster Risk Management Project I	15			

Year 1 Semester 2

Code	Course Name	Credits
DM 705	Disaster Risk Management Tools and Assessment	15
DM721	Introduction to Principles of GIS and Remote sensing	10
LM 741	Research Methodology and Proposal Development	12
DM708	Disaster Risk Management Project II	15
DM707	Disaster Management Settlement Planning	10
Elective		10

Electives - Year 1 Semester 2

Code	Course Name	Credits
ET 715	Environmental planning, Impact Assessment and Audit	10
DM 714	Gender, Poverty and Environment in Disaster Risk Management	10

Master of Disaster Risk Management (PART_TIME)

Year 1 Semester 1

Code	Course Name	Credits
DM701	Introduction to Disaster Risk Management	10
DM711	Climate change and Disaster Risk Management	15
DM 702	Disaster Risk Management Phases	15
DM703	Disaster Risk Management Governance	15

Year 2 Semester 1

Code	Course Name	Credits
DM708	Disaster Risk Management Project II	15
LM 741	Research Methodology and Proposal Development	12
	Elective	10

Year 1 Semester 2

Code	Course Name	Credits
DM 705	Disaster Risk Management Tools and Assessment	15
DM721	Introduction to Principles of GIS and Remote sensing	10
DM707	Disaster Management Settlement Planning	10
DM704	Disaster Risk Management Project I	15

Year 2 Semester 2

Code	Course Name	Credits
DM 799	Dissertation	60

Electives - Year 2 Semester 1

Code	Course Name	Credits
ET 715	Environmental planning, Impact Assessment and Audit	10
DM 714	Gender, Poverty and Environment in Disaster Risk Management	10

Institute of Human Settlements Studies (IHSS)

Master of Science in Public Policy Analysis and Programme Management

Year 1 Semester 1

Code	Course Name	Credits
PA 716	Development Theories and Public Policy Analysis	10
PA 717	Urban governance, informality and development	10
PA 718	Decentralization and Institutional Development	10
PA 723	Public Policy	10
LM 722	Research Methodology	10
PA 754	Economic and Financial Analysis for Public Policy	10
PA732	ICT, Data Analysis and Development	20

Year 2 Semester 1

Code	Course Name	Credits
HF 789	Dissertation II	60

Year 1 Semester 2

Code	Course Name	Credits
PA 742	Programme Appraisal and Risk Management	10
PA 724	Public Policy in Practice	10
PA 756	Public Finance, Government Budgeting	10
PA 772	Ethics, Research Communication and Public Policy	10
PA 764	Gender, Poverty and Environmental Governance	10
HF 788	Dissertation I	10
	Elective 1	10
	Elective 2	10

Electives - Year 1 Semester 2

Code	Course Name	Credits
PA 744	Leadership, Governance and Public Policy	10
PA 719	Socio-Political Economy for Public Policy	10
UG 744	Environmental Economics	10

Master of Science in Housing and Financing

Year 1 Semester 1

Code	Course Name	Credits
HF 711	Housing Theories, Principles and Programmes	10
HF 712	Theories in Finance	10
HF 713	Housing Development and Management in Practice	20
HF714	Housing Economics and Livelihoods	10
HF715	Housing Finance and Mortgaging	10
HF731	Application of Information and Communication Technology (ICT)	20

Year 2 Semester 1

Code	Course Name	Credits
HF789	Msc. Dissertation II	60

Year 1 Semester 2			Electives - Year 1 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
HF 771	Research Methods in Housing	10	PA 723	Public Policy	10
HF 751	Housing and Infrastructure Planning and Management	10	PA 743	Programme Development and Management in Housing	10
HF 722	Professional Practice and Ethics in Housing	10	HF 753	Housing Heritage, Conservation and Regeneration	10
HF 721	Legal and Institutional Framework in Housing	10	HF 761	Gender, Climate Change and Housing	10
HF 788	Dissertation 1- Developing MSc Research Proposal	10			
	Elective 1	10			
	Elective 2	10			

Master of Science in Urban Governance and Environmental Studies

Year 1 Semester 1			Year 2 Semester 1		
Code	Course Name	Credits	Code	Course Name	Credits
UG 710	Urban Governance Theories, Concepts and Strategies	10	HF 789	Dissertation II	60
UG 733	Urban Governance and Public Finance	10			
UG 718	Decentralization and Institutional Development	10			
UG 720	Climate Change and Disaster Risk Management	10			
UG 758	Remote Sensing and GIS for Urban Governance and Environmental Management	20			
UG 740	Communication Skills for Leadership	10			
LM 722	Research Methodology	10			

Year 1 Semester 2			Electives - Year 1 Semester 2		
Code	Course Name	Credits	Code	Course Name	Credits
UG 744	Urban Ecology and Environmental Management	10	UG 726	Sustainable Energy Production and Utilization	20
UG 729	Environmental Economics	10	LM 721	Land Governance	20
UG 764	Human Settlements Infrastructure Development and Management	10	ET 715	Environmental Planning, Impact Assessment and Audit	20
UG 728	Gender, Poverty and Environmental Governance	10			
HF 788	Dissertation I	10			
	Elective	20			

PhD in Urban Governance and Environmental Studies

Year 1 Semester 1

Code	Course Name	Credits
HS 811	Theory of Science and Ethics	20
HS 812	Research Methodology	20
HS 822	Fundamentals of Governance	20

Year 2 Semester 1

Code	Course Name	Credits
HS 815	Communication and Leadership for Development	20
HS 851	Programme Planning, Development and Management	10
HS 841	Ecosystem Services and Management	10
	1 Elective	20

Year 1 Semester 2

Code	Course Name	Credits
HS 821	Informality and Urban Governance	20
HS 813	Scientific Writing and Publication	20
HS 814	Information Search	20

Year 2 Semester 2

Code	Course Name	Credits
HS 843	Environmental Economics and Environmental Impact Assessment	10
HS 842	Public Infrastructure Services Provision and Management	20
HS 871	PhD Dissertation I	10
	1 Elective	20

Year 3 – Semesters 1&2

Code	Course Name	Credits
HS 872	PhD Dissertation II	120

Year 4 – Semesters 1&2

Code	Course Name	Credits
HS 873	PhD Dissertation III	180

Electives - Year 2 Semester 1&2

Code	Course Name	Credits
HS 861	Gender, Development and Environmental Governance	20
HS 844	Climate Change and Disaster Risk Management	20
LM 833	Land Governance	20
HS 831	Public Policy Analysis	20

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SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)

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J.E. Kessy, B.A Econ (ARU)
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G.L. Moshi, B.A Community & Dev't Studies (ARU)

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R. Shaidi, BA. Ed (SAUT), MSc (UDSM)
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R.K. Gabriel, BSc EE (ARU)
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DISASTER MANAGEMENT TRAINING CENTRE

Lecturer and Acting Director

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ARU CONSULTANCY UNIT (ACU)

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R.R.A.M. Mato, Dipl. P.H.E. (UDSM), G.T.C. S.W. Eng. (Tokyo), I.T.C. (ETA), MSc. Eng. (New Castle), PhD. (Eindhoven), Reg. Eng. (T)., Reg. Env. Expert and Auditor (T).

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GENDER DIMENSION UNIT (GDU)

Director

Dr. N. Babere, BSc URP (UDSM), MSc. UPM (UDSM), PhD (New Castle), Registered Town Planner

*On Masters Study Leave

**On PhD Study Leave

***On Secondment

UNIVERSITY EXAMINATION REGULATIONS

UNIVERSITY EXAMINATION REGULATIONS

INTRODUCTION

The examination regulations contained in this handbook provide for the criteria and other conditions relating to examinations leading to Degree/Diploma awards at Ardhi University. “Examination” in these regulations refers to a formal, supervised assessment activity which contributes to the overall mark used to assess student learning outcomes.

The regulations have been synthesized into a single document in an attempt to keep the students, their supervisors, the academic community at the University and the public at large better informed of the university education which is offered at Ardhi University.

The handbook contains four components; the general University Examination Regulations which cater for both undergraduate and postgraduate students; Undergraduate Examination Regulations which cater for undergraduate students only; Postgraduate Examination Regulations which cater for postgraduate students only and examinations regulations which cater for the specific schools’ requirements. Postgraduate Examination Regulations must be read together with the General Regulations and Guidelines for Postgraduate Study Programmes.

All enquiries concerning these examinations regulations should be addressed to:

The Deputy Vice Chancellor for Academic Affairs,
Ardhi University,
P.O. Box 35176,
Dar es Salaam, TANZANIA.

E-mail: dvcaa@aru.ac.tz
Telephone: 0738-357311

A). UNIVERSITY EXAMINATION REGULATIONS - UNIT SYSTEM

UNIVERSITY GENERAL EXAMINATION REGULATIONS - UNIT SYSTEM

1. Registration for Programme/Course

- 1.1 At the beginning of the semester, each student is required to consult his/her Head of Department for the purpose of charting out courses for the semester. Approval of the courses by the Head of Department and the School Dean/Institute Director shall constitute formal enrolment for all the courses listed in the programme. For the purpose of charting out courses for the year, the Department shall appoint an academic advisor for each student. Each student shall confer with academic advisor in charting out courses for the semester.
- 1.2 Each department may prescribe core and elective courses. Students may be allowed to select relevant elective courses from other programmes offered in the University subject to approval by the School. The elective course(s) shall also count towards the degree classification as prescribed in the respective programme curriculum.
- 1.3 A student who has registered for elective course but wishes to withdraw from that course must apply to the Head/Dean/Director, as the case may be, of the unit hosting the course through the Head of the course offering Department for permission to do so. No student will be permitted to commence any course three weeks after the beginning of the semester or withdraw from the course two weeks after the beginning of the semester.
- 1.4 Students may transfer from one academic programme to another in Year I only. No first year student shall be allowed to transfer to another programme after three weeks from the start of the first semester. Transfer shall be subject to availability of places in the preferred programme, admission points and approval by the Senate.

2. Registration for Examination

- 2.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a programme of study shall be deemed as adequate registration for the requisite examinations in the particular programme of study.
- 2.2 Subject to approval by Senate, the Board of each, School, and academic Institute shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the University, School, or academic Institute, as the case may be.

3. Eligibility for Examinations

- 3.1 Students are required to complete coursework before they can be allowed to sit for the University Examination.
- 3.2 The Dean of a School or the Director of academic Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is not satisfied that the candidate has completed satisfactorily by attendance and the requirements of the course.
- 3.3 Where a candidate who has been barred in accordance with paragraph 3.1 and 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 3.4 A candidate whose work or progress is considered unsatisfactory may be required by Senate or, in that behalf, by the Senate Undergraduate Studies Committee or the Senate Higher degree Research and Publications Committee, on the recommendation of the appropriate School, or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination.
- 3.5 Unsatisfactory shall mean unattendance in a course for a total of 20% hours in any one semester and non presentation of progress reports of dissertations/projects.

- 3.6 Where a student who has not registered for a course sits for an examination, the examination results shall be nullified.

4. Absence from Examinations

- 4.1 A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be discontinued from the University.
- 4.2 A student who has postponed examination and is required to sit for a special examination shall be assigned “PEX” grade (postponed exam) and one who, for satisfactory reasons has not completed his/her coursework shall be assigned an “I” grade (incomplete).
- 4.3 A student who has a “PEX” or “I” grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective school/institute Board, a student who will not clear any “PEX” or “I” grade at the time of special examination will be considered to have absconded studies.

5. Form of Examination and Assessment

- 5.1 Examinations shall include continuous assessment (tests, assignments, seminar presentations or any other form of assessment specified in the curriculum or School/Department specific examination regulations) and University examinations including written, practical, oral examinations where appropriate.
- 5.2 For the purpose of continuous coursework assessment in each semester, there shall be two written tests under examination conditions, and two homework or practical/fieldwork exercises or laboratory reports or quizzes or a combination thereof for each course.
- 5.3 Candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written/practical examinations.
- 5.4 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by Senate, on the recommendations of the appropriate School, or academic Institute Board.
- 5.5 Assessment of the student’s progress shall be based on the following grading system:
- | | |
|----------------|----------------------------|
| A = 70% - 100% | B ⁺ = 60% - 69% |
| B = 50% - 59% | C = 40% - 49% |
| D = 35% - 39% | E = 0% - 34% |
- The above range of marks being a result of rounding of all decimals of the marks.
- 5.6 The minimum passing grade shall be “C” for Undergraduate and “B” for Postgraduate.

6. Dates of Examination

- 6.1 Examinations in Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a School, or academic Institute Board or University Council, as the case may be.
- 6.2 Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by Senate or Academic Committee or in particular cases by the relevant School Board, as the case may be, which shall not be less than one month after the approval of the examination results at the end of the second semester in the academic year.
- 6.3 A candidate who, for a grave cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or, in that behalf, the Higher Degrees, Research and Publication Committee or the Undergraduate studies Committee, present himself/herself for examination at a time fixed for any supplementary examination.

7. Conduct of Examinations

- 7.1 University examinations shall be conducted under the control of the Deputy Vice Chancellor–Academic Affairs (DVC-AA) or such other officer of the University as the Deputy Vice Chancellor may appoint.
- 7.2 The examiners for University examinations shall be appointed by Senate, in the manner it shall prescribe.
- 7.3 The Deputy Vice Chancellor – Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 7.4 The instruction notes or guidelines issued by the Deputy Vice Chancellor – Academic Affairs shall form part of and be as binding as these Regulations.

8. Board of Examiners

- 8.1 Every University Examination assessment shall be conducted by a Board of Examiners which shall consist of one or more examiners appointed from outside the University, in conjunction with one or more of the teachers of the candidates in the subjects under examination; except that, in the case of the re examination of candidates who have failed in the ordinary University examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidates the subject or subjects under examination.
- 8.2 Notwithstanding the provisions of sub-paragraph 8.1, University examinations conducted during and/or at the end of the First Semester may be conducted by internal examiners only, provided that:
 - a) the relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation;
 - b) the results of such examinations shall be published in terms of regulation 10.1 at the end of the First Semester.
- 8.3 External Examiners shall be entitled to such honoraria as the Council shall prescribe.

9. Examination Irregularities

- 9.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to Senate Undergraduate Studies Committee which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.
- 9.2 No unauthorized material shall be allowed into the examination room.
- 9.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 9.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 9.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

-
- 9.6 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to Senate in accordance with the provisions of regulation 18 of these Regulations.
- 9.7 In this regulation:
- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor – Academic Affairs, Dean of a School, Director of an academic Institute or a Head of an academic department;
 - b) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
 - c) "Cheating in Examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 9.8 Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as Senate may deem appropriate.

10. Publication of Results

- 10.1 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant School approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant School soon after the School Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 10.2 The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant School/Institute. The anonymity of the student must be protected in publishing results eg using students' registration numbers rather than names.
- 10.3 Examination results having been recommended by the School, or an academic institute Board to Senate Undergraduate Studies Committee or the Higher Degrees Research and Publication Committee shall endorse the results and such endorsement shall have to be approved by Senate.
- 10.4 Senate shall approve the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.
- 10.5 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students' before the date of the start of Semester University Examination. A copy of the students' CA marks must be submitted to the Head of the Department before the start of University Examinations.

11. Classification of Degrees

- 11.1 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.
- 11.2 The letter grades will be assigned points as follows:
- | | | | | | |
|---|----|---|---|---|---|
| A | B+ | B | C | D | E |
| 5 | 4 | 3 | 2 | 1 | 0 |
- 11.3 Approved courses given for each degree shall be appropriately weighted in terms of units.
- 11.4 To get the score for each course multiply the points, as in 11.2 by the weights, as in 11.3.
- 11.5 The total score for the degree shall be the total score for all countable courses taken by the candidate for the degree, computed as in 11.4.

- 11.6 The average score for the degree shall be computed by dividing the total score in 11.5 by the total weight obtained under 11.3.

- 11.7 The final classification shall be as follows:

<i>GPA</i>	Classification
5.0 - 4.4	First Class
4.3 - 3.5	Second Upper Class
3.4 - 2.7	Second Lower Class
2.6 - 2.0	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

12. Classification of Diplomas

- 12.1 No diploma of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of a relevant School, or academic Institute.
- 12.2 Where Senate grants special permission for classification of a diploma, the provisions of regulation 11 shall apply subject to such necessary modifications, variations and conditions as Senate may impose or prescribe.

13. Classification of Certificates

No certificate of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of relevant School, or academic Institute and subject to such terms and conditions as Senate may prescribe.

14. Award

- 14.1 The Board of Examiners in a School, or academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a School and Senate Undergraduate Studies Committee or the Senate Higher Degrees Research and Publication Committee, that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.
- 14.2 Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are recommended in accordance with regulation 14.1 for such conferment or grant by, the Board of Examiners in a School, or academic Institute.

15. Aegrotat Degrees

- 15.1 Candidates who have completed their course of study but who have been absent, through illness, from part of the final examination for a first degree, may apply to the University for the award of an aegrotat degree, in accordance with the following regulations.
- 15.2 Candidate who have completed such portion of the examination as shall be determined by the School, or academic Institute/Board are eligible to apply for an aegrotat degree.
- 15.3 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor – Academic Affairs, through the Dean of the School or Director of an academic Institute within the period of the examination, and should be accompanied by report obtained, from the University Medical Officer.
- 15.4 An aegrotat degree will not be awarded unless the examiners consider that, in the work he/she attended, the candidate reached a standard which if also reached in the remainder of the examination should have qualified him/her for the award of the degree.

PROVIDED that only candidates who completed successfully the whole of their course work and at least 80% of the final written examination are eligible to apply for an aegrotat degree.

- 15.5 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but may apply for permission to proceed to a second or higher degree on complying with the regulations for registration for such a degree.

16. Certificates, Certification and Transcripts

- 16.1 Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by Senate for the conferment or grant of such degree, diploma, certificate or other award.
- 16.2 A fee as Senate may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.
- 16.3 Upon application for a Transcript, a student or former student shall be given a Transcript of his/her academic performance record and charged a fee as Senate may from time to time prescribe. Any finalist student desirous of obtaining a Transcript (s) shall submit an application for a Transcript(s), a clearance form and one passport size photograph for the preparation of Transcript(s).

17. Loss of Certificate

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University office of the Deputy Vice Chancellor – Academic Affairs, may issue a copy or another copy on condition that:

- a) The applicant produces a sworn affidavit.
- b) The certificate so issued shall be marked “COPY” across it.
- c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant’s home country or where the loss is believed to have taken place.
- e) A fee as may be prescribed from time to time by Senate shall be charged for the copy of certificate issued.

18. Appeals

- 18.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- 18.1.1 No remarking of Design Studio Projects, Pre-dissertations, Dissertations, Industrial Training (IT) and Project courses shall be allowed because assessment mode of these courses entails a lengthy and elaborate process involving a number of internal and external examiners
- 18.2 Any student or candidate aggrieved by a decision of Senate Undergraduate Studies Committee or the Higher Degrees Research and Publication Committee in terms of the provisions of regulation 9.4 may appeal to Senate for reversal or moderation of the decision of the Committee.
- 18.3 Any appeals made under regulation 18.1 shall be lodged with the Board of the appellant’s School, or academic Institute, which shall forward the appeal with observations to Senate Undergraduate Studies Committee or the Higher Degree, Research and Publication Committee, whose observations and recommendation will be forwarded to Senate for approval.

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- 18.4 Any member of the appellant's School, or academic Institute Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's School, or academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from Senate session considering any such appeal.
- 18.5 Appeals made under regulation 18.2 shall be lodged directly with the Deputy Vice Chancellor who shall forward them to Senate with observations and recommendations thereon.
- 18.6 Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from Senate session considering any such appeal.
- 18.7 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of Senate.

19. Appeal Fee

- 19.1 All appeals shall be accompanied by an appeal fee charged per course/decision as the Senate may from time to time prescribe.
- 19.2 The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals.
- 19.3 The same rates or any other rates approved as approved by relevant organs shall be charged for any further appeal decisions.

20. Disposal of Examination Answer Books and other Scripts

- 20.1 Unless otherwise retained by Ardhi University Library for archival purposes all used examination answer books shall be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.
- 20.2 Heads of Departments concerned shall, with respect to examination answer books falling under their departments:
- Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - Initiate the disposal procedures of those examination answer books for which there are no further need;
 - Initiate immediate disposal of used examination answer books that have been stored by their departments for more than 13 months following respective Senate decision;
 - Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
 - Assist the ARU Library in selecting examination answer books designated for archiving purposes;
 - Seek expertise presumably from ARU Library to assist in the sampling answer books ear-marked for archiving;
 - Designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
 - Store and retain course assignments for at least 13 months after completion of an examination concerned so that students are furnished with reasonable opportunity to obtain access;

- i) Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.
- 20.3 Pending final disposal, Heads of Departments shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.
- 20.4 Respective School Boards shall be responsible for prescribing under their special regulations clear guidelines for returning to the students graded courses, assignments, course essays, term papers and timed essays.
- 20.5 The Deputy Vice Chancellor – Academic Affairs shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions which shall be used by Heads of Departments for 13 months storage of examination answer books pending final disposal.
- 20.6 The cartons prescribed under sub-paragraph (20.5) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator and date when final disposal shall be due.
- 20.7 The ARU Library shall keep; maintain in any format including electronic, all answer books selected by Departments and sent to the Library for archival purposes.
- 20.8 The Deputy Vice Chancellor - Academics, shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- 20.9 Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the Deputy Vice Chancellor – Academic Affairs may with respect to any batch due for disposal, direct:
- a) The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
- b) Used examination papers be entirely burnt to completion; or
- c) Used examination papers be sold to recycling companies.
- 20.10 The Vice Chancellor on recommendation of the Deputy Vice Chancellor – Academic Affairs shall be the principal executive officer responsible to order final disposal of any batch of examination answer books;
- 20.11 The Vice Chancellor shall signify his order in the following way:

**“It is hereby ordered that the following cartons marked (1) LM
Development Perspectives I 2001/2002 Examination”**

Being EXAMINATION ANSWER BOOKS of the DEPARTMENT OF
LAND MANAGEMENT & VALUATION, at ARU be disposed of in
the manner provided for in the ARU Examination Answer Books
(Disposal) Regulations.

.....
Vice Chancellor

[Designation and Signature of person making the order]

- 20.12 Heads of Departments shall witness final disposal of itemized examination answer books and signify the disposal in the following way:

I, Prof. XYZ being the Head of DEPARTMENT OF LAND MANAGEMENT AND VALUATION, ARU do hereby certify that on the 15th day of June 2001 the records described in the Scheduled here to were destroyed in my presence by fire/mutilation.

.....
Head of Department

[Designation and Signature of person certifying the disposal]

- 20.13 The report of Heads of Departments to the Deputy Vice Chancellor – Academic Affairs through respective Deans on disposal of examination answer books shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.

21. Instructions to Candidates

- 21.1 These instructions should be read together with the above University regulations.
- 21.2 Candidates should make sure that they have been issued with Examination Numbers before Examinations begin.
- 21.3 Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 21.4 Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
- 21.5 Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. (Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance). During these ten minutes the Senior Invigilator will:
- a) Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
 - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - c) Call attention to any rubric at the head of the paper which seems to require attention;
 - d) Announce that both sides of the paper must be used. He will then tell students when they may begin writing. Candidates will be given five minutes to read the paper.
- 21.6 Candidates are permitted to do rough work on the left hand part of the scripts on the understanding that this is crossed through at the end of the examination.
- 21.7 No books, bags, cellphones or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. (Candidates attention is specifically drawn to General University Examination Regulation No. 9.1 to 9.3).
- 21.8 Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.

- 21.9 No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 21.10 At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

22. Notes to Invigilators

22.1 Procedure in the Examination Room

22.1.1 Before the Examination:

- i) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- ii) Invigilators will be provided with the following items by the School Examinations Officer:
 - a) The question papers to be attempted by candidates.
Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least twenty minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately go to their respective examination room.
 - b) A list showing the names of the papers to be attempted in the room. (This will be distributed to invigilators in advance).
- iii) Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- iv) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- v) Bags, books, cell phone (dully switched off), attach cases, papers and other related items should be left outside the examination room.
- vi) Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books and other similar articles must be deposited with the invigilator before the candidate is permitted to go to his/her place. (Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance).
Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:
 - a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
 - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - c) Call attention to any rubric at the head of the paper which seems to require attention;
 - d) Announce that, where this is practicable, both sides of the paper must be used.
He/she should then tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- vii) Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

22.1.2 During the Examination

- i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- ii) At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- iii) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- iv) A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Examinations Officer.
- v) Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers.
- vi) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Examinations Officer including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.

22.1.3 At the End of the Examination

- i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency. At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- ii) Invigilators shall enter the number of examination scripts collected from the candidate on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers.
Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Internal Examiners (or their deputies) who must be present in the examination room at the end of the examination. Where invigilators are also internal Examiners, there should be no problem of collection of scripts. On receipt of the scripts, Internal Examiners will check them and countersign on the collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.
- iii) Invigilators shall hand over all extra examination papers to the Head of the relevant Department.

23. General Notes and Instructions

- 23.1 Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.
- 23.2 Cases of illness should be reported to the Head of Department as soon as possible.
- 23.3 Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room

any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the Deputy Vice Chancellor – Academic Affairs.

23.4 “Examinations Officer” includes the Examination Officer’s deputies.

B). UNIVERSITY EXAMINATION REGULATIONS - CREDIT SYSTEM

UNIVERSITY GENERAL EXAMINATION REGULATIONS

INTRODUCTION

The examination regulations presented in this handbook provide the criteria and other conditions relating to examinations leading to Degree/Diploma awards at Ardhi University. “Examination” in these regulations refers to a formal and supervised assessment activity which contributes to the overall mark that used to grade student learning outcomes such as knowledge, skills and competence.

The regulations have been synthesized into a single document in an attempt to keep the students, their supervisors, the academic community at the University and the public at large better informed of the university education which is offered at Ardhi University.

The handbook contains General University Examination Regulations (GUERs), Undergraduate General Examination Regulations (UGERs), Postgraduate General Examination Regulations (PGERs) and Schools/Institute Examination Regulations. The General University Examination Regulations cater for both undergraduate and postgraduate students. Undergraduate General Examination Regulations cater for undergraduate students while Postgraduate General Examination Regulations cater for postgraduate students only. Additionally, Schools/Institute Examinations Regulations cater for the specific Schools'/Institute's requirements. Postgraduate Examination Regulations must be read together with the General Regulations and Guidelines for Postgraduate Study Programmes.

All enquiries concerning these examinations regulations should be addressed to:

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Ardhi University,
P.O. Box 35176,
Dar es Salaam, TANZANIA.

E-mail: aru@aru.ac.tz

Telephone: (+255) - 738 357 310; 738 357 311; 738 357 312

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GENERAL UNIVERSITY EXAMINATION REGULATIONS (GUERs) – CREDIT SYSTEM

1.0 Registration for Programmes/Courses

- 1.1 At the beginning of the semester, each student is required to consult his/her Head of Department for the purpose of charting out courses for the semester. Approval of the courses by the Head of Department and the School Dean/Institute Director shall constitute formal enrolment for all the courses listed in the programme. For the purpose of charting out courses for the year, the Department shall appoint an academic advisor for each student. Each student shall confer with academic advisor in charting out courses for the semester.
- 1.2 Each department may prescribe core and elective courses. Students may be allowed to select relevant elective courses from other programmes offered in the University subject to approval by the School. The elective course(s) shall also count towards the degree classification as prescribed in the respective programme curriculum. Additionally, a student may take at most three optional courses which will not count to final GPA.
- 1.3 A student who has registered for elective course but wishes to withdraw from that course must apply to the Dean/Director, as the case may be, of the unit hosting the course through the Head of the course offering Department for permission to do so.
- 1.4 No student will be permitted to commence or withdraw from any elective course three weeks after the beginning of the Semester.
- 1.5 Students may transfer from one academic programme to another in Year I only. No first year student shall be allowed to transfer to another programme after four weeks from the start of the first semester. Transfer shall be subject to availability of places in the preferred programme, admission points and approval by the Senate.
- 1.6 After approval of student's transfer from one programme to another, the respective student will not be allowed to retransfer/return to the programme he/she was previously admitted or transfer to another programme.

2.0 Registration for Examinations

- 2.1 Registration for examinations will depend on the payment made for all required or prescribed fees within the prescribed registration period. The registration for studies shall be deemed as adequate registration for the requisite examinations in the particular programme of study.
- 2.2 Subject to approval by Senate, the Board of each School and academic Institute shall make such internal examination regulations as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the University.

3.0 Eligibility for Examinations

- 3.1 Students are required to complete coursework before they can be allowed to sit for the University Examination.
- 3.2 The Dean of a School or the Director of academic Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is satisfied that the candidate has not completed satisfactorily by attendance and the requirements of the course.

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- 3.3 Where a candidate who has been either barred or not allowed to sit for examination in accordance with paragraph 3.1 and 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 3.4 A candidate whose work or progress is considered unsatisfactory shall be required by Senate on recommendations from the Senate Undergraduate Studies Committee or the Senate Higher degree Research and Publications Committee, to repeat any part of the course before admission to an examination.
- 3.5 For the purpose of regulation 3.4, unsatisfactory shall mean:
- i) Non-attendance in a course for a total of 20% hours of lectures, practical/seminars and/or tutorials in any one semester.
 - ii) Less than 5 consultation stages (e.g. topic formulation, literature, methodology, data analysis and discussion and concluding the subjects) with supervisor during the dissertation period.
 - iii) No progress reports of dissertation(s)/thesis for postgraduate students.
- 3.6 A student is required to register semester courses before sitting for examinations. Where a student has not registered for a course sits for an examination, the examination results shall be nullified.
- 3.7 The general conduct of Double Degree and Joint Degrees shall be guided by specific agreement between the involved parties.

4.0 Absence from Examinations

- 4.1 A candidate who absents himself/herself from an examination(s) without compelling reason shall be considered to have absconded examination(s) and shall be discontinued from studies.
- 4.2 A student who has:
- a) Postponed examination for compelling reasons shall be required to sit for a Special examination and shall be assigned a “PEX” grade (postponed exam);
 - b) Incomplete in coursework(s) for compelling reason shall be required to sit for a special test/assignment/ presentation/practical before Departmental Examiners Board for deliberating UE results.
 - c) Incomplete in both coursework and University examination for compelling reason shall be assigned an “I” grade (Incomplete).
 - d) Been barred shall be indicated ‘BAR’ in the respective course(s).
 - e) Passed away shall be indicated as ‘DCD’ in the missed courses
 - f) To repeat courses shall be indicated ‘RPT’ in the respective course(s).
 - g) To resubmit dissertation/Seminar paper shall be indicated ‘RES’ in the respective course(s).
 - h) Absconded studies/examinations shall be indicated as “ABS”
 - i) Deregistered from studies shall be indicated as “DER”
- 4.3 Compelling reasons shall mean sickness and/or serious social problems supported with valid evidences (each case to be considered on its own merit).
- 4.4 A student who has a “PEX” or “I” grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective school/institute Board, a student who will not clear any “PEX” or “I” grade at the time of special examination will be considered to have absconded and shall be discontinued from studies.
- 4.5 A student who fails to clear PEX or I within the academic year with compelling reasons shall have incomplete results and shall be required to clear it in the subsequent year before proceeding to next academic year of study.

5.0 Form of Examinations and Assessment

- 5.1 Examinations shall include continuous assessment (tests, assignments, quizzes, seminar/project/dissertation/studio presentations, workshop/laboratory practical(s) or any other form of assessment specified in the curriculum or School/Department specific examination regulations) and University examinations including written, practical, oral examinations where appropriate.
- 5.2 For the purpose of continuous coursework assessment in each semester, there shall be at least two written tests, and two homeworks or practical/fieldwork exercises, assignments, quiz, presentations for seminar/project/dissertation/studio, workshop/laboratory practical(s) reports or a combination thereof for each course.
- 5.3 Candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written/practical examinations.
- 5.4 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by Senate, on the recommendations of the appropriate School, or academic Institute Board.
- 5.5 Assessment of the student's progress shall be based on the following grading system:

Marks (%)	Grade	Points	Undergraduate	Postgraduate
70-100	A	4.4-5.0	Pass	Pass
60-69	B+	4.0-4.3	Pass	Pass
50-59	B	3.0-3.9	Pass	Pass
40-49	C	2.0-2.9	Pass	Supplement
35-39	D	1.0-1.9	Supplement	Supplement
0-34	E	0-0.9	Repeat	Repeat

The above range of marks being a result of rounding of all decimals of the marks.

- 5.6 The minimum pass mark in first sitting shall be "40%" for Undergraduate and "50%" for Postgraduate. Maximum pass grade for supplementary examination is "C" for undergraduate and "B" for postgraduate.

6.0 Dates of Examination

- 6.1 Examinations in Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by Senate Undergraduate Studies Committee (SUSC) or Senate Higher Degrees, Research and Publications Committee (SHDRPC) as the case may be.
- 6.2 Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by Senate which shall not be less than one month after the approval of the examination results at the end of the second semester in the academic year.
- 6.3 A candidate who, for compelling reason, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate present himself/herself for examination at a time fixed for any Supplementary examination.
- 6.4 A candidate who, for compelling reason, was unable to present himself/herself in the Supplementary/Special examinations may, with the special permission of Senate, present himself/herself for examination at a time fixed for any "Special" Supplementary examination.
- 6.5 A candidate who failed to present himself/herself for examination should officially inform Head of Department in writing on the same date of examination.

7.0 Conduct of Examinations

- 7.1 University examinations shall be conducted under the control of the Deputy Vice Chancellor–Academic Affairs (DVC-AA) or such other officer of the University as the Deputy Vice Chancellor may appoint.
- 7.2 The Independent Internal Examiners and External Examiners for University examinations shall be appointed by Senate, in the manner it shall prescribe.
- 7.3 The Deputy Vice Chancellor – Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 7.4 The instruction notes or guidelines issued by the Deputy Vice Chancellor – Academic Affairs in line with examination regulations shall form part of and be as binding as these regulations.
- 7.5 For the efficient functioning of examination conduct, assessment and processing of results thereof, the Head of Department shall appoint such coordinator/s from among academic staffs in his/her department as necessary to perform the functions related to examinations of the different courses hosted by his/her department.
- 7.6 There shall be examination monitoring of examination conduct by Quality Assurance Bureau.

8.0 Departmental Examiners Meetings

- 8.1 Examination results shall be discussed and endorsed by Departmental Examiners meetings which will comprise of all members of academic staff in the Department. Then the Department shall submit the examination results with major observations and recommendations to School/Institute Board for further endorsement.
- 8.2 The provisional results of such examinations shall be published by the School/Institute after being endorsed by the School/Institute Board. The published results shall be provisional subject to approval by the Senate.
- 8.3 Results endorsed by School/Institute Boards shall be submitted to the Senate for approval and publication.
- 8.4 University examinations shall be moderated and evaluated by Independent Internal Examiners and External Examiners. However, University examinations conducted during the end of the First Semester shall be moderated and evaluated by internal examiners only, provided that the relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation.
- 8.5 Examination moderators, Independent Internal Examiners and External Examiners shall be entitled to such honoraria as the Council shall prescribe.

9.0 Examination Irregularities

- 9.1 No unauthorized material shall be allowed into the examination room.
- 9.2 Examination irregularities include; alleged unauthorized absence from University Examination room, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination.

- 9.3 Case of any irregularity conducted during university examination:
- a) Once a student is found with unauthorized materials, the invigilator should require him/her to sign on the materials to confirm they are his or hers. The student shall also be required to sign on the Irregularity Reporting Form.

IRREGULARITY REPORTING FORM

INTRODUCTION	
Date	
School	
Department	
Programme	
Year and Semester	
Code and Name of examination	
PARTICULARS OF THE STUDENT WHO COMMITTED EXAMINATION IRREGULARITY	
Reg.No	
Name:	
Year of study:	
Signature:	
Name and signature of invigilator	
Name:	
Signature	
NAME AND SIGNATURE OF WITNESS(ES): QAB MONITOR/HEAD OF DEPARTMENT (AS THE CASE MAY BE)	
Name:	
Title	
Signature	
INCIDENT INFORMATION	
Description of the examination irregularity	
Action taken by the invigilator	
Action taken by Head of Department	
Name and signature of Head of Department	
Submission of the confiscated irregularity material to Head of Academic Affairs	
Name and signature of Head of Academic Affairs	Name..... Signature:.....
Recommendations of the Dean/Director to forward the case to EIC	YES NO
Name and signature of Dean/Director receiving the irregularity case	

- b) If the alleged student refuses to sign and/or provide written statement on the unauthorized materials or whereas it is practically difficult to sign on the material,

it does not falsify the evidence. In such a case the irregularity material shall be signed by a QAB monitor or Head of Department of the particular class.

- c) A student found with unauthorized material shall be allowed to continue doing examination.
- d) The invigilator shall submit the original copy of the confiscated irregularity materials to the Head of Academic Affairs for safe keeping; in addition, the Invigilator(s) shall report irregularity incident in writings (using the Irregularity Reporting Form) with a copy of the confiscated evidence(s) (if any) to the Head of Department on the same day. The student shall be required to submit a written statement on the alleged irregularity incident to the Head of Department immediately after the examination on the same day of examination or upon discovery of the irregularity or the next working day for cases where the irregularity is committed during evening sessions. In case a student refuses to submit his/her written statement, the invigilator's report shall suffice. The Head of Department shall then report to the School Dean or Director of Institute.
- e) School Dean or Director of Institute shall report the irregularity case to the DVC-AA same/next working day of the examination day referring to the Invigilator's Report Form.
- f) The DVC-AA shall appoint the Examination Irregularity Committee (EIC) immediately after the irregularity occurred and reported but, it shall not be a Standing Committee.
- g) Examination Irregularity Committee (EIC) shall comprise of: The School Dean/Institute Director, Heads of Departments, Administrative Officer in the respective School/Institute (Secretary), Director Quality Assurance Bureau, Director of Undergraduate Programmes/Director of Postgraduate Programmes as the case may be (Chairperson), Student representative and 2 senior members of academic staff from any other School/Institute.
- h) The Examination Irregularity Committee (EIC) shall convene within one week after examination session has ended and shall submit a report to the DVC-AA within one week after it has convened.
- i) The quorum of the Examination Irregularity Committee (EIC) shall be two-thirds (2/3) of the members.
- j) The EIC shall have powers to summon, interrogate any invigilator, candidate(s) or any other person relating to examination irregularity and recommend appropriate action to be taken against the student found guilty of committing the irregularity. Bringing a representative on behalf of the student shall not be allowed.
- k) The Examination Irregularity Committee (EIC) shall decide based on the facts presented and regulations.
- l) Upon receiving a report from EIC, the DVC-AA as SUSC/SHDRPC Chairperson shall submit the EIC report to regular or special Senate meetings for decision.
- m) The alleged student shall bear any costs related to attending EIC meetings for interrogation or when needs arise.
- n) When the alleged student is summoned by EIC but does not appear for interrogation for no compelling reasons, the EIC shall continue to handle the case in his/her absence.

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- o) All confiscated unauthorized materials shall be kept in the office of Academic Affairs.
- 9.4 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 9.5 Any candidate attempted cheating in relation to any part of the examination process and found guilty by Senate, shall be deemed to have committed an examination irregularity and shall be discontinued from studies in the University.
- 9.6 Any candidate causing disturbance in any examination room and found guilty by Senate shall be deemed to have committed an examination irregularity and shall be discontinued from studies in the University.
- 9.7 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to Senate in accordance with the provisions of appeal regulation of these Regulations.
- 9.8 In this regulation:
- a) Materials specified on the examination paper shall not be regarded as unauthorized materials;
 - b) "Unauthorized material" includes any relevant or irrelevant written or printed material that is generally or specifically prohibited from being brought into the examination room, expired and/or forged identity card, cellular or mobile phones, smart watch, radios, radio cassette or other types of cassette players, computers, information written on any part of the body, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor – Academic Affairs, Dean of a School, Director of an academic Institute or a Head of an academic department;
 - c) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
 - d) "Cheating in Examination" includes any form or kind of dishonesty, peeping, forging credentials or destruction or falsification of any evidence of irregularity.
- 9.9 Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as Senate may deem appropriate.
- 9.10 Unauthorized materials caught in the examination room shall be confiscated and kept in all times of processing and handling irregularity cases as evidence until the fate of the irregularities being concluded by Senate.
- 9.11 The unauthorized materials may be returned to the owner if requested in writing after expiration of one year from the date of Senate verdict on the irregularity case.
- 9.12 Unauthorized materials may be disposed if not requested by the owner after three (3) years from the date of Senate verdict on the irregularity case.

10.0 Publication of Results

- 10.1 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant School approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant School or Director of Institute soon after the School/Institute Board meeting. These published results shall not be regarded as final until they have been approved by Senate.
- 10.2 The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant School/Institute. The anonymity of the

- student must be protected in publishing results e.g. using students' registration numbers rather than names.
- 10.3 Provisional examination results having been recommended by the School or an academic Institute Board to the Senate Undergraduate Studies Committee or the Higher Degrees Research and Publications Committee, the Committee shall endorse the results and such endorsement shall have to be approved by Senate.
- 10.4 Senate shall approve the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester except the following prerequisite courses which the Senate shall approve their results at the end of Semester One:
- i) Studio results
 - ii) Industrial Training results
 - iv) Pre-Dissertation/Dissertation I results
 - v) Project and Seminar Paper results
- 10.5 If it can be established, during the time of noting Semester One UE results that a student cannot attain a minimum GPA of 2.0 for undergraduate, 2.7 for postgraduate or 1.8 for finalist, the Senate shall have powers to approve the discontinuation of such student(s).
- 10.6 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students' on or before Friday of the last week of the start of Semester University Examinations. A copy of the students' CA marks must be submitted to the Head of the Department before the start of University Examinations.

11.0 Classification of Degrees

- 11.1 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.
- 11.2 The letter grades will be assigned points as follows:

A	B+	B	C	D	E
4.4-5.0	4.0-4.3	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9

- 11.3 Approved courses given for each degree shall be appropriately weighted in terms of credits.
- 11.4 To get the grade points (GP) score for each course, shall be calculated from raw marks with Equation as prescribed in the Table below:

Grade	Range of marks	Equation	Grade Point
A	70-100%	$Y=0.02X+3$	4.4-5.0
B+	60-69.9%	$Y=0.04X+1.6$	4.0-4.3
B	50-59.9%	$Y=0.1X-2$	3.0-3.9
C	40-49.9%	$Y=0.1X-2$	2-2.9
D	35-39.9	$Y=0.2X-6$	1.0-1.9
E	0-34.9	$Y=(1/35)X$	0-0.9

Y= Grade Points

X= Raw marks (%)

- 11.5 Points for a particular course are obtained through multiplying the grade points (GP) by corresponding number of credits. The total score for the degree shall be the total score for all countable courses taken by the candidate for the degree.
- 11.6 The overall Grade Point Average (GPA) score for the degree shall be computed by dividing the Total Score (Reg. 11.5) by the Total credits of the particular course.

- 11.7 The final degree classification shall be as follows:

GPA	Classification
5.0 - 4.4	First Class
4.3 - 3.5	Upper Second Class
3.4 - 2.7	Lower Second Class
2.6 – 2.0	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

12.0 Classification of Diplomas

Diploma of the University shall be awarded GPA and classified by Senate as follows:

GPA	Classification
4.0 - 5.0	First Class (Distinction)
3.0-3.9	Second Class (Credit)
2.0 – 2.9	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

13.0 Classification of Certificates

Certificate of the University shall be awarded GPA and classified by Senate as follows:

GPA	Classification
4.0 - 5.0	First Class (Distinction)
3.0-3.9	Second Class (Credit)
2.0 – 2.9	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

14.0 Award

- 14.1 The Board of a School, or academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a School/Institute and Senate Undergraduate Studies Committee or the Senate Higher Degrees Research and Publication Committee, that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.
- 14.2 The final year overall results approved by the Senate shall make a candidate eligible to the award of degrees, diplomas or certificates offered at ARU.
- 14.3 Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who fulfilled all prerequisite requirements and recommended in accordance with regulation 14.1 for such conferment or grant by the Board of a School or academic Institute.
- 14.4 There may be award of a double/joint degree from the programme jointly offered in mutual agreements in two collaborative universities.
- 14.5 The award of joint degree shall be represented by a single certificate which shall be designed in line with the agreement between Ardhi University and partner Universities
- 14.6 The award of double degree shall abide to the mutual agreement between the two universities.

15.0 Aegrotat Degrees

- 15.1 The University may award aegrotat degree/diploma/certificate (as the case may be) to a student who had left the University on established medical reasons when close to completion of a programme after the University having being satisfied that the student's prior performance shows balance of probabilities that he/she would have passed respective examinations but the illness which occurred prevented him/her to sit for final examinations.
- 15.2 Candidates eligible to apply for an aegrotat degree/diploma/certificate (as the case may be) must have completed successfully the whole of their coursework and at least 80% of the final written examination.
- 15.3 The eligible candidate shall submit a request in writing with evidence justifying her/his request of aegrotat degree award.
- 15.4 Candidates who have completed such portion of the examination as shall be determined by the School or academic Institute/Board are eligible to apply for an aegrotat degree.
- 15.5 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor – Academic Affairs, through the Dean of the School or Director of an academic Institute within the period of the examination, and should be accompanied by medical report with relevant documents obtained, from the hospital and endorsed by University Medical Officer.
- 15.6 An aegrotat degree will not be awarded unless the examiners consider that, in the work he/she attended, the candidate reached a standard which if also reached in the remainder of the examination should have qualified him/her for the award of the degree. PROVIDED that only candidates who completed successfully the whole of their course work and at least 80% of the final written examination are eligible to apply for an aegrotat degree.
- 15.7 An aegrotat award shall be considered as a terminal award which does not entitle the holder to practice a profession or to pursue postgraduate study although it may be used for non professional related employment.
- 15.8 An aegrotat degree/diploma/ certificate (as the case may be) shall be unclassified and in all other respects, ungraded.

16.0 Posthumous degree

- 16.1 The University shall award a posthumous qualification to a student who had died when close to completion of a programme and the Head of the academic department in which the deceased student was registered shall formally make a request to the relevant School or Institute board a recommendation to the Senate for award of a posthumous degree to the student in question.
- 16.2 The University may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate.
- 16.3 The awarding of a posthumous award shall ensure that the word "posthumous" is endorsed on all official documents associated with the award of a posthumous qualification, which shall include transcripts, testimonial statements and other student academic records.
- 16.4 Posthumous degrees shall be awarded in the name of the deceased student and shall be announced at the next relevant graduation ceremony, if so desired by legally authorized person.

17.0 Certificates, Certification and Transcripts

- 17.1 Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have fulfilled requirements for awarding the

degrees, diplomas, certificates and be approved by Senate for the conferment or grant of such degree, diploma, certificate or other award.

- 17.2 A fee as Senate may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

- 17.3 Upon application for a Transcript, a student or former student shall be given a Transcript of his/her academic performance record and charged a fee as Senate may from time to time prescribe. Any finalist student desirous of obtaining a Transcript(s) shall submit an application for a Transcript(s), a clearance form and one passport size photograph for the preparation of Transcript(s).

18.0 Loss of Certificate

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University office of the Deputy Vice Chancellor – Academic Affairs, may issue a copy or another copy on condition that:

- a) The applicant produces a sworn affidavit.
- b) The certificate so issued shall be marked “COPY” across it.
- c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant’s home country or where the loss is believed to have taken place.
- e) A fee as may be prescribed from time to time by Senate shall be charged for the copy of certificate issued.

19.0 Appeals

- 19.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.

- 19.2 No remarking of Design Studio Projects, Pre-dissertations, Dissertations, Theses, Industrial Training (IT), Engineering Drawing, Project courses and any other course for which assessment mode entails a lengthy and elaborate process involving a number of internal and external examiners shall be allowed.

- 19.3 Any student or candidate aggrieved by a decision of the Senate in terms of the provisions of regulation 9.0 may appeal to Senate for reversal or moderation of the previous decision made.

- 19.4 Any appeals made under regulation 19.1 shall be lodged with the Board of the appellant’s School, or academic Institute, which shall forward the appeal with observations to Senate Undergraduate Studies Committee or the Senate Higher Degrees, Research and Publications Committee, whose observations and recommendations will be forwarded to Senate for approval.

- 19.5 Any member of the appellant’s School, or academic Institute Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant’s School, or academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from Senate session considering any such appeal.

- 19.6 Appeals shall be lodged directly to the Deputy Vice Chancellor for Academic Affairs who shall forward them to Senate with observations and recommendations of SUSC or SHDRPC thereon.

- 19.7 Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation

for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from Senate session considering any such appeal.

- 19.8 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of Senate.

20.0 Appeal Fee

- 20.1 All appeals shall be charged an appeal fee per course or decision made as prescribed from time to time by the Senate. The same rates shall be charged for any further appeal decisions.
- 20.2 The appeal fee once paid shall not be refunded.

21.0 Disposal of Examination Answer Booklets and other Scripts

- 21.1 All used examination answer booklets shall be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.
- 21.2 Heads of Departments concerned shall, with respect to examination answer booklets falling under their departments:
- a) Create and maintain adequate records of actions and transactions affecting examination answer booklets, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - b) Initiate the disposal procedures of those examination answer booklets for which there are no further needs;
 - c) Initiate immediate disposal of used examination answer booklets that have been stored by their departments for more than 13 months following respective Senate decision;
 - d) Designate a place or room as storage area for examination answer booklets awaiting appeals or final disposal;
 - e) Witness and keep close control over final disposal of examination answer booklets to ensure the confidential nature of contents of answer booklets remain inviolate.
- 21.3 The report of Heads of Departments to the Deputy Vice Chancellor – Academic Affairs through respective Deans or Director of Academic Unit on disposal of examination answer booklets shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.
- 21.4 Pending final disposal, Heads of Departments shall ensure all information contained in examination answer booklets remain inviolate and is protected from misuse or abuse.
- 21.5 The Deputy Vice Chancellor – Academic Affairs shall prepare a disposal and storage budget as well as storage devices of various sizes or descriptions which shall be used by Heads of Departments for storage of examination answer booklets for 13 months pending final disposal.
- 21.6 The storage devices prescribed under sub-paragraph (21.5) above shall be so marked or labeled as to facilitate identification of the course code and name, examination date, date of Senate decision, course instructor and date when final disposal shall be due.
- 21.7 The Deputy Vice Chancellor – Academic Affairs shall select and announce the best available practice in disposing off the examination answer booklets due for disposal.
- 21.8 Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the Deputy Vice Chancellor – Academic Affairs may with respect to any batch due for disposal, direct:

- a) The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
 - b) Used examination papers be entirely burnt to completion.
- 21.9 The Vice Chancellor on recommendation of the Deputy Vice Chancellor – Academic Affairs shall be responsible to order final disposal of any batch of examination answer booklets at the University.
- 21.10 The Vice Chancellor shall signify his order in the following way:
“**It is hereby ordered that the following storage device marked LM Development Perspectives I 2001/2002 Semester I UE taught by Prof XYZ**”
Being EXAMINATION ANSWER **BOOKLETS** of the DEPARTMENT OF LAND MANAGEMENT & VALUATION, at ARU be disposed of in the manner provided for in the ARU Examination Answer Books (Disposal) Regulations.

.....
Vice Chancellor
(Designation and Signature of person making the order)

- 21.11 Heads of Departments shall witness final disposal of itemized examination answer **booklets** and signify the disposal in the following way:
I, Prof. XYZ being the Head of DEPARTMENT OF LAND MANAGEMENT AND VALUATION, ARU do hereby certify that on the **date** day of **month year** the records described in the Scheduled here to were destroyed in my presence by (**e.g. burning/shredding**).

.....
Head of Department
(Designation and Signature of person certifying the disposal)

22.0 Instructions to Candidates before and during examinations

- 22.1 These instructions should be read together with the above University Examinations regulations.
- 22.2 All candidates should ensure that they possess valid student identification cards before entering into examination rooms. In the examination room, student identification cards should be visibly placed on top of the desk throughout the examination for Invigilators to check.
- 22.3 Candidates are responsible to acquaint themselves with the date, time and venue for their respective examinations in advance.
- 22.4 Students without valid student identification cards shall not be permitted entry to the examination room and shall not be eligible to sit for examinations.
- 22.5 Candidates are advised to be at the examination room at least fifteen minutes before commencement of the examination.
- 22.6 Candidates will be admitted by the invigilator to the examination room ten (10) minutes before the time the examination is due to begin. They must not begin writing the examination before they are told to do so by the invigilator. Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen (15) minutes in advance. During these ten minutes the invigilator will:
- a) Make an announcement to remind the candidates that unauthorized materials are not allowed into the examination room and that they should be removed from the examination room;
 - b) Display the sealed envelope containing examination papers before opening it;

- c) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct examination paper;
 - d) Call attention to any rubric at the head of the paper which seems to require attention;
 - e) Announce that both sides of the paper must be used.
 - f) Candidates will be given five minutes to read the paper. The invigilator will then tell candidates when they may begin writing.
- 22.7 Candidates are permitted to do rough work beginning the last page of the booklet. This should be crossed through at the end of the examination.
- 22.8 No books, bags, cell phones, smart watches, laptops, drinks or any other material may be taken by candidates into the examination room. Candidates are not allowed to use materials that are not permitted to a particular examination.
- 22.9 Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination. Should such a need arise the candidate should request the assistance of the invigilator.
- 22.10 Once a student is found with unauthorized material during examinations, regulation 9.3 shall apply.
- 22.11 No candidate will be permitted to enter the examination room after the lapse of thirty (30) minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 22.12 At the end of the examination period, and on instructions from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand them to the invigilator unless instructed otherwise.
- 22.13 Candidates are not allowed to take any examination papers or materials out of the examination room.

23.0 Directives to Invigilators

23.1 Before the Examination:

- i) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- ii) Invigilators should be provided with the following items by the School Examinations Officer:
 - a) Sealed envelopes containing question papers, code and name of examination to be attempted by candidates and room number where examination will be held,
 - b) The sealed examination envelopes must be personally collected by each invigilator from the said Examinations Officer at least twenty (20) minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately go to their respective examination rooms.
- iii) Invigilators must ensure that ONLY ONE answer booklet is provided for each candidate unless the rubric on the question paper requires otherwise. The answer booklet must be filled before any additional answer booklet is provided.
- iv) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- v) Bags, books, cell phone (dully switched off), smart watches, laptops, drinks, attach cases, papers and other related items shall not be brought into the examination room.
- vi) The University assumes no responsibility for personal property lost in or near any examination room.

- vii) Invigilators should ensure that they admit candidates with valid student identification cards into examination rooms. Student identification cards should be visibly placed on the top of the desk throughout the examination for Invigilators to check.
- viii) Invigilators should admit candidates to the examination room ten (10) minutes before the commencement of the examination and they should arrange sitting of candidates at right places. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen (15) minutes in advance. During these ten/fifteen minutes the invigilator should:
 - a) Make an announcement to remind candidates that unauthorized materials are not allowed in the examination room.
 - b) Display the sealed envelope containing examination papers before opening it;
 - c) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct examination paper;
 - d) Call attention to any rubric at the head of the paper which seems to require attention;
 - e) Announce that, where this is practicable, both sides of the paper must be used.
 - f) Candidates will be given five minutes to read the paper. The invigilator will then inform candidates when they may begin writing the examination and time for finishing the examination.
- ix) Invigilators should not admit candidates to the examination room after thirty (30) minutes from the commencement of the examination and should not permit them to leave the room until thirty (30) minutes have expired.

23.2 During the Examination

- i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- ii) At the end of the first thirty minutes the invigilator should take record of candidates present in the examination room. Invigilators should then collect blank answer-books (if any) from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- iii) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- iv) Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- v) Once a student is found with unauthorized material during examination, regulation 9.3 shall apply.
- vi) The candidate shall be informed that he/she has contravened the examination regulation 9 and that he/she will be reported, but shall not be prevented from continuing with his/her examination paper. A written report on the irregularity incident with all evidences and details must be sent to the DVC-AA by the School Dean. It is the invigilator's duty to move around the examination room as quietly as possible at frequent intervals.

23.3 At the End of the Examination

- i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
- ii) No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.
- iii) At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- iv) Candidates are not allowed to take any examination papers or materials out of the examination room.
- v) Invigilators shall enter the number of examination scripts collected from the candidate on the attendance sheet provided by the Head of Department at the time of collecting the examination papers.
Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Head of Department who shall check correctness of received number of scripts against list of attendance. On receipt of the examination booklets from Head of Department, Internal Examiners will check them.
- vi) Invigilators shall hand over all extra examination booklets to the respective Head of Department.

24.0 General Notes and Instructions

- 24.1 Internal Examiners (or their assistants) are required to attend in the examination rooms within thirty (30) minutes from the commencement of each examination.
- 24.2 Examination instructions, which the examiners (or their assistants) may wish to be given to candidates, should be announced by the invigilators.
- 24.3 Cases of illness should be reported in writing to the Head of Department by the student or class representative on or before the day of examination.
- 24.4 Chief Examinations Officer is the Deputy Vice Chancellor for Academic Affairs.
- 24.5 A candidate required to carry over courses shall find his/her own time to do so while following regular courses in the on-going semester.

25.0 Dissertation Assessment

Dissertation assessment shall comprise of continuous assessment and university examination. Continuous assessment shall account for 30% while the university examination shall account for 70% (49 % for written report and 21% for oral presentation).

UNDERGRADUATE GENERAL EXAMINATION REGULATIONS

A) UNDERGRADUATE GENERAL EXAMINATION REGULATIONS - UNIT SYSTEM

UNDERGRADUATE GENERAL EXAMINATION REGULATIONS – UNIT SYSTEM

1. Academic Programmes in Schools are currently organized under a unit system based on two semesters per academic year with each semester examined independently. Each course is assigned a unit weight that reflects time devoted to it on the timetable or work plan. One unit of the theoretical subject is equivalent to 15 hours while one unit of studio or practical subject constitutes 30-45 hours. The end of the academic year means the end of 2 semesters. There shall be an 8 weeks Industrial Training at the end of 1st, 2nd and 3rd (and 4th year for five year degree programmes) academic years, which shall contribute to GPA.
2. With the exception of students doing dissertation in their final year semester 2, students shall take a minimum of 15 units in each semester. A minimum of 90, 120 and 150 units must be taken and passed in a three, four and five-year programme of study respectively for the award of Bachelor degree.
3. Full time students shall register at the beginning of each semester for a total minimum of 15 course units.
4. Part-time students may register as per respective Short term and Occasional Students regulations.
5. A student shall be allowed to continue with his/her degree programme from one academic year to the next if he/she has scored an annual average GPA of 2.0 or higher.
6. Continuous coursework assessment and university examinations shall be specified by respective school curriculum and regulations.
7. Assessment of practical, dissertation, studio, projects and oral presentation shall be as per respective School examination regulations.
8. For the purpose of continuous assessment in theoretical courses, tests shall carry weight 2 against weight 1 for assignments.
9. A student shall be allowed to sit for supplementary examinations if s/he has obtained a min GPA of 2.0 and passed two thirds of all the courses in an academic year.
10. A student who fails in more than three supplemented courses shall be discontinued from studies.
11. The highest grade awarded in a supplemented subject shall be “C”
12. A student who obtains a minimum GPA of 2.0 but failed Semester Project; Studio, Dissertation(s); Engineering Drawings; and Industrial Training (IT) cannot sit for supplementary examinations for the said courses.
13. A student who fails studio, pre-dissertation/dissertation I, in-semester project courses shall repeat (and clear) the said course(s) in the subsequent academic year of study prior to proceeding to the next academic year.
14. Any student who qualifies to sit for supplementary examinations shall be required to do so in all the courses in which he/she had failed before proceeding to the next academic year.
15. A final-year student who does not qualify to supplement on the basis of average annual GPA of at least 2.0 shall be evaluated on the basis of the overall average of the three year or four-year or five-year GPA for the purpose of qualifying to supplement a failed course or re-submit a dissertation.
16. A final year student whose overall average GPA for all academic years is less than 2.0 shall be failed studies.

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17. No course shall be carried over for more than once, except for courses offered in final year which may be carried over twice within the maximum registration period of the programme.
 18. A student who fails in a supplementary examination but is qualified to continue with studies shall repeat the course(s) which he/she has failed in the subsequent year.
 19. A student may be allowed to carry over a maximum of three failed courses from one academic year to another.
 20. A student can be allowed to sit for special examination in all or a specified number of courses due to compelling reasons (proved medical or social problems).
 21. A candidate who fails in a supplementary examination may be allowed to proceed to the next semester and carry over the courses he/she failed to the next academic year.
 22. Carry over course assessment shall follow assessment of the first examination sitting.
 23. It shall not be mandatory for supplementary examinations to be examined by External Examiners.
 24. A candidate who fails in a repeated course that is assessed by continuous coursework assessment only shall be discontinued from studies.
 25. The maximum time for which a student may register for studies for the Bachelor degree s shall be five consecutive years for a three year programme, six consecutive years for a four year programme and seven consecutive years for a five year programme.
 26. It shall be a responsibility of the student to acquaint himself/herself regularly with all the necessary university by-laws, regulations, guidelines, procedures and any other instruments governing their academic and social life at the University.

27. Semester Projects

Semester projects shall be governed and assessed by respective School Regulations.

28. Dissertations

- 28.1 The conduct of dissertations shall be governed by respective School Regulations.
- 28.2 A student who fails in dissertation shall be given a maximum of three months from the date the Senate approved the results to re-submit the dissertation.
- 28.3 Re-submission of a dissertation shall be regarded as a supplementary examination and a maximum score shall be "C" grade.
- 28.4 Dissertations shall be assessed as per respective School Regulations.

29. In-semester Fieldwork

In-semester fieldwork shall be governed and assessed by respective School Regulations.

30.0 Industrial Training

- 30.1 There shall be Industrial Training at the end of each academic year as prescribed in each curriculum.
- 30.2 Review (or non-review) Industrial Training reports by External Examiners shall be governed by School Regulations.
- 30.3 Each IT session shall be treated as a course of the succeeding academic year and shall contribute to GPA of that year.

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- 30.4 The School shall be responsible for making arrangements for students' IT placement.
- 30.5 Each student on IT shall be visited and assessed by an examiner from the School at least once during the IT period.
- 30.6 Students shall hand in his/her logbook to the Head of Department not later than two weeks after the commencement of the immediate academic year.
- 30.7 Any loss of IT logbook should be reported to a respective Head of Departments not later than two weeks after the commencement of the immediate academic year. If proved true with all relevant evidence, such an IT shall be cleared prior to continuing with IT of the next academic year.
- 30.8 Any student who does not hand in IT logbook within two weeks since the commencement of a new academic year without compelling reasons shall be regarded to have absconded the IT and shall be discontinued from studies.
- 30.9 Any student who does not hand IT logbook with compelling reasons, shall repeat/clear the IT prior to continuing with IT of the next academic year.
- 30.10 A student who does not report at IT allocated place without compelling reasons shall be regarded to have absconded the IT and shall be discontinued from studies.
- 30.11 A student who does not report at IT allocated place with compelling reasons shall repeat/clear the IT prior to continuing with IT of the next academic year.
- 30.12 A student who goes to the allocated IT place but does not follow the training programme without compelling reasons shall be regarded to have failed the IT.
- 30.13 A student who goes to the allocated IT place but does not follow the training programme with compelling reasons, shall repeat the IT when next offered and clear it prior to proceeding to the IT of the next year.
- 30.14 A student who fails a repeated IT shall be discontinued from studies.
- 30.15 A student who fails IT shall be required to repeat the IT when next offered and clear it prior to proceeding to the IT of the next year.
- 30.16 A student who conducts himself/herself at his place of IT attachment in a manner that disgraces the University shall be subject to disciplinary action.
- 30.17 Assessment of Industrial Training shall be prescribed by Schools.
- 30.18 Candidates who are full time students are required to pass a total minimum of 30 course units in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study
- 30.19 A candidate may be allowed to carry over failed courses in a Supplementary Examinations if he or she has attained an overall GPA of 2.0 or above in the First Sitting calculated in accordance with the credit weighting of individual courses.
- 30.20 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a School, or academic Institute/Board, and the Senate Undergraduate Studies Committee.
- 30.21 Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those units are counted for the annual GPA
- 30.22 To qualify for a degree award, the cumulative total minimum number of course units shall be a multiple of the minimum number of course units required per academic year for the duration of each degree programme. That is:
- a) For a three-year degree programme, it shall be 90 units,
 - b) For a four-year degree programme, it shall be 120 units, and
 - c) For a five-year degree programme, it shall be 150 units

- 30.23 Subject to approval by Senate, the internal examination regulations of a School, academic Institute, shall provide for cumulative maximum number of course credits for which a candidate may register.

B) UNDERGRADUATE GENERAL EXAMINATION REGULATIONS - CREDIT SYSTEM

UNDERGRADUATE GENERAL EXAMINATION REGULATIONS – CREDIT SYSTEM

In addition to the General University Examination Regulations, the following Regulations shall also apply to all undergraduate programmes

1. Academic Programmes in Schools are organized under a credit system, currently based on two semesters per academic year with each semester examined independently. Each course is assigned a credit weight that reflects time devoted to it on the timetable or work plan. One credit of the theoretical subjects is equivalent to 10 notional-hours. Notional hours mean total hours for lectures, tutorials, seminars, practical, independent study and assignment.
2. Students shall take a minimum of 60 credits in each semester. A minimum of 360, 480 and 600 credits must be taken and passed in a three, four and five-year programme of study, respectively for the award of Bachelor degree.
3. Full time students shall register at the beginning of each semester for a total minimum of 60 credits.
4. Part-time students may register as per respective Short term and Occasional Students regulations.
5. A student shall be allowed to continue with his/her degree programme from one academic year to the next if he/she has scored an annual average GPA of 2.0 or higher.
6. Continuous coursework assessment and university examinations shall be 30% for CA and 70% for UE except those specified by respective School/Institute curriculum and regulations.
7. Assessment of practical, dissertation, studio, projects and oral presentation shall be as per respective School examination regulations.
8. For the purpose of continuous assessment in theoretical courses, tests shall carry weight 2 against weight 1 for assignments
9. A student shall be allowed to sit for supplementary examinations s/he has obtained a minimum GPA of 2.0.
10. A student who fails in more than three supplemented courses shall be discontinued from studies
11. The highest grade awarded in a supplemented subject shall be “C”
12. A student who obtains a minimum GPA of 2.0 but failed Semester Project, Studio, Pre-Dissertation, Dissertation(s), Engineering Drawings or Industrial Training (IT) cannot sit for supplementary examinations.
13. A student who fails Studio, Pre-dissertation/Dissertation I, In-Semester Project courses shall repeat (and clear) the said course(s) in the subsequent academic year of study prior to proceeding to the next academic year.
14. Any student who qualifies to sit for supplementary examinations shall be required to do so in all the courses in which he/she had failed before proceeding to the next academic year.
15. A final-year student:
 - a) Who does not qualify to supplement on the basis of average annual GPA of at least 2.0 shall be evaluated on the basis of the overall average of the three year or four-year or five-year GPA for the purpose of qualifying to supplement a failed course or re-submit a dissertation.

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- b) Whose overall average GPA for all academic years is less than 2.0 shall be regarded to have failed studies and shall be discontinued
16. No course shall be carried over for more than once, except for courses offered in final year which may be carried over twice within the maximum registration period of the programme
 17. A student who fails in a supplementary examination but is qualified to continue with studies shall repeat the course(s) which she/he has failed in the subsequent year.
 18. A student may be allowed to carry over a maximum of three failed courses from one academic year to another.
 19. A candidate who fails in a supplementary examination may be allowed to proceed to the next semester and carry over the courses he/she failed to the next academic year.
 20. Carry over course assessment shall follow assessment of the first examination sitting.
 21. It shall not be mandatory for supplementary examinations to be examined by External Examiners
 22. A candidate who fails in a repeated course that is assessed by continuous coursework assessment only shall be discontinued from studies
 23. The maximum time for which a student may register for studies for the Bachelor degree in five consecutive years for a three year program, six consecutive years for a four year program and seven consecutive years for a five year program
 24. It shall be the responsibility of the respective Heads of Departments in the School to appraise students at the beginning of an academic year on the methods of assessment
 25. It shall be a responsibility of the student to acquaint himself/herself regularly with all the necessary University by-laws, regulations, guidelines, procedures and any other instruments governing their academic and social life at the University

26.0 Semester Projects

Semester projects shall be governed and assessed by respective School Regulations

27.0 Dissertations

- 27.1 Where there is a dissertation in final year of study, their conduct will be governed by respective School Regulations
- 27.2 A student who fails in dissertation shall be given a maximum of three months from the date the Senate approved the results to re-submit the dissertation.
- 27.3 Re-submission of a dissertation shall be regarded as a supplementary examination and a maximum score shall be "C" grade.
- 27.4 Dissertations shall be assessed as per respective school regulations

28.0 In-semester Fieldwork

In-semester fieldwork shall be governed and assessed by respective School Regulations.

29.0 Industrial Training

- 29.1 There shall be Industrial Training at the end of semester university examinations session in each academic year as prescribed in each curriculum
- 29.2 Review of Industrial Training reports by External Examiners shall be governed by School Regulations.

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- 29.3 Each IT session shall be treated as a course of the succeeding academic year and shall contribute to GPA of that year.
 - 29.4 The School shall be responsible for making arrangements for students' IT placement.
 - 29.5 Each student on IT shall be visited and assessed by an examiner from the School at least once during the IT period.
 - 29.6 Students shall hand in his/her logbook to the Head of Department not later than two weeks after the commencement of the immediate academic year
 - 29.7 Any loss of IT logbook should be reported to respective Heads of Departments not later than two weeks after the commencement of the immediate academic year. If proved true with all relevant evidence, such an IT shall be cleared prior to continuing with succeeding IT of the next academic year
 - 29.8 Any Student who does not hand in IT logbook to the Head of Department within two weeks since the commencement of a new academic year without compelling reasons, shall be regarded to have absconded the IT and shall be discontinued from studies.
 - 29.9 Any Student who does not hand in IT logbook to the Head of Department with compelling reasons, shall repeat/clear the IT prior to continuing with succeeding IT of the next academic year.
 - 29.10 A student who does not report at IT allocated place without compelling reasons shall be regarded to have absconded the IT and shall be discontinued from studies
 - 29.11 A student who does not report at IT allocated place with compelling reasons, shall repeat/clear the IT prior to continuing with succeeding IT of the next academic year
 - 29.12 A student who goes to the allocated IT place but does not follow the training programme without compelling reasons shall be regarded to have failed the IT.
 - 29.13 A student who does not follow the IT program with compelling reasons, shall be allowed to repeat the IT when next offered and clear it prior to proceeding to the IT of the following year of study.
 - 29.14 A student who fails in IT shall be required to repeat the IT when next offered and clear it prior to proceeding to the IT of the following academic year of study.
 - 29.15 A student who fails a repeated IT shall be discontinued from studies.
 - 29.16 A student who fails to complete part of the IT with compelling reasons shall be allowed to complete the missing part during the vacation prior to proceeding to the next academic year.
 - 29.17 A student who conducts himself/herself at his place of IT attachment in a manner that disgraces the University shall be subject to disciplinary action
 - 29.18 Assessment of Industrial Training shall be prescribed by Schools regulations

30.0 Progress from Year to Year

- 30.1 Candidates who are full time students are required to pass a total minimum of 120 course credits in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 30.2 A candidate may be allowed to carry over failed courses in a Supplementary Examinations if he or she has attained an overall GPA of 2.0 or above in the First Sitting calculated in accordance with the credit weighting of individual courses.
- 30.3 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of the Senate Undergraduate Studies Committee.

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- 30.4 Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are counted for the annual GPA
- 30.5 To qualify for a degree award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits required per academic year for the duration of each degree programme. That is:
- a) For a three-year degree programme, it shall be a minimum of 360 credits
 - b) For a four-year degree programme, it shall be a minimum of 480 credits, and
 - c) For a five-year degree programme, it shall be a minimum of 600 credits
- 30.6 Subject to approval by Senate, the internal examination regulations of a School, academic Institute, shall provide for cumulative maximum number of course credits for which a candidate may register

SCHOOLS UNDERGRADUATE EXAMINATION REGULATIONS

**A) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF ARCHITECTURE, CONSTRUCTION
ECONOMICS AND MANAGEMENT - UNIT SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT - UNIT SYSTEM

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Architecture, Construction Economics and Management

A. School regulations for the programmes of Bachelor of Architecture, Bachelor of Science in Interior Design and Bachelor of Science in Landscape Architecture

1. Design Studio Project

- 1.1 Design Studio Project is the core course of Architecture. A first year student who fails one of any semester design studio project shall be discontinued from studies. A second to fifth year student who fails a design studio project shall repeat the failed studio in the semester where it is offered provided he/she has attained annual GPA of at least 2.0.
- 1.2 A student shall not be allowed to do two design studio projects in one semester.
- 1.3 A student shall not be allowed to repeat the same design studio project more than once.
- 1.4 A student who fails two design studio projects in the same year of study shall be discontinued.
- 1.5 Assessment for design studio project will be based on 30% coursework, 10% timed studio examination and 60% final design studio project presentation for year one and year two. For years three, four and five, assessment for design studio project shall be based on 40% coursework, and 60% final design studio project presentation.
- 1.6 Marking Criteria for Design Studio Projects
- 1.6.1 Design Studio Project I

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand physical form and lines	30		
Ability to understand proportions and scaling of objects	10		
Ability to compose orthographic projections	15		
Ability to compose three dimensional drawings (axonometric and Perspectives)	15		
Architectural graphics	30		
Total	100		

Candidate
(Name)

Studio Master
Name signature

Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.2 Design Studio Project II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ergonomics of Space Anthropometrics	30		
Special requirements of human body at different postures	10		
Human circulation and movement pattern	20		
Awareness of simple domestic functions	10		
Response to climatic elements on design	10		
Architectural graphics	20		
Total	100		

Candidate Studio Master
(Name) Name signature
Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.3 Design Studio Project III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Programming of multifunctional project	10		
Applicable data collection and programming	5		
Site analysis, design options and alternatives	5		
Synthesis and arrival at design concept	20		
Degree of utility	15		
Creativity in form	15		
Attempt of possible design alternatives	15		
Integration with the context	5		
Perspective drawing and rendering	5		
Model making and presentation	5		
Total	100		

Candidate Studio Master
(Name) Name signature
Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.4 Design Studio Project IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Analysis and application of the chosen structural system	20		
Attempt of possible design alternatives	20		
Co-ordination of architectural and specialist drawings.	20		
Contents of working drawing and detailing	40		
Total	100		

Candidate Studio Master

(Name) Name signature

Date:

Names and Signatures of other Assessors:

1.

2.

3.....

1.6.5 Design Studio Project V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	10		
Decision making in concept development basing on design objectives, principles (criteria) and philosophies	35		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services	30		
Environmental consciousness in - Climatic design - Environmental protection etc. - Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques.	15		
Total	100		

Candidate Studio Master.....

(Name) Name signature

Date:

Names and Signatures of other Assessors:

1.

2.

3.....

1.6.6 Design Studio Project VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	10		
Ability to do an independent research and observations of architectural related issues	20		
Decision making in concept development basing on design objectives, principles (criteria) and philosophies	30		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services	20		
Environmental consciousness in - Climatic design - Environmental protection etc. - Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques.	10		
Total	100		

Candidate Studio Master
(Name) Name signature
Date:

Names and Signatures of other Assessors:

1.
2.
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1.6.7 Design Studio Project VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Examination of a wide range of architectural factors and considerations at Advanced level	30		
Correspondence between ideas and constraints at all stages of design development of complex building types	25		
Exploration of ideas and creativity in Architecture as relating to the immediate and extended physical development context	20		
The use of Three dimensional models in design process	15		
Application of materials, construction methods, and overview of selected working details	5		
Consideration to site co-ordination of integrated services	5		
Total	100		

Candidate Studio Master
(Name) Name signature
Date:

Names and Signatures of other Assessors:

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1.6.8 Design Studio Project VIII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Examination of a wide range of architectural factors and considerations at Advanced level	30		
Correspondence between ideas and constraints at all stages of design development of complex building types	25		
Exploration of ideas and creativity in Architecture as relating to the immediate and extended physical development context	20		
The use of Three dimensional models in design process	15		
Application of materials, construction methods, and overview of selected working details	5		
Consideration to site co-ordination of integrated services	5		
Total	100		

Candidate
(Name)

Studio Master
Name signature

Date:

Names and Signatures of other Assessors:

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1.6.9 Design Studio Project IX

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Evidence of build ability by a well articulated structural system,	30		
The self-confidence of the student in running the project work as a consultant on his/her own.	20		
Evidence of applied advanced technologies and innovative building systems in the totality of project evolution through proper architectural detailing	50		
Total	100		

Candidate
(Name)

Studio Master
Name signature

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Names and Signatures of other Assessors:

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2. Pre- Design Dissertation and Design Dissertation

- 2.1 A student shall be required to submit pre- design dissertation research proposal on the 10th week of the second semester of the year preceding the final year, and obtain approval before the end of the 3rd or 4th academic year for the four and five degree programmes respectively.
- 2.2 Pre-design dissertation shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written pre-design dissertation report shall be submitted for assessment during the University Examinations session.
- 2.3 A Candidate who has been barred from sitting for Pre-Design Dissertation Examination shall NOT be allowed to proceed with Dissertation Course offered in the following semester.
- 2.4 The Dean of School shall arrange for an improvement programme in Semester II for such candidate barred in Pre-Design Dissertation.
- 2.5 Pre- design Dissertation and Design Dissertation shall be assessed by at least three examiners in a minimum of three interim presentations as coursework and during the University Examinations.
- 2.6 A pre- design dissertation may be passed subject to corrections. Any pre- design dissertation which is passed subject to correcting shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the pre-design dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the pre- design dissertation to be failed.
- 2.7 A final year student who fails in a re-submitted Design Dissertation shall be required to repeat the subject as a private candidate under scheduled critique and presentation sessions.
- 2.8 Marking Criteria for Dissertation

2.8.1 Pre-Design Dissertation

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Extent of defining architectural/landscape/interior research problems	20		
Evidence and quality of literature review	20		
Display by researched material of ability to formulate an architectural project towards solving realistic community design problems	40		
Validity and relevance of conclusions and recommendations	10		
Report presentation quality	10		
Total	100		

Candidate
(Name)
Date:

Studio Master
Name signature

Names and Signatures of other Assessors:

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2.8.2 Design Dissertation

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Display by graphics ability of advanced architectural communication skills	20		
Assimilation of the researched information/findings into a design project of a multi-functional complexity	20		
Display by a design scheme, evidence of advanced level of comprehensive resolution, exhibition of thorough understanding and a critical attitude towards a contemporary architecture.	40		
Level of originality and self drive towards provision of practical solutions	20		
Total	100		

Candidate
(Name)

Studio Master
Name signature

Date:

Names and Signatures of other Assessors:

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3. In- Semester Field Work

- 3.1 There shall be a 14 days in-semester field work for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA.
- 3.2 In-semester fieldwork shall commence in the seventh week of semester one.
- 3.3 Assessment of the in-semester work will be by presentation of a report at the end of the field and will constitute 10 % of the marks for continuous assessment of the Studio design project in that semester.
- 3.4 A student who fails to complete in-semester fieldwork with compelling reasons shall be required to repeat the studio.
- 3.5 A student who failed to complete in-semester fieldwork without compelling reasons shall fail the relevant design studio.

4. Industrial Training (IT)

- 4.1 There shall be six weeks industrial training for year 1 to 4 for B. Arch. programme and year 1 to 3 for BSc. ID and BSc. LA. programmes.
- 4.2 The Industrial Training (IT) shall be supervised by site supervisors and lecturers.

- 4.3 Assessment of industrial training shall be through presentation of IT log books.
- 4.4 IT site or office supervisors' marks will contribute 30% of the final mark.

School regulations for the programmes of Bachelor of Science in Building Economics and Bachelor of Science in Civil Engineering

1. Studio Work

- 1.1 Studio work takes 20% out of 30% of Building Construction coursework.
- 1.2 A student should pass studio before being allowed to sit for end of semester examination in Building Construction. A student has to score at least 8 out of 20 (40%) in order to qualify for final exam.
- 1.3 Student who fails studio will not be allowed to sit for the end of semester exam for Building Construction. He/She will be required to repeat studio to satisfy the minimum coursework requirement of 8/20. In the event He/She fail three (twice) times, he/she shall be discontinued.

2. Semester Project Work

- 2.1 Project work assigned to students shall be interdisciplinary and shall be assessed independent of other subjects.
- 2.2 Project work will comprise any task assigned to students by the department in the form of practical work and/or studio work to be carried out in groups.
- 2.3 For the purpose of continuous assessment, there shall be at least two interim oral presentations in each semester where semester project has been prescribed.
- 2.4 Continuous assessment marks shall be derived from group presentation involving all the group members giving a maximum score of 20%. In arriving at the 20% for continuous assessment, oral presentation shall account for 10% and group participation 10%. The format of interim oral presentation will be as indicated in Table 2.1.

Table 2.1 Interim Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation arrangement	10
Satisfactory answers to question raised	10
Total	20%

- 2.5 Continuous assessment shall account for 20% and final oral presentation for 30% whilst written group work shall account for 50%, both leading to an overall or total assessment of 100%.
- 2.6 Loose bound project report shall be submitted in five (5) copies and handed to the department a week before University examinations begin and must be dully endorsed by the semester project supervisor(s). Final project work not submitted within specified period without compelling reasons shall be penalized by deducting five marks for each day the project is not submitted. Deduction shall be made to a maximum of five working days. Further delay will render project work unacceptable.
- 2.7 Final written project work report shall be submitted in two (2) copies. The presentation format of written semester project report shall conform to departmental guidelines on the presentation of semester project/dissertation reports.

- 2.8 For the purpose of deriving the 80% indicated under 3.5 above, marks for the University semester project examination shall be awarded as indicated in Table 2.2.

Table 2.2 University Semester Project Examination Assessment.

Assessment Criteria	Maximum marks
Evaluation of the written project report	50
Final oral presentation	30
Total	80%

- 2.9 For the purpose of deriving the 30% indicated for the University Final University examination Oral presentation shall be awarded as indicated in Table 2.3.

Table 2.3 Written Report assessment for project works

Assessment Criteria	Maximum marks
Presentation arrangement, relevance of the content, time management	10
Individual basis: Satisfactory answers to question raised	20
Total	30%

- 2.10 For the purpose of deriving the 50% indicated for the University Final Written works shall be awarded as indicated in Table 2.4.

Table 2.4 Written Report assessment for project works

Assessment Criteria	Maximum marks
Form and format of presentation	5
Background information (Literature review)	10
Methodology (Approach)	15
Creativity (Problem solving)	10
Conclusion and Recommendations	10
Total	50%

- 2.11 A student who fails in Project Work shall resubmit the Project Work within the first seven weeks of the following semester. A candidate who fails upon resubmission or fails to resubmit a Project Work within the specified time without compelling reasons shall be discontinued.

3. Industrial Training (IT)

- 3.1 Assessment of Industrial Training shall be based on the following three attributes.
- Student logbook verified and assessed by training officer of the organization training the student.
 - Training certificate signed and stamped by the training officer.
 - Arrival note to be received by the school within four (4) weeks from the date of starting the IT.
 - Report by internal (University) supervisor.
 - Student final written report.
 - Oral presentation by the student.
- 3.2 A student who fails to submit any one or more of the documents mentioned in 3.1 a, b, c and e within the time stipulated in the university regulations without compelling reasons shall be deemed to have failed the Industrial Training.

- 3.3 The assessment criteria for IT are indicated in Table 3.1.

Table 3.1 Industrial Training assessment

Assessment Criterion	Maximum marks
Student logbook	40%
Training certificate	20%
Students final report	10%
Oral presentation	30%
Total	100%

- 3.4 Oral presentations shall be held during the third week after the commencement of immediate academic year.
- 3.5 A student who fails to appear for oral presentation without compelling reasons shall be discontinued from studies.

4. Dissertation

- 4.1 Each student in final year, semester II, shall be required to submit a dissertation. The dissertation shall be based on an independent study carried out during the Semester, under supervision by a Supervisor appointed by the Head of Department within two weeks from the beginning of the semester.
- 4.2 Students are required to submit and present their dissertation proposals for preliminary assessment not later than end of the twelfth week of final year, semester I.
- 4.3 Students shall be required to present their dissertation proposal for final approval by the department within the first two weeks of semester II.
- 4.4 For the purpose of continuous assessment, there shall be two oral presentations
- 4.5 Continuous assessment shall account for 20% and University Dissertation Examination comprising an oral presentation and examination of the dissertation report shall account for 80%.
- 4.6 For the purpose of deriving the 20% for the continuous assessment oral presentation, the format will be as indicated in Table 4.1.

Table 4.1 Interim Oral presentation assessment

Assessment Criteria	Maximum marks
Presentation arrangement, time management and language	6
Relevance of the contents,	4
Satisfactory answers to question raised	10
Total	20%

- 4.7 For the purpose of deriving the 80% indicated for the University examination shall be awarded as indicated in Table 4.2

Table 4.2 University examination assessment for Dissertation

Assessment Criteria	Maximum marks
Evaluation of the written project report	50
Final oral presentation	30
Total	80%

- 4.8 For the purpose of deriving the 30% indicated for the University examination Oral presentation shall be awarded as indicated in Table 4.3

Table 4.3 Final oral presentation

Assessment Criteria	Maximum marks
Presentation arrangement, time management and language.	6
Relevance of the contents,	4
Satisfactory answers to question raised	20
Total	30%

- 4.9 For the purpose of deriving the 50% indicated for the university examination written works shall be awarded as indicated in Table 4.4

Table 4.4 Written work assessment

Assessment Criteria	Maximum marks
Background information /Literature review	10
Methodology	10
Data presentation and analysis	15
Conclusion and recommendation	10
Referencing	5
Total	50%

- 4.10 Students must submit draft dissertation to their supervisors for endorsement before submission of loose bound copies to the department.
- 4.11 Loose bound dissertations must be submitted a week before the commencement of the university examinations. Any dissertation not submitted within the specified period of time without compelling reasons shall be penalized by deducting five actual marks for each day the dissertation is not submitted. Deduction shall be made to a maximum of five working days after which it shall be deemed to have failed.
- 4.12 Each dissertation shall be marked by the two internal examiners appointed by the head of the department.
- 4.13 Any dissertation which is passed subject to corrections shall be considered to have been completed only when all errors and or mistakes pointed out by examiners have been corrected and an error free well bounded dissertation submitted to the department.
- 4.14 The final dissertation report shall be submitted in three (3) copies. The format of dissertation report shall conform to school guidelines.
- 4.15 Any dissertation that does not comply with school guidelines shall not be accepted.

**B) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF ARCHITECTURE, CONSTRUCTION
ECONOMICS AND MANAGEMENT - CREDIT
SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT – CREDIT SYSTEM

In addition to the University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the Undergraduate programmes in the School of Architecture, Construction Economics and Management.

School regulations for the programmes of Bachelor of Architecture, Bachelor of Science in Interior Design and Bachelor of Science in Landscape Architecture

1.0 Design Studio Project

- 1.1 Design Studio Project is the core course of Architecture. Any student who fails one of any semester design studio project shall not proceed with the next semester courses and shall repeat the failed Design Studio in the semester the studio is offered regardless the attainment of annual GPA of at least 2.0³. Such a student shall be allowed to proceed with the next semester only when the failed design studio is cleared
- 1.2 A student shall not be allowed to repeat the same design studio project more than once.
- 1.3 Assessment for design studio project will be based on 30% coursework, 10% timed studio examination and 60% final design studio project presentation for year one and year two. For years three, four and five, assessment for design studio project shall be based on 40% coursework, and 60% final design studio project presentation.
- 1.4 Marking Criteria for Design Studio Projects for the B. Arch

Design Studio Project I

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand physical form and lines	30		
Ability to understand proportions and scaling of objects	10		
Ability to compose orthographic projections	15		
Ability to compose three dimensional drawings (axonometric and Perspectives)	15		
Architectural graphics	30		
Total 100	100		

³This change takes an assumption that the Senate will deliberate on examinations results for each semester and not only once in a year. The change will abolish the backlogs and associated challenges including collision of lessons for students repeating studios and other subjects.

Design Studio Project II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ergonomics of Space Anthropometrics	30		
Special requirements of human body at different postures	10		
Human circulation and movement pattern	20		
Awareness of simple domestic functions	10		
Response to climatic elements on design	10		
Architectural graphics	20		
Total 100	100		

Design Studio Project III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Programming of multifunctional project	10		
Applicable data collection and programming	5		
Site analysis, design options and alternatives	5		
Synthesis and arrival at design concept	20		
Degree of utility	15		
Creativity in form	15		
Attempt of possible design alternatives	15		
Integration with the context	5		
Perspective drawing and rendering 5 Model making and presentation	5		
Model Making presentation	5		
Total 100	100		

Design Studio Project IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Analysis and application of the chosen structural system	20		
Attempt of possible design alternatives	20		
Co-ordination of architectural and specialist drawings	20		
Contents of working drawing and detailing	40		
Total	100		

Design Studio Project V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	10		
on making in concept development based on design objectives, principles (criteria) and philosophies	35		

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services 3	30		
Environmental consciousness in - Climatic design - Environmental protection etc. - Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques.	15		
Total	100		

Design Studio Project VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	7		
Ability to do an independent research and observations of architectural related issues	20		
Decision making in concept development based on design objectives, principles (criteria) and philosophies	30		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials, details and application of various systems of building services	25		
Environmental consciousness in Climatic design - Environmental protection etc. Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques	8		
Total	100		

Design Studio Project VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Identification and analysis of urban, physical and social problems necessary for consideration in design of an urban block	30		
Application of architectural, urban design and planning concepts in design	25		
Development and application of design/planning guidelines and their relevance in the block design	20		
The use of three-dimensional models in design process	15		
Presentation quality, coordination and relevance of contents to the project theme	10		
Total	100		

Design Studio VIII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Examination of a wide range of architectural and urban design factors and considerations at advanced level	30		
Correspondence between ideas and constraints at all stages of design development of a complex building	25		
Exploration of ideas and creativity in architecture as related to the immediate and extended physical development context	20		
The use of three-dimensional models in design process	15		
Application of materials, construction methods, and integration of services	5		
Consideration to site co-ordination	5		
Total	100		

Design Studio Project IX

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Evidence of build ability by a well-articulated structural system.	30		
Creativity and innovative in running the project work as a consultant on his/her own.	20		
Evidence of applied advanced technologies and innovative building systems in the totality of project evolution through proper architectural detailing.	50		
Total	100		

1.5 Marking Criteria for Design Studio Projects for the BSc.ID.

Interior Design Studio I

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand physical form and lines	30		
Ability to understand proportions and scaling of objects	20		
Ability to compose orthographic projections	20		
Design Graphics	30		
Total	100		

Interior Design Studio II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Anthropometrics, Ergonomics of Space and Human body requirements in interior spaces	30		
Understanding of basic interior design process	20		
Basic understanding of material choice and use for interior spaces	30		

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Architectural & Interior Design Graphics	20		
Total	100		

Interior Design Studio III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Understanding of interior requirements, conceptualizing, analysis, synthesis and providing alternative solutions	30		
Composition of various aspects of interior space – plans, elevations, color scheme	30		
Creativity in functional, aesthetic, structural, environmental and artistic achievement	20		
Interior graphics and Model Making presentation	20		
Total	100		

Interior Design Studio IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Interior composition, Spatial layout, construction and material detailing and specification	30		
Specification of surface finishes and fixtures– floor, walls, ceiling, cabinets, fixtures, ironmongery	30		
Co-ordination of interior design, services and specialist drawings	20		
Working drawing and detailing graphic presentation	20		
Total	100		

Interior Design Studio V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and ability to develop design brief	20		
Decision making in concept development based on diverse interior design factors – art, aesthetic, visual, comfort, functional, environmental, technical, physical and others	35		
Integration, application and the art of utilizing building services and technology in interior spaces	30		
Interior presentation graphics and techniques.	15		
Total	100		

Interior Design Studio VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and ability to develop design brief	20		
Ability to do an independent project analysis and formulating design solutions	30		
Decision making in concept development basing on design objectives, principles (criteria) and philosophies	30		
Design methodology and presentation techniques	20		
Total	100		

Interior Design Studio VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Identification and analysis of interior design problems, synthesis and developing of alternative solutions. Developing of comprehensive design brief	30		
Critical analysis of site context and development of context based design tools	25		
Compliance of design to social, economic, safety and environmental requirements (Coordination of building services, codes requirements, etc.)	15		
Development of working drawings to include material specification, Schedules (furniture, windows, doors, partitioning systems, accessories including lighting, plumbing, and decorative elements) and	20		
Presentation quality, graphics precision	10		
Total	100		

1.6 Marking Criteria for Design Studio Projects for the BSc.LA Studio Design Project I

Marking Considerations	Maximum Marks	Marks Awarded	Remarks
Ability to understand Landscape Architectural Graphics and Language	30		
Show understanding in proportions and scales of objects	25		
Show understanding of landscape modeling and the use of tools	15		
Express different landscape ideas through the landscape language	15		
Model making, presentation and communication skills	15		
Total	100		

Studio Design Project II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Awareness of problem solving through landscape design considering human requirements and space anthropometrics and ergonomics.	30		
Human circulation and movement pattern within the landscape.	20		
Response to climatic conditions and sustainability	15		
Awareness of integration of landscape elements to create human functional spaces.	20		
Landscape graphics, model making, presentation and communication skills	15		
Total	100		

Studio Design Project III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand, observe and analyse the project using design principles to integrate architectural and landscape architectural concepts in design.	30		
Awareness of integration of architectural and landscape elements to create proportioned and scaled human functional spaces within given context.	25		
Response to climatic conditions, sustainability, maintenance and environmental protection.	15		
Creativity in project approach and design alternatives.	15		
Landscape graphics, model making, presentation and communication skills	15		
Total	100		

Studio Design Project IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Observation and analysis techniques of the site.	30		
Exploitation and diversity in a variety of landscape approaches and ideas as expressed by concept development, requirements, objectives and the setting of real community environmental issues.	20		
Consideration to site coordination of integrated services such as storm water management, utilities, site fittings and furniture etc.	20		
Working drawing contents and detailing of construction methods, planting techniques	15		

and fitting and furniture specifications.			
Landscape graphics, presentation and communication skills	15		
Total	100		

Studio Design Project V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to recognise theories, paradigms, concepts and principles of design and applying them to the design.	30		
Exploitation and diversity in landscape approaches and ideas as expressed by concept development, requirements, objectives and the setting of real community environmental issues.	25		
Consideration in material schedules i.e. planting palettes, material palettes, planting methods and techniques, constructions methods and techniques and details of planting and construction.	15		
Consideration to site coordination of integrated services such as storm water management, utilities, site fittings and furniture etc.	15		
Landscape graphics, presentation and communication skills	15		
Total	100		

Studio Design Project VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to recognise theories, paradigms, concepts and principles of design and applying them to the design.	30		
Ability to showcase an independent research and observations to landscape architectural related issues in the real world.	20		
Consideration in material schedules i.e. planting palettes, material palettes, planting methods and techniques, constructions methods and techniques and details of planting and construction.	20		
Environmental Consciousness e.g environmental protection, project maintenance and sustainability, climatic design, the use of natural forces such as air ventilation and lighting to reduce energy consumption etc	15		
Landscape Graphics, presentation and communication skills	15		
Total	100		

Studio Design Project VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
The level of understanding comprehensive landscape urbanism schemes such landscape master plans and land-use plans in design project.	30		
Correspondence between ideas and constraints at all stages of the design development.	20		
Environmental Consciousness e.g. environmental protection, project maintenance and sustainability, climatic design, the use of natural forces such as ventilation and lighting to reduce energy consumption etc	20		
Integration of systems on large scale such as waste management, storm water management, clean water, sewage systems etc in the design.	20		
Landscape graphics, presentation and communication skills	10		
Total	100		

2.0 Pre-Design Dissertation and Design Dissertation

- 2.1 A student shall be required to present and submit pre-design dissertation research proposal on the 10th week of the second semester of the year preceding the final year, and obtain approval before the last week of the same semester for the four and five years degree programmes respectively.
- 2.2 Pre- design dissertation shall be assessed at least three times as the Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written pre- design dissertation report shall be presented and submitted for assessment during the University Examinations sessions. The final Pre-dissertation presentation shall be marked in accordance with the following criteria:

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Clarity in problem statement and comprehension and ability to define architectural problems	20		
Evidence and quality of literature review	20		
Display by researched material the ability to formulate an architectural project towards solving realistic community problems	40		
Validity and relevance of conclusions and recommendations	10		
Report presentation quality	10		
Total	100		

- 2.3 A candidate who has not attained the Pre-Design Dissertation qualifications to sit for an Examination such as attending at-least five consultations with the supervisor and/or scored less than 30% marks of the coursework shall NOT be allowed to proceed with Dissertation Course offered in the following semester: hence repeat.

- 2.4 Pre-Design Dissertation and Design Dissertation shall be assessed by at least three examiners in a minimum of three interim presentations as coursework and during the University Examinations.
- 2.5 A Pre- Design Dissertation may be passed subject to corrections. Any Pre- Design Dissertation passed subject to corrections shall be considered to be completed only when the errors/ mistakes/ shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the Pre- Design Dissertation to be failed.
- 2.6 A final year student who fails in a re-submitted Design Dissertation shall be required to repeat the subject under scheduled critique and presentation sessions.
- 2.7 A candidate who failed Pre-Design Dissertation Examination shall not be allowed to proceed with Dissertation Course offered in the following semester instead shall be required to repeat when it is offered.

2.8 Marking Criteria for Design Dissertation

2.8.1 Pre-Design Dissertation

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Extent of defining architectural/landscape/interior research problems	20		
Evidence and quality of literature review	20		
Display by researched material of ability to formulate an architectural project towards solving realistic community design problems	20		
Validity and relevance of conclusions and recommendations	20		
Report presentation quality			
Total	100		

Candidate (Name)

Studio Master Name signature

Date:

Names and Signatures of other Assessors:

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2.8.2 Design dissertation

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Display by graphics ability of advanced architectural communication skills	20		
Assimilation of the researched information/findings into a design project of a multi-functional complexity	20		
Display by a design scheme, evidence of advanced level of comprehensive resolution, exhibition of thorough understanding and a critical attitude	40		

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
towards a contemporary architecture.			
Level of originality and self-drive towards provision of practical solutions	20		
Total	100		

Candidate (Name)

Studio Master Name signature

Date:

Names and Signatures of other Assessors:

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3.0 In- Semester Field Work

- 3.1 There shall be a 14 days in-semester field work for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA programmes.
- 3.2 As a core part of Design Studio, in- semester fieldwork shall commence in the seventh week of semester one in order to inform the ongoing design studio project.
- 3.3 Assessment of the in- semester work will be by presentation of a report at the end of the field and will constitute 10% of the marks for continuous assessment of the Studio Design Project in Semester One.
- 3.4 A student who fails to complete in- semester fieldwork with compelling reasons shall be required to repeat the studio.
- 3.5 A student who failed to complete in- semester fieldwork without compelling reasons shall fail the relevant design studio. In this case, Regulation 1.1 shall apply.

4.0 Industrial Training (IT)

- 4.1 There shall be six weeks industrial training for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA programmes.
- 4.2 The Industrial Training (IT) shall be supervised by site supervisors and academic staff members who are Assistant Lecturers and above.
- 4.3 Assessment of Industrial Training shall be through presentation of IT log books.
- 4.4 There shall be terms of reference for Industrial Training courses prescribing aims, expected outcomes, contents to be covered and assessment criteria for each year as prescribed in the respective curricular. The terms of reference together with the supervisor's confidential form shall be given to the student who will in turn avail the same to the supervisor in the respective IT attachment.

BACHELOR OF SCIENCE IN QUANTITY SURVEYING AND CONSTRUCTION ECONOMICS AND BACHELOR OF SCIENCE IN CIVIL ENGINEERING

1.0 Studio Work

- 1.1 Studio work takes 20% out of 30% of Building Construction coursework.
- 1.2 A student should pass studio before being allowed to sit for end of semester examination in Building Construction. A student has to score at least 8 out of 20 (40%) of the studio in order to qualify for final exam.

- 1.3 Student who fails studio will not be allowed to sit for the end of semester exam for Building Construction. S/he will be required to repeat studio when next offered to satisfy the minimum coursework requirement of 8/20. In the event she/he fails the studio work two (twice) times, she/he shall be discontinued.

2.0 Semester Project Work

- 2.1 Project work assigned to students shall be interdisciplinary and shall be assessed independent of other subjects.
- 2.2 Project work will comprise any task assigned to students by the department in the form of practical work and/or studio work to be carried out in groups. Assessment criteria will be as seen in the Table 2.1

Table 2.1 Interim Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and appearance)	10
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	30
Total	40%

- 2.3 For the purpose of continuous assessment, there shall be at least two interim oral presentations in each semester where semester project has been prescribed.
- 2.4 Continuous assessment marks shall be derived from group presentation involving all the group members giving a maximum score of 40%. In arriving at the 40% for continuous assessment, group participation shall account for 10% and oral examinations to individuals shall account 30%. The format of interim oral presentation is indicated in Table 2.1.

Table 2.1 Interim Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and appearance)	10
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	30
Total	40%

- 2.5 Continuous assessment shall account for 40% and final oral presentation for 20% whilst written report shall account for 40%, both leading to an overall or total assessment of 100%.
- 2.6 Loose bound project report shall be submitted in three (3) copies and handed to the department a week before University examinations begin and must be dully endorsed by the semester project supervisor(s).
- 2.7 Final project work not submitted within specified period without compelling reason shall be regarded as absconded.

- 2.8 Final written project work report shall be submitted in two (2) copies. The presentation format of written semester project report shall conform to departmental guidelines on the presentation of semester project/dissertation reports.
- 2.9 For the purpose of deriving the 60% marks for the semester project University examination, the marks shall be awarded as indicated in Table 2.2.

Table 2.2 University Semester Project Examination Assessment

Assessment Criteria	Maximum marks
Evaluation of the written project report	40
Final oral presentation	20
Total	60%

- 2.10 For the purpose of deriving the 20% indicated for the Final University examination Oral presentation shall be awarded as indicated in Table 2.3.

Table 2.3 Final Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and dressing code)	05
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	15
Total	20%

- 2.11 For the purpose of deriving the 40% indicated for the University Final Written works shall be awarded as indicated in Table 2.4. Two assessors shall assess the written work and shall submit to the assessment panel the awarded marks in the format given in Table 2.4 soon after the group presentation. Written work marks for the group shall be discussed by the panel and decided immediately after presentation.
- 2.12 A student who fails in Project Work shall repeat the Project Work in the respective semester of the following academic year
- 2.13 A candidate who fails a repeated Project Work within the specified time without compelling reasons shall be considered to have absconded and hence be discontinued from studies.

3.0 Industrial Training

- 3.1 Assessment of Industrial Training shall be based on the following three attributes:
- Student logbook verified and assessed by training officer of the organization training the student.
 - Training certificate signed and stamped by the training officer.
 - Arrival note to be received by the department within four (4) weeks from the date of starting the IT.
 - Report by internal (University) supervisor.
 - Student final written report.
 - Oral presentation by the student.
- 3.2 A student who fails to submit any one or more of the documents mentioned in 3.1 a, b, c and e within the time stipulated in the university regulations without compelling reasons shall be deemed to have absconded the Industrial Training course and shall be discontinued from studies.

- 3.3 The assessment of Industrial Training is made by aggregating marks as shown in the Table 3.1.

Table 3.1 Industrial Training assessment

Assessment Criterion	Maximum marks
External Supervisor (organization)	10
Internal Supervisor (Staff member)	40
Internal Reader	30
Oral Presentation	20
Total	100%

- 3.4 Oral presentations shall be held within three weeks after the commencement of immediate academic year.
- 3.5 A student who fails to appear for oral presentation without compelling reason shall be absconded and hence discontinued from studies.
- 3.6 For the purpose of deriving the 40% indicated for the Internal Supervisor (Staff member) shall award as indicated in Table 3.2.

Table 3.2: Internal supervisor assessment

Assessment Criterion	Maximum marks
Attendance	20
Frequency in writing weekly reports	2
Working relationship with the supervisor	2
Working relationship with the other workers	2
Relevance of the report already written	10
Proper filling of the Log Book	2
Use of Technical language	2
Total	40%

- 3.7 For the purpose of deriving the 30% indicated for the Internal Reader shall award as indicated in Table 3.3

Table 3.3: Internal Reader Assessment

Assessment Criterion	Maximum marks
Relevance of the report to work done	15
Correlation of the work item, tools and work description	5
Proper filling of the Log Book	5
Use of Technical language	5
Total	30%

- 3.8 For the purpose of deriving the 20% indicated for the Internal Reader shall award as indicated in Table 3.4.

Table 3.4: Final oral presentation for industrial training

Assessment Criteria	Maximum marks
Presentation (Style, arrangement, relevance of the content, time management, language and appearance)	5
Individual basis: Oral examination of individual candidates. In this respect, each candidate shall be interviewed/ examined on the project work. Each candidate shall be asked at least three questions from the readers. Individual marks will be awarded based on the response to questions asked.	15
Total	20%

4.0 Dissertation

- 4.1 Each year IV Semester II student shall be required to submit a dissertation based on an independent study carried out during their final year. Dissertations shall be written in Semester II under supervision of a Supervisor to be recommended by the Department within two weeks from the beginning of the year IV Semester I.
- 4.2 Assessment shall be made through interim oral presentations, final oral presentation and written semester project.
- 4.3 Students are required to submit and present their dissertation proposals for preliminary assessment not later than final week of Semester I.
- 4.4 Students shall be required to present their dissertation proposal for final approval by the department within the first two weeks of Semester II.
- 4.5 For the purpose of continuous assessment, there shall be two oral presentations
- 4.6 Continuous assessment shall account for 20% and University Dissertation Examination comprising an oral presentation and examination of the dissertation report shall account for 80%.
- 4.7 For the purpose of deriving the 20% for the continuous assessment oral presentation, the format will be as indicated in Table 4.1

Table 4.1: Interim oral Presentation for Dissertation

Assessment Criteria	Maximum marks
Presentation arrangement.	2
Time management	1
Relevance of the contents	4
Language	3
Satisfactory answers to question raised	10
Total	20%

- 4.8 For the purpose of deriving the 30% indicated for the University examination Oral presentation shall be awarded as indicated in Table 4.2.

Table 4.2: Final oral Presentation for Dissertation

Assessment Criteria	Maximum marks
Presentation arrangement.	2
Time management	1
Relevance of the contents,	4
Language	3
Satisfactory answers to question raised	10
Total	30%

- 4.9 For the purpose of deriving the 50% indicated for the University Final Written works shall be awarded as indicated in Table 4.3

Table 4.3: Final written work assessment

Name of Student			
S/Nr	Category	Comment	Marks
1	Clear Understanding of the Topic Appropriate Title, Realistic statement of the problem, Attainable research objectives		6
2	Literature Review Relevance of Literature Review, Citations		7
3	Research Methodology Appropriateness to the Study, Population, Sampling Method		8

Name of Student			
S/Nr	Category	Comment	Marks
4	Data Collection and Findings Adequacy of data collected, Relevance of data collected, Proper data analysis, Proper presentation of findings, Appropriate translation of the results		23
5	Conclusion and Recommendations Appropriate conclusion, relevant recommendation		4
6	References Appropriate references presentation		2
	Total		50%

- 4.10 Students must submit draft dissertation to their supervisors for endorsement before submission of loose bound copies to the department.
- 4.11 Loose bound dissertations must be submitted in three copies a week before the commencement of the university examinations.
- 4.12 A candidate who fails to submit Project Work within the specified time without compelling reason shall be considered to have absconded and hence shall be discontinued from studies.
- 4.13 Each dissertation report shall be marked by the two internal examiners appointed by the Head of the department.
- 4.14 Any dissertation which is passed subject to corrections shall be considered to have been completed only when all mistakes pointed out by examiners have been corrected and endorsed by the supervisor.
- 4.15 The final dissertation report shall be submitted in two (2) copies. The format of dissertation report shall conform to school guidelines.
- 4.16 Any dissertation that does not comply with school guidelines shall not be accepted.

**A) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL SPATIAL PLANNING AND SOCIAL
SCIENCES - UNIT SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL SPATIAL PLANNING AND SOCIAL SCIENCES - UNIT SYSTEM

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Spatial Planning and Social Sciences.

1.0 Studio Projects

- 1.1 There shall be in-semester field work of at least 10 days as a basis for studio projects. In-semester field work shall commence at least the 6th week of the semester of study.
- 1.2 Assessment for studio shall be based on 40% coursework, 20% timed studio examination and 40% final studio presentation.
- 1.3 Assessment of studio course work shall be as follows:
 - a) Pre-field studio programme-10%
 - b) In-semester field work-10%
 - c) Post fieldwork outputs-20%
 - d) Marks shall be derived from continuous assessments (e.g. presentations, reports, assignments etc) as shown in the criteria for studio assessment.
- 1.4 A student(s) who do not have adequate attendance in in-semester fieldwork shall be barred from doing other studio exercises and shall be declared to have failed the studio project. Adequate attendance shall imply 100% of the time allocated for in-semester fieldwork.
- 1.5 A student who fails both Semesters I and II studios in the same academic year shall be discontinued.
- 1.6 A student who fails in either Semester I or II studio shall repeat the failed studio provided he/she has attained annual GPA of at least 2.0. Such a student(s) shall repeat studio when it is running. Such a student (s) shall repeat studio when it is running
- 1.7 No students shall attend two studios in a semester.

2.0 Dissertations / Project Paper

- 2.1 In the final year semester I, each student shall be required to develop a Dissertation Proposal (Dissertation I/Project Paper I) and get it approved by the department. Dissertation I/Project Paper I shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written dissertation proposal shall be submitted for assessment during the University Examinations session.
- 2.2 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I/Project Paper I Examination shall NOT be allowed to proceed with Dissertation Course/ Project Paper offered in the following semester.
- 2.3 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Pre-Dissertation/Dissertation I/Project Paper I.
- 2.4 Continuous assessment of Dissertation I/ Project Paper I shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessment are as shown in the Tables (2.1-2.4).

Table 2.1: Assessment criteria for first oral presentation (Dissertation I/Project Paper I)

SN	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Mark awarded
	Points/marks	4	4	4	2	4	2	20	
1.									
2.									
3.									
4.									
5.									
6.									

Table 2.2: Assessment criteria for second Oral Presentation (Dissertation I Project Paper I)

SN	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives and questions	Conceptual framework	Methodology	Consultation with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1.									
2.									
3.									
4.									
5.									
6.									

Table 2.3: Assessment criteria for third Oral Presentation (Dissertation I Project Paper I)

SN	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives and questions	Conceptual framework	Methods/data collection tools	Consult with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1.									
2.									
3.									
4.									
5.									
6.									

Table 2.4: Criteria for assessment of written Dissertation I/Project Paper I (During examinations Period)

S N	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology,	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	4	8	4	4	5	5	4	6	40	
1.											
2.											
3.											
4.											
5.											
6.											

- 2.5 In semester II of the final year, FOUR presentations shall be made programmed from time to time by the department. The first presentation shall focus on fieldwork results; the second on analysis and findings and the third on conclusions and recommendations. The fourth oral presentation shall focus on the overall dissertation/Project Paper.
- 2.6 The first three oral presentations shall carry a total mark of 30% distributed equally, each carrying 10%.
- 2.7 The fourth oral presentation carries a total mark of 28% based on the following criteria; understanding of topic and self-expression, methodology, data analysis, graphical presentation, originality and contribution to the profession, conclusions and recommendations. These assessment criteria shall be graded as shown in Table 2.5.

Table 2.5: Assessment criteria of fourth oral presentation (Dissertation II/ Project Paper II)

SN	Assessment Criteria	Points (%)
1	Understanding of the topic and self-expression	6
2	Methodology	4
3	Data analysis	4
4	Graphical Presentation	6
5	Conclusions and recommendations	4
6	Originality and contribution to the profession	4
	Total	28

- 2.8 Students shall be given additional guidelines on what they should present from time to time by the Departments. Comments given during presentation shall be compiled and distributed to both students and supervisors.
- 2.9 Both supervisors and students shall be required to sign and keep log books after consultations.
- 2.10 Students shall submit three copies of loose/spiral bound reports to the head of department one week before commencement of the examinations. Any dissertation not submitted within the specified period shall be penalized 2 marks for every day of delay.
- 2.11 Assessment of the written dissertation carries a total mark of 42% based on the following criteria; presentation format (language, graphic communication and

structural organization of the report), conceptual framework, empirical bases (results), data processing and analysis, conclusions and recommendations, originality and contribution to the profession as shown in table below (Table 2.6).

Table 2.6: Assessment of written dissertation (Dissertation II/ Project Paper II)

SN	Assessment Criteria	Points (%)
1.	Presentation format (language, graphic communication and structural organization of the report)	12
2.	Literature review	5
3.	Conceptual framework	5
4.	Empirical bases (results)	6
5.	Data processing and analysis	6
6.	Conclusions and recommendations	5
7.	Originality and contribution to the profession	3
	Total	42

- 2.12 Assessment of final written dissertation shall determine acceptability and passing of the candidate. Written dissertations that do not qualify to be deposited in the Library and with substantial English language and editorial mistakes shall be assessed as FAIL and shall be treated as resubmission cases. Students shall have to clear/correct all English and editorial mistakes before the School Board meeting that shall discuss the results.
- 2.13 The Internal Examiner(s) shall mark the dissertation/Project Paper II using the following criteria:
 - a) Written dissertation/ Project Paper II accepted with marks without additional corrections.
 - b) Written dissertation/ Project Paper II accepted with.....marks subject to making minor corrections and revisions in the dissertation/thesis one week before the School Board sits to provisionally approve examination results. Minor corrections refer to editorial corrections, re-organisation of some sections and modifications/improvement of tables and diagrams. A candidate who fails to make minor corrections within the prescribed time shall be declared to have failed the dissertation/thesis.
 - c) Written dissertation/ Project Paper II NOT accepted with.....marks. Candidate fails and resubmits dissertation/ Project Paper II within three months after the examination results approval by the Senate.
- 2.14 Any dissertation/ Project Paper II, which has been passed subject to corrections, shall be considered to be completed only when all errors/mistakes/shortfalls pointed out by the examiners have been corrected and accepted and three spiral bound copies of the dissertation/ Project Paper II submitted to the Department. Failure to do so before the School Board meeting shall cause the dissertation/ Project Paper II to be failed.
- 2.15 A student who fails dissertation/ Project Paper II shall be required to resubmit the dissertation/ Project Paper II within three months from the date he/she is declared by Senate. Re-submission of dissertation/ Project Paper II shall be regarded as a supplementary examination. In that case the maximum grade that can be awarded is C.
- 2.16 In case the internal examiners differ significantly (where one fails and the other passes the candidate) in the assessment, the Department shall appoint a third internal examiner to mark the dissertation/ Project Paper II. Average of the two examiners who concur in marking shall constitute the final mark.
- 2.17 The External Examiner (s) shall moderate final Internal Examiners' assessment.

-
- 2.18 In case there is a significant difference in the moderation of marks, the Head of Department shall be called upon to discuss with Internal and External Examiners to come with agreed mark.

3 Industrial Training

- 3.1 Assessment of Industrial Training shall be awarded marks as follows:
- a) Student logbook, which is verified and assessed by the external (organization) Supervisor (20%)
 - b) The assessment report of the internal (University) supervisor (20%)
 - c) The student's final report and presentation before a panel (60%)
 - d) Where First year IT is being conducted at ARU, assessment of logbooks and report/output will be combined and assessed by the supervisors (40%) and the remaining (60%) before a panel.
- 3.2 A student who fails in IT shall be required to repeat IT before starting the subsequent IT.

**B) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL SPATIAL PLANNING AND SOCIAL
SCIENCES - CREDIT SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL SPATIAL PLANNING AND SOCIAL SCIENCES – CREDIT SYSTEM

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Spatial Planning and Social Sciences.

1.0 Studio Projects

- 1.1 There shall be in-semester field work of at least 10 days as a basis for studio projects. In-semester field work shall commence at least the 6th week of the semester of study.
- 1.2 Assessment for studio shall be based on 40% coursework, 20% timed studio examination and 40% final studio presentation.
- 1.3 Assessment of studio course work shall be as follows:

Assessment Criteria	Maximum marks
Quality of literature review and data collection tools	10%
Quality of collected field data and data analysis	15%
Report/Plan proposals' realism and comprehensiveness/presentation quality	15%
Total	40%

- 1.4 A student(s) who does not fully attend in-semester fieldwork with compelling reasons shall be considered to have incomplete course, and therefore shall repeat the respective Studio subject when offered.
- 1.5 A student(s) who does not attend in-semester fieldwork without compelling reasons shall be considered to have absconded the course, and therefore shall be discontinued.
- 1.6 A student who fails in either Semester I or II Studio shall repeat the failed studio provided S/he has attained annual GPA of at least 2.0. Such a student(s) shall repeat studio when it is next offered.
- 1.7 A student shall be required to clear the incomplete or failed Studio before proceeding to subsequent Studio.
- 1.8 No students shall attend two studios in a semester.
- 1.9 The results of studio subjects shall be approved in each semester.

2.0 Dissertations I/ Project Paper I/ Proposal

- 2.1 There shall be three (3) marked presentations for Dissertation I/Project Paper I/ Proposal which shall constitute coursework assessment for that subject
- 2.2 Failure to appear in any of the presentations without compelling reasons shall constitute an abscondment and be discontinued from studies.
- 2.3 Submission of the final report of Dissertation I/Project Paper I/ Proposal should be supported by a satisfactory at least five (5) consultation attendance with the supervisor.
- 2.4 A student with unsatisfactory consultation in the Dissertation I/Project Paper I/Proposal courses shall be barred and repeat it when next offered.
- 2.5 The final written Proposal/ Dissertation I/ Project Paper proposal shall be submitted for assessment during the University Examinations session.
- 2.6 Continuous assessment of Dissertation I/ Project Paper I shall be assessed using the criteria as shown in the Tables (2.1-2.4).

Table 2.1: Assessment criteria for first oral presentation (Dissertation I/Project Paper I)

SN	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Marks awarded
	Points/marks	20	20	20	10	20	10	100	

Table 2.2: Assessment criteria for second Oral Presentation (Dissertation I Project Paper I)

S/N	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives and questions	Conceptual framework	Methodology	Consultation with supervisors	Total	Marks awarded
	Points/marks	10	20	20	20	20	10	100	

Table 2.3: Assessment criteria for third Oral Presentation (Dissertation I/Project Paper I)

S/N	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives and questions	Conceptual framework	Methods/data collection tools	Consult with supervisors	Total	Marks awarded
	Points/marks	10	20	20	20	20	10	100	

Table 2.4: Criteria for assessment of written Dissertation I/Project Paper I (During examinations Period)

SN	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology,	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	10	20	10	10	12.5	12.5	10	15	100	
1.											
2.											
3.											
4.											
5.											
6.											

- 2.7 **Dissertation II (BSc. URP/BSc. HIP/BSc. RDP); PROJECT PAPER II (BA. CDS); Dissertation (BAE)**
- 2.7.1 There shall be two (2) marked presentations which will constitute coursework for the subject. First presentation shall focus on data analysis and findings, second presentation shall focus on the comprehensive dissertation report.
- 2.7.2 The two oral presentations shall carry a total mark of 30% distributed equally, each carrying 15%. The assessment criteria shall be as per Table 2.5

Table 2.5: Assessment criteria of UE presentation (Dissertation II/Project Paper II)

SN	Assessment Criteria	Points (%)
1	Understanding of the topic and self-expression	2
2	Methodology	3
3	Data analysis	4
4	Graphical Presentation	2
5	Conclusions and recommendations	2
6	Originality and contribution to the profession	2
	Total	15

- 2.7.3 Students shall submit three copies of loose/spiral bound reports to the head of department a day before commencement of the semester examinations.
- 2.7.4 Submission of the final report of Dissertation II/ Project Paper II/ Dissertation should be supported by a consultation form confirming satisfactory consultation with the supervisor.
- 2.7.5 A student with unsatisfactory consultation shall be barred from UE as per the University General Examination Regulation 3.0, hence, shall repeat the course.
- 2.7.6 During semester II University examination for Dissertation II/ Project Paper II, there shall be oral presentation which carries 28% based on the assessment criteria as stipulated in Table 2.6.

Table 2.6: Assessment criteria of UE presentation (Dissertation II/Project Paper II)

SN	Assessment Criteria	Points (%)
1	Understanding of the topic and self-expression	6
2	Methodology	4
3	Data analysis	4
4	Graphical Presentation	6
5	Conclusions and recommendations	4
6	Originality and contribution to the profession	4
	Total	28

- 2.7.7 A student who fails to submit three copies of the loose/spiral bound reports to the head of department before the commencement of Semester II examinations shall be deemed to have absconded the course, hence shall be discontinued from studies.
- 2.7.8 Assessment of the written Dissertation II/ Project Paper II/ Dissertation carries a total mark of 42% based on assessment criteria as stipulated in Table 2.7.

Table 2.7: Assessment of written dissertation (Dissertation II/ Project Paper II)

S/N	Assessment Criteria	Points (%)
1.	Presentation format (language, graphic communication and structural organization of the report)	12
2.	Literature review	5
3.	Conceptual framework	5
4.	Empirical bases (results)	6
5.	Data processing and analysis	6
6.	Conclusions and recommendations	5
7.	Originality and contribution to the profession	3
	Total	42

- 2.7.9 Assessment of final written dissertation shall determine acceptability and passing of the candidate. A candidate who scores below grade C shall be deemed to have failed Dissertation II/ Project Paper II and shall resubmit.
- 2.7.10 Re-submission of Dissertation II/ Project Paper II/ Dissertation shall be regarded as a supplementary examination. In that case the maximum grade that can be awarded is C.
- 2.7.11 A student who fails the resubmitted Dissertation II/Dissertation/ Project Paper II shall be required to repeat the subject once in the subsequent year.

3.0 Industrial Training

- 3.1 Assessment of Industrial Training shall be awarded marks as follows:

Assessment Criteria	Maximum marks
Student logbook, which is verified and assessed by the external (organization) Supervisor	20%
The assessment report of the internal (University) supervisor	20%
The student's final report and presentation before a panel	60%
Total	100%

- 3.2 A student who fails in IT shall be required to repeat IT before starting the subsequent IT.

**A) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF EARTH SCIENCES, REAL ESTATE,
BUSINESS STUDIES AND INFORMATICS – UNIT
SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS - UNIT SYSTEM

In addition to the University General Examination Regulations and the Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Earth Sciences, Real Estate, Business Studies and Informatics.

A. School regulations for the programmes of Bachelor of Science in Geomatics and Bachelor of Science in Geoinformatics

1.0 In-semester projects

- 1.1 In-semester projects shall commence as per Almanac of the respective Semester as prescribed in the curriculum.
- 1.2 Unsatisfactory progress in In-Semester Project shall mean failure by the candidate to attend satisfactorily the fieldwork (practical) sessions, to conduct a minimum of 2 students/staff consultations during the office-work (report writing) session in the semester in which the In-Semester Project is scheduled and/or failure by the candidate to effect the required improvements on the draft written report as evident in the consultation monitoring forms whereas;
 - a) The In-Semester Project supervisor(s) and students shall sign a Fieldwork Attendance Form in all fieldwork sessions and a Consultation Monitoring Form after every consultation session during report writing.
 - b) A copy of the In-Semester Project consultation form shall be held by both the supervisor(s) and the student.
 - c) All such cases of unsatisfactory progress in In-Semester Project shall be reported to the School Dean by one week prior to the start of Semester University Examinations.
- 1.3 The assessment of In-semester projects shall be made through a Continuous Assessment that shall comprise oral presentations and a final University examination that shall comprise one final oral presentation and assessment of a written report.
- 1.4 Continuous assessment shall comprise assessments of oral presentation, participation in group work and consultation with supervisors as prescribed in the curriculum.
- 1.5 Continuous assessment (i.e. oral presentations) shall account for 40% and final oral presentation and assessment of written group work for 60% both leading to an assessment of 100%.
- 1.6 For the purpose of continuous assessment, there shall be at least two oral presentations of the project work for each class doing in-semester project (each weighing 2 i.e. 20%). At least one oral presentation shall be conducted in the field (during the field work) and shall be assessed by the supervisor(s) and at least one oral presentation shall be conducted after completion of the fieldwork but before the last Friday Preceding the University Examination and shall be assessed by other members of staff in the department in addition to the project supervisor(s).
- 1.7 Continuous assessment marks shall be derived from group presentation involving all members of the group and accounting for 7.5 marks of the 20%, as well as from individual interviews before a panel of examiners accounting for 12.5 marks of the 20%.
- 1.8 The University Examination of the project work shall comprise the following parts:

-
- a) Evaluation of the written report –Weight 3 (30%),
 - b) Group presentation (oral) before a panel of departmental examiners –Weight 1(10%),
 - c) Oral examination (interview) of individual students. In this regard, candidates shall be interviewed/examined on the project work and, whenever it is considered necessary; questions may be asked from other topics related to the project – Weight 2(20%). All leading to an assessment of 60%.
- 1.9 Three loose bound written In-semester project reports from each group shall be handed in to the Head of Department by the last Friday preceding University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded the examination.
- 1.10 For the purpose of submission of final report of the In-semester Project, the candidate must obtain the supervisor(s)' endorsement whereas;
- a) Any candidate who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the In-semester Project must be reported by the supervisor(s) to the Head of Department one week prior to the start of the Semester examinations;
 - c) All In-Semester Project Reports that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor(s) and accepted for submission.
- 1.11 The In-semester Project report shall be word-processed 1.5 line-spaced on A-4 sheets, font size 12, font type Times New Roman, margins should be 2.5cm on top and left margin and 1cm on the right and bottom margin. The main body shall contain at least 30 pages.
- 1.12 A panel of at least three examiners shall assess the final University Examination oral presentation.
- 1.13 Any examined In-semester Project report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor(s); and two hard bound copies of the Report, signed by the supervisor(s) are submitted to the Head of Department.
- 1.14 Failure by the student to correct errors/mistakes/shortfalls pointed out by the examiner(s) on the In-semester project report within two weeks after University examinations, without compelling reasons, shall cause the student to be deemed to have absconded the examination and shall be discontinued from studies.
- 1.15 The oral presentation and the written reports shall be assessed in accordance with the following format:
- 1.15.1 Form (a): Assessment of In-semester Project Group Oral Presentation (Continuous Assessment)
- Name of the Group/Group number.....
- Title of Semester project.....
- Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the topic	Methodology	Computation and analysis/ Implementation	Overall presentation	Response to questions	Total	Reduced Marks (15%)*
Maximum Marks			10	30	30	10	20	100	15
1.									
2.									
3.									
4.									
5.									
6.									

*Each presentation shall contribute 7.5%

Assessor's Comments if any.....

Signature:.....

Date:.....

1.15.2 Form (b) Assessment of In-semester Project Individual Oral Presentations
(Continuous Assessment)

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of individual's participation	Response to general Questions	Total	Reduced Marks (25%)*
Maximum Marks			25	25	50	100	25
1.							
2.							
3.							
4.							

SN	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of individual's participation	Response to general Questions	Total	Reduced Marks (25%)*

*Each presentation shall contribute 12.5%

Assessor's Comments if any.....

Signature:.....

Date:.....

1.15.3 Form (c): Assessment of In-semester Project Group Oral Presentation (University Examination)

Name of Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the topic	Methodology	Computation and analysis/Implementation	Overall presentation	Response to questions	Total	Reduced Marks (10%)
Maximum Marks			10	30	30	10	20	100	10
1.									
2.									
3.									
4.									

Assessor's Comments if any.....

Signature:.....

Date:.....

1.15.4 Form (d): Assessment of In-semester Project Individual Oral Presentation (University Examination)

Title of Semester project:.....

Name of assessor:.....

SN	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of Individual Participation	Response to General Questions	Total	Reduced Marks (20%)
Maximum Marks			25	25	50	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:.....

Date:.....

1.15.5 Form (e): Assessment of In-semester Project Written Report (University Examination):

Name of Group/Group number.....

Title of Semester project.....

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Reduced Marks (30%)		

Assessor's Comments if any.....

Signature:.....

Date:.....

2. Pre-dissertation

- 2.1 During Semester I, each Final Year Student shall be required to undertake a Pre-dissertation course in which each student shall be required to develop a Dissertation Proposal in consultation with members of staff in the department and have it approved by the department.
- 2.2 Passing a Pre-dissertation course shall be a pre-requisite for proceeding with the Dissertation course offered in Semester II of the final year.
- 2.3 Pre-Dissertation shall be assessed by means of oral presentations and a written proposal which shall contribute to the Continuous Assessment (CA) and the University Examination (UE). The CA shall account for 30%, and the UE shall account for 70%; all leading to an assessment of 100%.
- 2.3 The CA for Pre-dissertation shall constitute three oral presentations;
 - a) The First CA oral presentation shall be conducted in the third week of Semester I to evaluate the relevance, scope and feasibility of the proposed topic and assign supervisor(s) to the student(s). The student will not be awarded any marks from this presentation.
 - b) The Second and Third CA oral presentations shall be awarded marks, each accounting for 15% of the 30% CA marks, and shall be conducted at times prescribed by the department during the remaining weeks of the semester.
- 2.4 The UE for the Pre-dissertation shall constitute the final examination oral presentation, accounting for 30% and assessment of a fully developed and written dissertation proposal as a prerequisite for the Dissertation course offered in Semester II, accounting for 40%. All leading to a 70% UE assessment
- 2.5 Three loose bound written Pre-dissertation research proposals from each candidate or a group of two candidates shall be handed in to the Head of Department by the last Friday preceding the Semester University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies.
- 2.6 For the purpose of submission of final report of the Pre-dissertation research proposal, the candidate must obtain the supervisor(s)' endorsement whereas;
 - (a) Any student who fails to obtain the supervisor(s)' endorsement without compelling reasons shall have unsatisfactory progress in the whole course;
 - (b) All cases of unsatisfactory progress in the course Pre-dissertation must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester examinations;
 - (c) All Pre-dissertation research proposals that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 2.7 The written Pre-dissertation research proposal shall be assessed by three examiners at least one of them shall be the supervisor of the student and at least one shall be an independent examiner in the department who has not supervised the student.
- 2.8 Unsatisfactory progress in Pre-dissertation shall mean failure by the candidate to conduct a minimum of 5 students/staff consultations in the semester in which the Pre-dissertation is scheduled and/or failure by the candidate to effect the mutually agreed improvements on the draft written report as evident in the consultation monitoring forms whereas;
 - a) The Pre-dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session.

- b) A copy of the Pre-dissertation consultation form shall be held by both the supervisor(s) and the student.
- c) All such cases of unsatisfactory progress in Pre-dissertation shall be reported to the Head of Department by the supervisor(s) two weeks prior to the start of Semester University Examinations.
- 2.9 A student who fails pre-dissertation shall NOT be allowed to proceed with the Dissertation course offered in Semester II and shall comply with University General Examination Regulations for a failed pre-dissertation.
- 2.10 The pre-dissertation oral presentations and the written proposals shall be assessed in accordance with the following format:
- 2.10.1 Form (f): Assessment of the Pre-Dissertation First Marked Oral Presentation (Continuous Assessment):
 Name of the Assessor
 Signature:
 Date:

SN	Candidate's Reg. No	Candidate's name	Understanding of the topic	Clarity of the problem and comprehension	Relevance of the topic to the profession	Contribution to the profession (Creative thinking)	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			20	20	20	10	20	10	100	20
1.										
2.										
3.										
4.										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

- 2.10.2 Form (g): Assessment of the Pre-Dissertation Second Marked Oral Presentation (Continuous Assessment):
 Name of the Assessor
 Signature:
 Date:

SN	Candidate's eg. No	Candidate's name	Response to comments from the first presentation	Literature review and its rationale to the proposed dissertation	Research Problem Justification	Research objective(s), hypothesis/research questions, significance and benefits	Suitability of proposed Methodology	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			10	15	15	20	15	10	10	20	
1.											
2.											
3.											
4.											

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

2.10.3 Form (h): Assessment of the Pre-Dissertation Oral Presentation (University Examination)

Name of the Assessor

Signature:

Date:

SN	Candidate's Reg. No	Candidate's name	Response to comments from the second presentation	Literature review and its rationale to the proposed dissertation	Research Problem Justification	Research objective(s), hypothesis/research questions, work plan, budget and their practicability	Suitability of proposed Methodology	Data availability within the time frame & study area	Response to Questions	Total	Reduced Marks (30%)
Maximum Marks			10	20	10	15	20	10	15	100	20
1.											
2.											
3.											
4.											

Assessor's Comments if any.....

2.10.4 Form (i): Assessment of the Pre-Dissertation Written Proposal (University Examination)

Name of the Candidate:

Reg. No:

Title of Pre-Dissertation:

Marking consideration	Maximum marks	Marks awarded
Title, topic and its relevance to profession	10	
Literature review, citation, referencing and clarity of the background to the dissertation/research	20	
Statement of the problem	15	
Research objective(s), hypothesis/research questions, significance and benefits	20	
Suitability of proposed methodology	25	
Presentation Format (Style, language (grammar and structure), graphical communication, etc.) and work-plan	10	
Total	100	
Reduced Marks (40%)		

Assessor's comments if any

.....
.....
.....

Name of the Assessor

Signature:

Date:

3.0 Dissertation

- 3.1 Each final year student shall be required to submit a dissertation report from an independent study carried out during Semester II of the final year of study. In this regard, students shall execute the research proposal prepared in the course Pre-dissertation offered in Semester I of the final year of study.
- 3.2 Unsatisfactory progress in dissertation shall mean failure by the candidate to conduct a minimum of 5 students/staff consultations in the semester in which the Dissertation is scheduled and/or failure by the candidate to effect the required improvements on the draft written report as evident in the consultation monitoring forms whereas;
- a) The Dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session.
 - b) A copy of the dissertation consultation form shall be held by both the supervisor/s and the student.
 - c) All such cases of unsatisfactory progress in dissertation shall be reported to the Head of Department by the supervisor(s) two weeks prior to the start of Semester University Examinations.
- 3.3 A Dissertation shall be assessed three times within the Semester in which it is running. The first two assessments shall constitute continuous assessment and the third shall constitute the University Examination.
- 3.4 The continuous assessment shall be derived from the first two presentations which shall account for 30% (15% each), and the university examination shall comprise one final oral examination presentation and assessment of a written report which shall account for 30% and 40% respectively; all leading to an assessment of 100%.
- 3.5 Three loose bound of written Dissertation reports from each candidate or group of two candidates shall be handed in to the Head of Department by the last Friday preceding University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies.
- 3.6 For the purpose of submission of final report of the Dissertation, each candidate must obtain the supervisor(s)' endorsement whereas:
- a) Failure by the student to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the Dissertation must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester University examinations;

- c) Any Dissertation report that is not reported as being associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 3.7 Any examined Dissertation report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor(s); and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
- 3.8 Failure by the student to correct errors/mistakes/shortfalls pointed out by the examiner(s) on the Dissertation report, without compelling reasons within two weeks after the final assessment of the Dissertation, shall cause the student to be deemed to have absconded the examination and shall be discontinued from studies.
- 3.9 The dissertation work shall be assessed in accordance with the following format:
- 3.9.1 Form (j): Assessment of the Dissertation First Oral Presentation (Continuous Assessment)
- Name of the Assessor
- Signature:
- Date:

SN	Candidate's Reg. No	Candidate's name	Understanding of the topic	Suitability of methods and data collection tools	Progress on data collection	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			20	25	25	20	10	100	20
1.									
2.									
3.									
4.									

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

3.9.2 Form (k): Assessment of the Dissertation Second Oral Presentation (Continuous Assessment)

Name of the Assessor

Signature:

Date:

SN	Candidate's Reg. No	Candidate's name	Response to comments from the first presentation	Data analysis, cleaning, preparation and computation	Results and critical discussion of results	Conclusions and recommendations	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			10	25	25	15	15	10	100	20
1.										
2.										
3.										
4.										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

3.9.3 Form (l): Assessment of the Dissertation Oral Presentation (University Examination)

Name of the Assessor

Signature:

Date:

S/N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Suitability of methods and data utilized	Data analysis, cleaning, preparation and computation	Results, interpretation and critical discussion	Conclusions and recommendations	Response to Questions	Total	Reduced Marks (30%)
Maximum Marks			10	20	20	20	20	10	100	20
1.										
2.										
3.										
4.										

Assessor's Comments if any.....

3.9.4 Form (m): Assessment of the Dissertation Written Report (University Examination)

Name of the Candidate:

Title of Dissertation:

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic (problem statement, research objective, etc.)	5	
Literature review (relevancy and referencing and citation)	5	
Methodology: (Method (s), data collection, computations and presentation)	10	
Results and interpretation and critical discussion of the results	10	
Conclusion, recommendations and contribution to the profession	6	
Presentation Format (Style, language, graphical communication, etc.)	4	

Marking consideration	Maximum marks	Marks awarded
Total	40	

Assessor's comments if any

Name of the Assessor Signature:

Date:

4. Industrial Training

- 4.1 Industrial training shall be conducted as per the Undergraduate General University Regulations. In addition, the following shall apply:
- 4.2 Continuous Assessment (CA) of the Industrial Training shall constitute assessment by the visiting internal (university) examiner/supervisor (10%) and assessment of the logbook by the on-site (external /organization) supervisor (20%); all leading to a 30% CA of the industrial training.
- 4.3 The University Examination (UE) of the Industrial Training shall consist of a final examination oral presentation and assessment of Industrial Training report accompanied by the logbook(s) of the involved student(s). The oral presentation shall account for 30% and assessment of the written report shall account for 40% both leading to 70% UE assessment of the industrial training.
- 4.4 Assessment of the oral presentation shall involve individual students. A group of students sharing the IT placement and thus the work done during the IT may be allowed to deliver a group oral presentation which shall be followed by individual interviews of students constituting the group before a panel of examiners.
- 4.5 The oral presentation shall be arranged and conducted in conjunction with the handing in of students' logbooks as per the Undergraduate General University Regulations. Only logbooks assessed or verified by the on-site supervisor shall be accepted for the UE whereas a logbook that is not assessed or verified shall cause the respective student to be treated as not having attended Industrial Training hence abscondment and discontinuation from studies.
- 4.6 The industrial training reports shall be submitted to the Head of Department seven (7) days prior to the date of the arranged final examination oral presentation.
- 4.7 The industrial training shall be assessed in accordance with the following format:
- 4.7.1 Form (n): Assessment of Industrial Training by Visiting Examiner (Continuous Assessment)
IT placement:

Name of Assessor/Visiting Supervisor:

SN	Candidate's Reg. No	Candidate's name	Understanding of the field training	Logbook keeping and filling to the training programme)	Adherence to professional ethics and code of conduct	General conduct and working relations with team members and other staff	Total	Reduced Marks (10%)
Maximum Marks			20	40	30	10	100	10
1.								
2.								
3.								
4.								

Assessor's comments if any

Signature:

Date:

4.7.2 Form (o): Assessment of Industrial Training Oral Presentation (University Examination)

Industrial Training Placement:

Name of assessor.....

SN	Candidate's Reg. No	Candidate's name	Understanding of the subject matter	Data Collection methodology (both primary and secondary data)	Computation, analysis and dissemination of the collected data	Demonstration of practical skills gained	Style of presentation and response to questions	Total	Reduced Marks (30%)
Maximum Marks			20	20	20	20	20	100	30
1.									
2.									
3.									
4.									

Assessor's comments if any

Signature:

Date:

4.7.3 Form (p): Assessment of Industrial Training Written Report (University Examination):

Name of Candidate(s)/Group Number:

Industrial Training Placement:

Title of Industrial Training Report:

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	

Marking consideration	Maximum marks	Marks awarded
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Reduced Marks (40%)		

Assessor's Comments if any.....

Signature:.....

Date:.....

B. Bachelor of Science in Information Systems Management

1. In-semester Projects

- 1.1 Continuous assessment shall comprise assessments of oral presentation, participation in group work, consultation with supervisors, exercises and tests as the case may be in each department.
- 1.2 Both the supervisor(s) and the students shall be required to sign a consultation monitoring Log Book after every consultation session.
- 1.3 For the purpose of continuous assessment, there shall be at least two oral presentations of project work for each class doing semester project.
- 1.4 Continuous assessment marks shall be derived from group presentation involving all members of the group as well as from individual interview before a panel of examiners.
- 1.5 Continuous assessment (i.e. oral presentations) shall account for 40% and final oral presentation and written group work for 60% both leading to an assessment of 100%. Each department shall prescribe detailed modalities of assessment.
- 1.6 Departments shall prescribe formats of project reports.
- 1.7 Loose bound 3 copies of project reports from each group shall be handed in to the Head of Department by the last Friday preceding University Semester Examinations and the same must be endorsed by supervisors before submitting to the head of department; only then, shall the candidate be allowed to attend the oral examination. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the project.
- 1.8 The Project work shall be word-processed double-spaced on A-4 sheets, using font size 12. The main body shall contain at least 30 pages.
- 1.9 A panel of at least two examiners shall assess the final oral presentation.
- 1.10 Examination of the project work shall comprise the following parts:
 - (a) Evaluation of the written report (40%),
 - (b) Group presentation (oral) before a panel of departmental examiners (5%),
 - (c) Oral examination (interview) of individual students. In this regard, candidates shall be interviewed/examined on the project work and, whenever it is considered necessary, questions may be asked from other topics related to the project (15%),

- 1.11 An unsatisfactory written report (i.e. scoring less than 16 marks) will mean a fail in the project.
- 1.12 Each student must pass the final individual oral presentation. If a student fails the final oral presentation, (i.e. gets less than 6 marks), the marks for the written report shall not be considered. In that case the student shall be deemed to have failed the project.
- 1.13 Group oral presentations must be passed for the written reports to be assessed.
- 1.14 A Semester project may be passed subject to corrections.
- 1.15 A Semester project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound project report, endorsed by the supervisor are submitted to the Head of Department. Failure to do so without compelling reasons at least 7 days before the scheduled date for school board meeting shall cause the project to be failed.
- 1.16 The oral presentation and the written reports shall be assessed in accordance with the following format:
- 1.17.1 Form (a): Semester Project Group Oral Presentation (Continuous Assessment)

Names of candidates/group number.....
 Title of Semester project.....
 Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to question	20	
Total	100	
Marks out of (10%)		

Assessor's Comments if any
 Signature:..... Date:.....

- 1.17.2 Form (b): Semester Project Assessment of Oral Individual Presentations (Continuous Assessment)

Name of candidate:.....
 Title of Semester project:.....
 Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the subject matter	25	
Level of individual's participation	25	
Response to general Questions	50	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....
 Signature:..... Date:.....

1.17.3 Form (c): Semester Project of Group Oral Presentation (Final Examination):

Names of candidates/group number:.....
Title of Semester project:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall Presentation	10	
Response to Questions	20	
Total	100	
Marks Out of (10%)		

Assessor's comments if any:.....
Signature:..... Date:.....

1.17.4 Form (d): Semester Project Assessment of Individual Oral Presentation (Final Examination):

Name of candidate:.....
Title of Semester project:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the subject matter	25	
Level of individual's participation	25	
Response to general Question	50	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....
Signature:..... Date:.....

1.17.5 Form (e): Semester Assessment of the Written Report (Final Examination):

Name of candidates/group number:.....
Title of Semester project:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....
Signature:..... Date:.....

2. Dissertation

- 2.1 In consultation with members of staff each final year student or group of not more than two final year students shall prepare a dissertation proposal during the first semester in the final year (Dissertation I). Dissertation proposals shall be presented in eleventh week of the first semester.
 - 2.2 Each final year student or group of two final year students shall be required to submit a dissertation report from an independent study carried out during the second semester in the final year of study. In this regard, students shall execute the research proposal prepared in the course Dissertation I.
 - 2.3 Dissertation supervisor(s) and students shall sign a consultation monitoring form after every consultation session. Supervisors shall avail the consultation forms to the head of department in the last week before commencement of end of University Semester Examinations.
 - 2.4 Dissertation shall be assessed three times; in the fourth and twelfth weeks of a semester and during the University Examinations period. The first two assessments shall constitute continuous assessment. The School Board shall prescribe the assessment mode.
 - 2.5 Continuous assessment shall be derived from the first two presentations which shall account for 40%, and final oral examination presentation and written report shall account for 20% and 40% respectively; all leading to an assessment of 100%.
 - 2.6 Three loose bound copies of the dissertation report endorsed by the supervisor(s) shall be submitted to the Head of Department by the last Friday preceding the start of the University Semester Examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the Dissertation.
 - 2.7 A dissertation may be passed subject to corrections.
 - 2.8 Any dissertation, which has been passed subject to corrections, shall be considered to be completed only when mistakes/shortfalls pointed out by the examiners have been corrected and three hard bound copies endorsed by the supervisor(s) are submitted to the Head of the Department. Failure to do so without compelling reasons at least seven days before the School Board meeting shall cause the dissertation to be failed.
 - 2.9 The assessment of the dissertation work shall use the following format:
- 2.10.1 Form (f): Assessment of DISSERTATION I Oral Presentation (Continuous Assessment):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Style of presentation	10	
Response to Question	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

2.10.2 Form (g): Assessment of DISSERTATION I Oral Presentation (Final Examination):

Name of candidates/group number:.....
Title of Semester project:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Style of presentation	10	
Response to Question	20	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....
Signature:..... Date:.....

2.10.3 Form (h): Assessment of the DISSERTATION I written report (Final Examination):

Name of candidates/group number:.....
Title of Semester project:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	10	
Coverage of literature review	30	
Suitability of proposed methodology	30	
Overall Presentation	10	
Response to Questions	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....
Signature:..... Date:.....

2.10.4 Form (i): Assessment of DISSERTATION II Oral Presentation (Continuous Assessment):

Name of candidate:.....
Title of dissertation:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....
Signature:..... Date:.....

2.10.5 Form (j): Assessment of DISSERTATION II Oral Presentation (Final Examination):

Name of candidates/group number:.....
Title of dissertation:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....
Signature:..... Date:.....

2.10.6 Form (k): Assessment of the DISSERTATION II written report (Final Examination):

Name of candidate:.....
Title of dissertation:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Form Format of presentation (Style, typing, language)	30	
Literature review and referencing	30	
Data processing and analysis	10	
Conclusion and recommendations	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....
Signature:..... Date:.....

3. Industrial Training

Assessment of Industrial Training shall be based on the following attributes:

- The Assessment by the visiting internal (University) supervisor (10%).
- Assessment by the on-site external (organization) supervisor (20%).
- Student's Logbook (and IT report) verified by the external supervisor: the student's oral presentation before a panel of his/her departmental academic staff (70%).

School regulations for the programmes of Bachelor of Science in Land Management and Valuation, Bachelor of Science in Real Estate (Finance and Investment), Bachelor of Science in Property and Facilities Management, and Bachelor of Science in Accounting and Finance

1. Taught Courses

- 1.1 Continuous assessment of taught courses shall comprise timed tests and homeworks. Timed tests shall be written or oral. In each semester there shall be at least two tests under examination conditions; and at least two homeworks or practical exercises, or a combination thereof per course. Questions or thematic reading areas for oral examinations shall be pre-determined and made available to students *a priori*.
- 1.2 For the purposes of oral examination for continuous assessment:
 - a) Examination panel shall comprise at least two examiners including the course instructor;
 - b) The assessment shall be based on the contents and/or responses of the candidates;
 - c) The final mark shall be the average of the scores awarded by the members of the examination panel;
 - d) Oral examinations shall not apply to the following courses: LM 111 Mathematics, LM 112 Statistics, LM121 Architectural Studies and Construction, BB 151 Business Mathematics, BB 152 Business Statistics, RE 211 Financial Mathematics, RE 316 Quantitative Methods, EC 218 Quantitative Methods I, EC 219 Econometrics I, RE 342 Econometrics, and LM 466 Valuation Casework.
- 1.3 At least one test shall be in form of written examination.
- 1.4 Tests as part of coursework assessment shall be held between the 4th and 12th weeks of the semester; and the results shall be posted before the last Friday of the 14th week of the semester.
- 1.5 Homework, practicals, take home assignments, essays, reports and combination thereof shall be submitted to the respective lecturer before the 12th week of the semester.
- 1.6 Final continuous assessment marks shall be posted a week prior to the start of the University Examinations.

2. Semester Project

- 2.1 Continuous coursework assessment in Semester Project shall comprise oral presentation, participation in group work, and consultation with supervisor(s), as the case may be in each department.
- 2.2 For the purpose of continuous coursework assessment, there shall be two oral presentations of Semester Project in the semesters in which the course is offered. The second Semester Project assessment shall be held, at the latest, a week before the University examinations commence.
- 2.3 For the purpose of Semester Project, University examination shall comprise a written group Semester Project Report and oral presentation of the Semester Project by the students.

- 2.4 Three loose bound written semester project reports from each group shall be handed in to the Head of Department by the last Friday preceding University examinations and the same must be signed by the Semester Project Supervisor(s). Students who fail to observe this rule without compelling reasons shall be penalized by deducting from the total score of the semester project five marks for each day delayed.
- 2.5 A panel of at least three examiners, one of whom shall have the requisite competence in the subject, shall assess the final oral Semester Project presentation of the University Examination.
- 2.6 A Semester Project may be passed subject to corrections. Any Semester Project, which is passed subject to corrections, shall be considered to be completed only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department. Failure by the students to correct, without compelling reasons, before the School Board meeting shall render the Semester Project failed.
- 2.7 The Dean shall publish results of Semester Projects in advance of the other examinations to enable students to comply with School Regulation 2.6.
- 2.8 The oral presentation and the written reports shall be assessed in accordance with prescribed Form No. 2.1 – 2.4.

2.1 Semester Project Oral Assessment Form I: Group Presentation

Group No.:

Names of Candidates:

Project Title:

Name of Examiner:

Date:

Marking Consideration	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Topic	20		
Data Collection Methodology	20		
Data Analysis	15		
Self Expression and Presentation Style	20		
Response to Questions	25		
Total	100		

Examiner's Comments:

Signature:

2.2 Semester Project Oral Assessment Form II: Individual Presentation

Group No.:

Name of Candidate:

Project Title:

Name of Examiner:

Marking Consideration	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Subject Matter	30.0		
Level of Individual Participation	40.0		
Response to Questions	30.0		
Total	100		

Examiner's Comments, :

.....

Signature:

2.3 Semester Project Oral Assessment Form III: Individual Participation in Group Work

Semester Project Title:

S/N	Name of Candidate	Group Participation as Assessed by Fellow Group Members				
		Member 1	Member 2	Member 3	Member 4	Average
1						
2						
3						
4						

Scale: Excellent=A, Very Good = B, Good=C, Fair=D, Poor=E, Did not participate= F

2.4 Semester Project Written Report Assessment Form IV

Group No.:

Names of Candidates:

Project Title:

Name of Examiner:

Marking Consideration	Maximum marks (%)	Marks Awarded	Remarks
Understanding of the Project	15		
Form and Format of Presentation (Style, Word-processing, Language)	10		
Literature Review and Referencing	10		
Validity of Research Methods	20		
Data Processing and Analysis	30		
Conclusions & Recommendations	15		
Total	100		

Examiner's Comments, :

Signature:

- 2.9 The final assessment shall be made by a panel of examiners, which shall consist of one project supervisor and one member of academic staff who did not supervise the project

3. Dissertation

- 3.1 In the final year semester I, each student shall be required to develop a Dissertation Proposal (Dissertation 1) for approval by the department. Dissertation 1 shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time

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- by the departments. The final written dissertation proposal shall be submitted for assessment during the University Examination Session.
- 3.2 The Dean of School may bar any candidate from being admitted to a Pre-Dissertation/Dissertation 1 examination where he or she is satisfied that the candidate has NOT satisfactorily performed well in his/her CA. Satisfactory performance in CA in Pre-Dissertation/Dissertation 1 Course shall mean an award of at least 50%.
 - 3.3 A Candidate who has been barred from sitting for Pre-Dissertation/Dissertation 1 Examination shall NOT be allowed to proceed with Dissertation Course offered in the following semester
 - 3.4 The candidate shall be required by the School to improve the bad pre-dissertation/Dissertation 1 and re-submit.
 - 3.5 The Head of Department shall appoint a dissertation coordinator whose responsibility shall be to coordinate all the designated dissertation works in the department. The coordinator shall be assisted by supervisors assigned to each student.
 - 3.6 There shall be a minimum of 5 students/staff consultations in each semester. Dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session. Supervisors shall avail the consultation forms to the head of department in the last week before commencement of end of University Semester Examinations. Where less than three consultations have been made, this shall be regarded as inadequate and hence, the candidate shall repeat the dissertation.
 - 3.7 Dissertation shall be assessed three times during Semester II of final year; in the 4th and 13th weeks of the semester and the final assessment shall be done during the University Examination session.
 - 3.8 For the purposes of continuous coursework assessment, dissertation shall be assessed twice. The School Board shall prescribe the time and mode of assessment which supervisors and students shall adhere to.
 - 3.9 The University Examination for dissertation shall comprise an oral presentation and an assessment of the written dissertation report. The maximum marks for the written dissertation shall be 60% and 40% for continuous assessment including oral presentation.
 - 3.10 A panel of at least three examiners shall assess the final oral presentation.
 - 3.11 Three loose bound dissertation reports endorsed by the supervisor(s) shall be submitted to the Department by the last Thursday preceding the commencement of University Examinations in the second semester of the final year of study. Students who fail to observe this rule shall be penalised by deducting five marks for each day the dissertation report is not submitted.
 - 3.12 A dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the report submitted to the Department. Failure by the student to correct, without compelling reasons, before a date prescribed by the School shall cause the dissertation to be failed.
 - 3.13 The School shall publish results of Assessment of Dissertations immediately after oral examinations.

- 3.14 A student who fails in Dissertation shall be given a maximum period of three months to re-submit from the date the Senate approves examination results.
- 3.15 Re-submission of a dissertation shall be regarded as a supplementary examination of a carryover course, which shall be subject to University Regulations 23 and 28.
- 3.16 Dissertation shall be assessed in accordance with prescribed Dissertation Oral Assessment Form (DOAF) No. 2.5-2.6:

2.5 Dissertation Form (a) Assessment of Oral Dissertation Presentation

Name of Candidate:

Dissertation Title:

Name of Examiner:

Marking Consideration	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Topic	20		
Validity of Research Methods Employed	20		
Data Analysis	15		
Self Expression and Presentation Style	20		
Response to Questions	25		
Total	100		

Examiner's Comments, if any:

Signature: Date:

2.6 Dissertation Form (b): Assessment of the Written Dissertation Report

Name of Candidate:

Dissertation Title:

Name of Examiner:

Marking Consideration	Maximum marks	Marks Awarded	Remarks
Understanding of the Dissertation	15		
Form and Format of Presentation (Style, Word-processing, Language)	10		
Literature Review and Referencing	10		
Validity of Research Methods	20		
Data Processing and Analysis	30		
Conclusions & Recommendations	15		
Total	100		

Examiner's comments, if any:

Signature:.....Date:

4. Industrial Training/Fieldwork

- 4.1 For each degree programme, the School Board shall prescribe the mode and manner of conducting Industrial Training.

- 4.2 Assessment of Industrial Training shall be based on the following consideration:

Item	Maximum Marks (%)	Marks Awarded	Remarks
Assessment by the visiting internal (University) supervisor	30		
Assessment by Fieldwork Trainer(at IT place/ supervisor)	20		
Student's logbook (and IT report) duly verified by the Field Trainer.	30		
The student's oral presentation before a panel of at least three departmental academic staff members	20		
Total	100		

- 4.3 Where marks for Visiting University Supervisor and of the Fieldwork Trainer above cannot be obtained, the Department shall determine a grade for these components based on a pro-rata performance in marks obtained in logbook and student's oral presentation.
- 4.4 For the purpose of the assessment in 3.10 above, at least two qualified Departmental academic staff members shall be present in the oral presentation session to make the assessment.

**B) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF EARTH SCIENCES, REAL ESTATE,
BUSINESS STUDIES AND INFORMATICS - CREDIT
SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS – CREDIT SYSTEM

In addition to the University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the Undergraduate programmes in the School of Earth Sciences, Real Estate, Business and Informatics.

School General Undergraduate Examination Regulations

1.0 Taught Courses

- 1.1 Taught courses shall be evaluated through continuous assessment and final examinations. Continuous assessment accounts for 30% and final University Examinations 70% of the total 100% marks.
- 1.2 Continuous assessment of taught courses shall comprise timed tests and homework. For the purpose of continuous assessment;
 - a) Timed tests shall be written or oral.
 - b) In each semester there shall be at least two tests under examination conditions; and at least two homework or practical exercises, or a combination thereof per course.
 - c) In case Continuous assessment involves questions or thematic reading areas for oral examinations, such questions or thematic areas shall be pre-determined and made available to students a-prior examination.
 - d) Students who miss assignments/tests or any other type of Continuous Assessment shall be required to provide evidence such as excuse on duty (E.D.) from the University Dispensary or permission from the Head of Department to the effect that satisfactorily justify their absence to qualify for special test/assignment.
 - e) Any student who for compelling reason as (d) fails to sit for any test/assignment, presentation or any other assessed activity of a taught course shall be given an opportunity to sit for the missed CA assessment activity before the compilation and final release of Continuous assessment results.
 - f) Any candidate who fails to observe (d) and (e) shall be deemed to have absconded examinations.
- 1.3 For the purposes of oral examination for continuous assessment of taught courses:
 - a) Examination panel shall comprise at least two examiners including the course instructor;
 - b) The assessment shall be based on the contents and/or responses of the candidates;
 - c) The final mark shall be the average of the scores awarded by the members of the examination panel;
- 1.4 There shall be a minimum of two take home assignments and two written tests under examination conditions per semester for any Taught Course. Written tests shall carry a weight of two (2) against a weight of one (1) for assignments, all leading to a total assessment of 30% marks.
- 1.5 At least one test shall be in form of written examination

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- 1.6 Tests as part of continuous assessment shall be conducted during such time as specified in the University Almanac.
 - 1.7 Assignments, practical, essays, reports or/and any combination thereof as part of continuous assessment shall be submitted to the respective lecturer course instructor two three weeks prior to the start of Semester University Examinations
 - 1.8 Examinations of courses involving caseworks shall be conducted by the last Friday preceding semester examinations

2.0 Semester Project

- 2.1 For the purpose of continuous assessment in Semester Projects, there shall be a minimum of two assessed oral presentations of Semester Project in the semesters in which the course is offered. The second Semester Project assessment shall be held, at the latest, a week before the University examinations commence
- 2.2 The assessment of Semester project shall be made through continuous assessment (interim oral presentations) and final examination (final oral presentation and written semester project report).
- 2.3 For the purpose of continuous assessment in Semester Project there shall be a minimum of two (2) assessed oral presentations in the semester in which the course is offered. The second semester project assessment shall be held at the latest a week before University examination commences.
- 2.4 Three loose bound written Semester Project reports from each candidate or group of candidates shall be handed in to the Head of Department two weeks by the last Friday preceding University examinations prior to the start of the semester University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination and therefore be discontinued from studies.
- 2.5 For the purpose of submission of final report of the Semester Project the candidate must obtain the supervisor's endorsement whereas;
 - a) Any student who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course; and such student shall be barred from final examinations and shall repeat the whole course when next offered
 - b) Any student who is barred as per GUER 3.4 shall be informed by the Dean one week before the start of the University examinations
 - c) All cases of unsatisfactory progress in the course Semester Project must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester examinations.
 - d) All Semester Project Report that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 2.6 The Semester Project report shall be word-processed 1.5 spaced on A-4 sheets, font size 12, font type Times New Roman, margins should be 2.5 cm on top and left margin and 1 cm on the right and bottom margins. The main body shall contain between 30 and 50 pages.
- 2.7 The Semester Project Report shall be examined by two examiners; one of them shall be the supervisor of the student.

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- 2.8 A panel of at least three examiners, one of whom shall have the requisite competence in the subject, shall assess the final oral Semester Project presentation of the University Examination
 - 2.9 Any examined Semester Project report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and duly submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor/s; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
 - 2.10 Failure by a student to correct the errors/mistakes/shortfalls pointed out by the examiner(s) in the Semester Project report, without compelling reasons, within seven days after the final assessment of the Semester Project, shall cause the results to be withheld until the first three weeks of a new semester beyond which shall be regarded as an abscondment and hence discontinued from studies.
 - 2.11 Continuous assessment in Semester Project shall comprise oral presentation, participation in group work, and consultation with supervisor(s), as the case may be in each department
 - 2.12 For the purpose of continuous assessment, there shall be at least two oral presentations of project work for each class doing semester project.
 - 2.13 Continuous assessment marks shall be derived from group presentation involving all members of the group as well as from individual interview before a panel of examiners.
 - 2.14 Unless specified otherwise in the programme specific regulations, any student who fails in semester project shall be required to repeat the course when next offered.

3.0 Pre-dissertation

- 3.1 During Semester I, of each Final Year Student shall be required to undertake a Pre-dissertation course in which they will be required to develop a Dissertation Proposal in consultation with members of staff in their respective department and have it approved by that department.
- 3.2 Passing a Pre-dissertation course shall be a pre-requisite for proceeding to the Dissertation course offered in Semester two of final year
- 3.3 Pre-Dissertation shall be assessed by means of oral presentations and written proposal which shall contribute to the Continuous Assessment (CA) and the University Examination (UE). The CA shall account for 40%, and the UE shall account for 60%; all leading to an assessment of 100%.
- 3.4 The CA for Pre-dissertation shall constitute three oral presentations;
 - a) First CA oral presentation shall be conducted in the third week of Semester I to evaluate the relevance, scope and feasibility of the proposed topic and assign supervisor(s) to the student(s). The student will not be awarded any marks from this presentation
 - b) Second and Third CA oral presentations assessment shall be conducted for each candidate within the semester in which In-semester project is conducted depending on the fulfillment of the requirement of first presentation.

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- 3.5 The UE for the Pre-dissertation shall constitute the final examination oral presentation and a fully developed and written dissertation proposal as a prerequisite for the Dissertation course offered in semester II.
- 3.6 Three loose bound written Pre-dissertation research proposals from each candidate or group of candidate as the case may be shall be handed in to the Head of Department by the last Friday prior to the start of the semester University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination and therefore be discontinued from studies
- 3.7 For the purpose of submission of final report of the Pre-dissertation research proposal the candidate must obtain the supervisor's endorsement whereas;
- a) Any student who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the course Pre-dissertation must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester examinations;
 - c) All Pre-dissertation research proposals that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 3.8 Unsatisfactory progress in Pre-dissertation shall mean failure by the candidate to conduct a minimum of 5 students/staff consultations in the semester in which the Pre-dissertation is scheduled and/or failure by the candidate to effect required improvements on a draft written report as evident in the consultation monitoring form whereas;
- a) The Pre-dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session.
 - b) A copy of the Pre-dissertation consultation form shall be held by both the supervisor/s and the student.
 - c) All such cases of unsatisfactory progress in Pre-dissertation shall be reported to the Dean two weeks prior to the start of Semester University Examinations.
- 3.9 A student who fails pre-dissertation shall not be allowed to proceed with the Dissertation course offered in Semester II.
- 3.10 A student who is barred from a Pre-Dissertation University Examination under UGER or fails Pre-Dissertation shall be required to repeat the course when next offered.
- 3.11 A student, who passes a repeated pre-dissertation shall be required to proceed with the Dissertation course offered during Semester II
- 3.12 A student, who fails a repeated pre-dissertation, shall be discontinued from studies.

4.0 Dissertation

- 4.1 Each final year student or when allowed by the department a group of two final year students shall be required to submit a dissertation report from an independent study carried out during Semester II of the final year of study.
- 4.2 In the second week of the second Semester of Final year, each student shall be required to submit a dissertation proposal of the quality accepted by the department. In this regard, students shall if so required by the respective department, execute the

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- research proposal prepared in the course Pre-dissertation offered in Semester I of the final year of study.
- 4.3 Unsatisfactory progress in dissertation shall mean failure by the candidate to conduct a minimum of 5 students/staff consultations in the semester in which the Dissertation is scheduled and/or failure by the candidate to effect the required improvement on the draft written report as evident in the consultation monitoring forms whereas;
- a) The Dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session.
 - b) A copy of the dissertation consultation form shall be held by both the supervisor/s and the student.
 - c) All such cases of unsatisfactory progress in dissertation shall be reported to the Dean two weeks prior to the start of Semester University Examinations.
 - d) If no such case is reported as in (c) above, the dissertation report shall be endorsed by the supervisor and accepted for submission.
- 4.4 Dissertation shall be assessed three times; twice within the semester during which it is conducted and once during the University Examinations. The first two assessments (oral presentations) shall constitute continuous assessment. The final assessment shall comprise of an oral presentation and a written dissertation report.
- 4.5 Three loose bound of written Dissertation reports from each candidate or group of candidates as the case may be shall be handed in to the Head of Department by the last Friday preceding University examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination.
- 4.6 For the purpose of submission of final report of the Dissertation each candidate must obtain the supervisors' endorsement whereas:
- a) Failure by the student to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the course Dissertation must be reported by the supervisor to the Head of Department two weeks prior to the start of the Semester University examinations;
 - c) Any Dissertation report that is not reported as being associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 4.7 A panel of at least three examiners shall assess the final oral presentation as specified in respective degree programmes
- 4.8 Any examined Dissertation report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor/s; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
- 4.9 Failure by the student to correct the errors/mistakes/shortfalls pointed out by the examiner(s) in the Dissertation report, without compelling reasons, within three weeks after the final assessment of the Dissertation shall be deemed to have absconded examination and shall be discontinued from studies.

- 4.10 A student who fails in Dissertation shall be given a maximum period of three months to re-submit from the date the Senate approves examination results.
- 4.11 Re-submission of a dissertation shall be regarded as a supplementary examination, which shall be subject to University General Examination Regulations.
- 4.12 A candidate who fails in the re-submission of a Dissertation shall be required to repeat the course when next offered.

5.0 Industrial Training

- 5.1 Unless otherwise specified in these regulations, Industrial Training shall be conducted as per the University Undergraduate General Examination Regulations (UGER)
- 5.2 Assessment of the oral presentation of the Industrial Training shall involve individual students. A group of students sharing the IT placement and thus the work done during the IT may be allowed to deliver a group oral presentation which shall be followed by individual oral assessment of students constituting the group before a panel of examiners.
- 5.3 The filled logbook and written report shall be submitted to the Head of the Department within the first two weeks following the commencement of semester one. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded examination and shall be discontinued from studies.
- 5.4 Only logbooks assessed/verified by the on-site supervisor shall be accepted for the UE. Any candidate whose logbook is not assessed by the onsite supervisor/s shall be treated as not having attended Industrial Training hence absconded Industrial Training and therefore be discontinued from studies.
- 5.5 The Industrial Training reports shall be submitted to the Head of Department within the first two weeks following commencement of semester one. Unsatisfactory attendance of IT by less than 80% shall amount to abscondment and therefore discontinued from studies.
- 5.6 Oral presentations of Industrial Training shall be assessed by a minimum of two examiners.
- 5.7 Any candidate who fails to appear to any assessment of Industrial Training without compelling reasons shall be deemed to have absconded IT and therefore shall be discontinued from studies.
- 5.8 A candidate who fails Industrial Training shall be required to repeat the same within the maximum registration period of the program
- 5.9 For each degree programme, the School Board shall approve the mode and manner of conducting Industrial Training as proposed by departments.

BACHELOR OF SCIENCE IN GEOMATICS AND BACHELOR OF SCIENCE IN GIS AND REMOTE SENSING

1.0 In-semester projects

- 1.1 The In-semester projects shall commence and be conducted as per Almanac of the respective Semester as prescribed in the curriculum and shall last for five weeks.
- 1.2 Unsatisfactory progress in In-Semester Project shall mean failure by the candidate to attend satisfactorily the fieldwork (practical) sessions, to conduct a minimum of 2 students/staff consultations during the office-work (report writing) session in the

semester which the In-Semester Project is scheduled and/or failure by the candidate to effect the proposed improvements on the draft written report as evident in the consultation monitoring forms whereas;

- a) The In-Semester Project supervisor(s) and students shall sign a Fieldwork Attendance Form in all fieldwork sessions and a Consultation Monitoring Form after every consultation session during report writing.
 - b) A copy of the In-Semester Project attendance form and consultation form shall be held by both the supervisor(s) and the students.
 - c) All such cases of unsatisfactory progress in In-Semester Project shall be reported to the Dean by one week prior to the start of Semester University Examinations.
- 1.3 The assessment of In-semester projects shall be made through a Continuous Assessment that shall comprise oral presentations and a final University examination that shall comprise one final oral presentation and assessment of a written report.
- 1.5 Continuous assessment of In-semester project shall comprise assessments of oral presentation, participation in group work and consultation with supervisors as prescribed in the curriculum.
- 1.6 For the purpose of continuous assessment of In-semester project, there shall be two oral presentations of the project work for each class doing semester project (each weighing 2 i.e. 20%). One oral presentation shall be conducted during the field work and shall be assessed by the supervisor(s) and one oral presentation shall be conducted after completion of the fieldwork but before the start of University Examination and shall be assessed by other members of staff in the department in addition to the project supervisor(s).
- 1.7 Continuous assessment marks of In-semester project shall be derived from group presentation involving all members of the group as well as individual interview before a panel of examiners. Group presentation shall account for 7.5 marks of the 20%, and individual assessment shall account for 12.5 marks of the 20%.
- 1.8 Continuous assessment of In-semester project (i.e. oral presentations) shall account for 40% and final oral presentation and assessment of the written group report for 60% both leading to an assessment of 100%.
- 1.9 The University Examination of the In-semester project shall comprise the following parts:
- a) Assessment of the group written report – weight 3 (30%),
 - b) Group oral presentation Weight 1 (10%),
 - c) Individual oral Examination. In this regard, candidates shall be interviewed/examined on the project work and, whenever it is considered necessary, questions may be asked from other topics related to the project – Weight 2 (20%).
- 1.10 Three loose bound written In-semester project reports from each group shall be handed in to the Head of Department by the last Friday preceding University Semester examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies.
- 1.11 For the purpose of submission of final report of the In-semester Project report the candidate must obtain the supervisor(s)' endorsement whereas;

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- a) Any candidate who fails to obtain the supervisors endorsement without compelling reasons shall cause the student to have unsatisfactory progress in the whole course;
 - b) All cases of unsatisfactory progress in the course Semester Project must be reported by the supervisor to the Head of Department one week prior to the start of the Semester examinations;
 - c) All Semester Project Reports that are not reported to be associated with unsatisfactory progress shall be endorsed by the supervisor and accepted for submission.
- 1.12 The In-semester Project report shall be word-processed 1.5 line-spaced on A-4 sheets, font size 12, font type Times New Roman, margins should be 2.5cm on top and left margin and 1cm on the right and bottom margins The main body shall contain at least 30 pages.
- 1.13 A panel of at least three examiners shall assess the final University Examination oral presentation of In-semester project
- 1.14 Any examined in-semester Project report which upon assessment by the panel of examiners in the final presentation requires any corrections, shall be considered to be completed and dully submitted only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Supervisor(s); and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department.
- 1.15 Failure by the student to correct the errors/mistakes/shortfalls pointed out by the examiner(s) within two weeks, without compelling reasons shall be considered to have absconded examination and shall be discontinued from studies.
- 1.16 For the first year of study, the In-semester project shall last for four weeks commencing in the first week following the University Examinations and after the four weeks students shall proceed to their Industrial Training placements.
- 1.17 Both Continuous Assessment and University Examination of the first year in-semester project shall be completed within the four weeks.
- 1.18 Continuous assessment marks for the first year in-semester project shall be derived from individual assessments only. These shall constitute at least one assessment of the Field Participation (20%) and at least one Practical Assessment (20%). Both assessments shall involve project supervisor(s) and other members of staff in the department.
- 1.19 The University Examination of the first year In-semester project shall comprise the following parts:
- a) Individual practical assessment - Weight 2 (20%),
 - b) Group oral presentation - Weight 2 (20%),
 - c) Assessment of a group technical report – Weight 2 (20%).
- 1.20 The oral presentation and the written In-semester Project Report shall be assessed in accordance with the following format:

1.20.1 Table (a1): Assessment of In-semester Project Individual Field Participation - Year I
BSc Geomatics (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project

Name of assessor.....

S/N	Candidate's Reg. No.	Candidate's name	Job planning and its field execution	Adherence to Field Principles and Procedures	Instrument handling	Team work and time management	Overall field conduct	Total	Reduced Marks (20%)
Maximum Marks			20	30	30	10	10	100	20
1									
2									
3									

Assessor's Comments if any.....

Signature:.....

Date:.....

Table (a2): Assessment of In-semester Project Individual Participation - Year I BSc
GIS&RS (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

S/N	Candidate's Reg. No.	Candidate's name	Job planning and its execution	Adherence to Spatial Data Acquisition Principles and Procedures	Software implementation skills and competence	Team work and time management	Overall field /office conduct	Total	Reduced Marks (20%)
Maximum Marks			20	30	30	10	10	100	20
1									
2									
3									

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.2 Table (b1): Individual Practical Assessment of In-semester Project - Year I BSc Geomatics (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Instrument set up	Observation of surveying data	Booking and reduction	Total	Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							

Assessor's Comments if any.....

Signature:.....

Date:.....

Form (b2): Individual Practical Assessment of In-semester Project - Year I BSc GIS&RS (Continuous Assessment).

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Project creation and set up	Data preparation and input	Organization/management of data in the created project	Total	Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.3 Table (c): Assessment of In-semester Project Group Oral Presentation (Continuous Assessment)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

S/N	Candidate's Reg. No.	Candidate's name	Understanding of the topic	Methodology	Computation and analysis/Implementation	Overall presentation	Response to questions	Total	Reduced Marks (15%)*
Maximum Marks			10	30	30	10	20	100	15
1									
2									
3									
4									

*Each presentation shall contribute 7.5%

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.4 Table (d) Assessment of In-semester Project Individual Oral Presentations
(Continuous Assessment)

Title of Semester project.....

Name of assessor.....

S/N	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of individual's participation	Response to general Questions	Total	Reduced Marks (25%)
Maximum Marks			25	25	50	100	25
1.							
2.							
3.							
4.							

*Each presentation shall contribute 12.5%

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.5 Table (e): Assessment of In-semester Project Group Oral Presentation (University Examination)

Name of Group/Group number.....

Title of Semester project.....

Name of assessor.....

S/N	Candidate's Reg. No.	Candidate's name	Understanding of the topic	Methodology	Computation and analysis/Implementation	Overall presentation	Response to questions	Total	Reduced Marks (10%)*
Maximum Marks			10	30	30	10	20	100	10
1.									
2.									
3.									
4.									

*Reduced to 20% for Year I

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.6 Table (f1): Individual Practical Assessment of In-semester Project - Year I BSc Geomatics (University Examination)

Name of the Group/Group number

Title of Semester project.....

Name of assessor.....

S/N	Candidate's Reg. No.	Candidate's name	Instrument set up	Observation of surveying data	Booking and reduction		Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							
4.							
5.							
6.							

Assessor's Comments if any.....

Signature:.....

Date:.....

Table (f2): Individual Practical Assessment of In-semester Project - Year I BSc GIS&RS (University Examination)

Name of the Group/Group number.....

Title of Semester project.....

Name of assessor.....

SN	Candidate's Reg. No.	Candidate's name	Project creation and set up	Data preparation and input	Organization/management of data in the created project	Total	Reduced Marks (20%)
Maximum Marks			30	40	30	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.7 Table (f3): Assessment of In-semester Project Individual Oral Presentation (University Examination)

Title of Semester project:.....

Name of assessor:.....

S/N	Candidate's Reg. No.	Candidate's name	Understanding of the subject matter	Level of Individual Participation	Response to General Questions	Total	Reduced Marks (20%)
Maximum Marks			25	25	50	100	20
1.							
2.							
3.							
4.							

Assessor's Comments if any.....

Signature:.....

Date:.....

1.20.8 Table (g): Assessment of In-semester Project Written Report (University Examination)

Title of Semester project.....

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Reduced Marks (30%)*		

*Reduced to 20% for Year I

Assessor's Comments if any.....

Signature:.....

Date:.....

2.0 Pre-dissertation

2.1 The pre-dissertation course shall be conducted and assessed as stipulated in the respective curriculum.

2.2 Each final year student shall be required to develop a dissertation research proposal during semester I of the final year as prescribed in the curriculum and stipulated in School regulations for pre-dissertation

2.3 The assessment of the Pre-dissertation course shall be accrued from assessment of its Part I and Part II as prescribed in the curriculum.

2.4 The pre-dissertation oral presentations and the written proposals shall be assessed in accordance with the following format:

2.4.1 Table (h): Assessment of the Pre-Dissertation First Marked Oral Presentation (Continuous Assessment):

Name of the Assessor

Signature: Date:

S/N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Clarity of the problem and comprehension	Relevance of the topic to the profession	Contribution to the profession (Creative thinking)	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (7.5%)
Maximum Marks			20	20	15	10	10	25	100	10
1.										
2.										
3.										
4.										
5.										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

2.4.2 Table (i): Assessment of the Pre-Dissertation Second Marked Oral Presentation (Continuous Assessment):

Name of the Assessor

Signature: Date:

S/N	Candidate's Reg. No	Candidate's name	Response to comments from the first presentation	Literature review and its rationale to the proposed dissertation	Research Problem Justification	Research objective(s), hypothesis/research questions, significance and benefits	Suitability of proposed Methodology	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (7.5%)
Maximum Marks			9	12	12	12	18	12	25	100	10
1.											
2											
3											
4											

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any.....

2.4.3 Table (j): Assessment of the Pre-Dissertation Oral Presentation (University Examination)

Name of the Assessor

Signature:

Date:

S/N	Candidate's Reg. No	Candidate's name	Response to comments from the second presentation	Literature review and its rationale to the proposed dissertation	Research Problem Justification	Research objective(s), hypothesis/research questions, work plan, budget and their practicability	Suitability of proposed Methodology	Data availability within the time frame & study area	Response to Questions	Total	Reduced Marks (15%)
Maximum Marks			10	20	10	15	20	10	15	100	10
1											
2											
3											
4											

Assessor's Comments if any.....

2.4.4 Table (k): Assessment of the Pre-Dissertation Written Proposal (University Examination)

Name of the Candidate:.....

Reg. No:

Title of Pre-Dissertation:

Marking consideration	Maximum marks	Marks awarded
Title, topic and its relevance to profession	10	
Literature review, citation, referencing and clarity of the background to the dissertation/research	20	
Statement of the problem	15	
Research objective(s), hypothesis/research questions, significance and benefits	20	
Suitability of proposed methodology	25	
Presentation Format (Style, language (grammar and structure), graphical communication, etc.) and work-plan	10	
Total	100	
Reduced Marks (20%)		

Assessor's comments if any

Name of the Assessor

Signature:

Date:

3.0 Dissertation

3.1 Continuous assessment of Dissertation shall be derived from the first two presentations which shall account for 30% (15% each), and final oral examination presentation and written report shall account for 30% and 40% respectively; all leading to an assessment of 100%.

3.2 The dissertation work shall be assessed in accordance with the following format:

3.2.1 Table (l): Assessment of the Dissertation First Oral Presentation (Continuous Assessment)

Name of the Assessor

Signature:

Date:

S/N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Suitability of methods and data collection tools	Progress on data collection	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			20	25	25	20	10	100	20
1.									
2.									
3.									
4.									

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any

3.3.2 Table (m): Assessment of the Dissertation Second Oral Presentation (Continuous Assessment)

Name of the Assessor

Signature:

Date:

S/N	Candidate's Reg. No	Candidate's name	Response to comments from the first presentation	Data analysis, cleaning, preparation and computation	Results and critical discussion of results	Conclusions and recommendations	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (15%)
Maximum Marks			10	25	25	15	15	10	100	20
1.										
2.										
3.										
4.										
5.										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any

- 3.3.3 Table (n): Assessment of the Dissertation Oral Presentation (University Examination)
 Name of the Assessor
 Signature:
 Date:

S/N	Candidate's Reg. No	Candidate's name	Understanding of the topic	Suitability of methods and data utilized	Data analysis, cleaning, preparation and computation	Results, interpretation and critical discussion	Conclusions and recommendations	Response to Questions	Total	Reduced Marks (30%)
Maximum Marks			10	20	20	20	20	10	100	20
1.										
2.										
3.										
4.										

Assessor's Comments if any

3.3.4 Table (o): Assessment of the Dissertation Written Report (University Examination)

Name of the Candidate:

Title of Dissertation:

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic (problem statement, research objective, etc.)	5	
Literature review (relevancy and referencing and citation)	5	
Methodology: (Method (s), data collection, computations and presentation)	10	
Results and interpretation and critical discussion of the results	10	
Conclusion, recommendations and contribution to the profession	6	
Presentation Format (Style, language, graphical communication, etc.)	4	
Total	40	

Assessor's comments if any.....

Name of the Assessor

Signature:

Date:

4.0 Industrial Training

4.1 Assessment of Industrial Training shall constitute of field assessment and final assessment.

4.2 Field Assessment (FA) of the Industrial Training shall constitute assessment by the visiting internal (university) examiner/supervisor (10%) and assessment of the logbook by the on-site (external /organization) supervisor (20%); all leading to a 30% FA of the industrial training.

4.3 The final assessment of the Industrial Training shall consist of a oral presentation and assessment of Industrial Training report accompanied by the logbook(s) of the involved student(s). The oral presentation shall account for 30% and assessment of the written report shall account for 40% both leading to 70% final assessment of the industrial training.

4.4 The industrial training shall be assessed in accordance with the following format:

4.4.1 Table (p): Assessment of Industrial Training by Visiting Supervisor (Continuous Assessment)

IT placement:

Name of Assessor/Visiting Supervisor:

S/N	Candidate's Reg. No	Candidate's name	Understanding of the field training	Logbook keeping and filling (Adherence to the training programme)	Adherence to professional ethics and code of conduct	General conduct and working relations with team members and other staff	Total	Reduced Marks (10%)
Maximum Marks			20	40	30	10	100	10
1.								
2.								
3.								
4.								
5.								
6.								

Assessor's comments if any

Signature:

Date:

4.4.2 **Table (q): Assessment of Industrial Training Oral Presentation (University Examination)**

Industrial Training Placement:

Name of assessor.....

S/N	Candidate's Reg. No	Candidate's name	Understanding of the subject matter	Data Collection methodology (both primary and secondary data)	Computation, analysis and dissemination of the collected data	Demonstration of practical skills gained	Style of presentation and response to questions	Total	Reduced Marks (30%)
Maximum Marks			20	20	20	20	20	100	30
1.									
2.									
3.									

Assessor's comments if any

Signature:

Date:

4.4.3 **Table (r): Assessment of Industrial Training Written Report (University Examination):**

Name of Candidate(s)/Group Number:

Industrial Training Placement:

Title of Industrial Training Report:

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Reduced Marks (40%)		

Assessor's Comments if any.....

Signature:.....

Date:.....

B BSc. Land Management and Valuation (BSc. LMV) BSc. Property and Facilities Management (BSc. PFM) and BSc. Real Estate Finance and Investment (BSc. REFI)

- 1.0 Oral examinations of taught courses shall not apply to the following courses: mathematics, statistics, architectural studies and constructions, business mathematics, business statistics, financial mathematics, quantitative methods, econometrics and valuation casework.

2.0 Semester Project

- 2.1 For the purpose of Semester project's Continuous Assessment (CA), there shall be two interim oral presentations in the semester for which semester project has been prescribed. CA marks shall be derived from presentations involving all the group members each having a maximum score of 20%. In arriving at the 20% for CA, individual responses to question shall account for 15% and group participation 5%. The oral presentation and the written reports shall be assessed in accordance with prescribed Table No. 2.1 – 2.4.
- 2.2 The final assessment of the Semester Project shall be made by a panel of examiners, which shall consist of one project supervisor and one member of academic staff who did not supervise the project.

2.2.1 Table 2.1 Semester Project Interim Oral Presentation Assessment

Group No.:.....
Names of Candidates:
Project Title:
Name of Examiner:
Date:

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement (Group)	5% (x2)		
Satisfactory answers to question raised (individual)	15% (x2)		
Total	40%		

Examiner's Comments:
Signature:

- 2.2.2 For the purpose of deriving the remaining 60%, Final Project assessment marks for the University semester project examination shall be awarded as indicated in Table 2.2.

Table 2.2 Semester Project Examination Assessment

Group No.:.....
Name of Candidate:
Project Title:
Name of Examiner:

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Evaluation of the written project report	40%		
Final oral presentation	20%		
Total	60%		

Examiner's Comments:

Signature:

- 2.2.3 For the purpose of semester project examination assessment in Table 2.2, the 20% for the final oral presentation shall be awarded as indicated in Table 2.3.

Table 2.3 Final oral presentation for project works

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Quality of the oral presentation (Sequencing, contents etc)(Group score)	5%		
Oral examination of individual candidates. In this respect, candidates shall be interviewed/ examined on a project works	15%		
Total	20%		

Scale: Excellent=A, Very Good = B, Good=C, Fair=D, Poor=E, Did not participate= F

- 2.2.3 For the purpose of semester project examination assessment in Table 2.2, the 40% indicated for the final written project work shall be derived as in Form 2.4.

Table 2.4 Semester Project Written Report Assessment Form

Group No.:.....

Names of Candidates:

Project Title:

Name of Examiner:

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Form and format of presentation (connectedness of paragraphs, sections and chapters)	5%		
Background information (Coverage and relevancy of literature review)	5%		
Methodology (Approach) (Clarity of methods used)	10%		
Creativity (Reflection of findings in the literature reviewed)	15%		
Conclusion (Relevancy of conclusion with regard to findings)	5%		
Total	40%		

Examiner's Comments:.....

Signature:

Date:

The Dean shall publish results of Semester Projects in advance of the other examinations to enable students to comply with School Regulation 2.6.

3.0 Research Proposal Writing Workshop

- 3.1 During Semester I of final year, each student shall be required to attend a series of research skills building workshops in the course Research Proposal Writing Workshops.
- 3.2 Continuous Assessment (CA) for Research Proposal Writing Workshops will comprise the average score in the level of participation (active) in the activities of the workshops being weighted at 30% of the overall score of the course. The level of participation in each workshop session shall be assessed based on the criteria specified in Form 3.2.1.

Table 2.3.1 Participation Assessment Form

S/N	Name of Student	Participation criteria			
		Quality of arguments	Quality of presentations	Cross referencing in arguments	Group leadership role
	Max Score	5%	10%	20%	5%

- 3.3 For the purpose of continuous assessment:
 - a) Seven (7) workshops will be done each being aligned towards a particular stage in research proposal writing. Students attending the course will be required to attend all the seven seminars, and fully participate in the activities.
 - b) The level of participation of each participant attending the workshop will be evaluated by the workshop organizer(s) and graded accordingly.
 - c) Before the final workshop assessment, the organizer(s) shall decide on the progress of each candidate and report the same to the dissertation coordinator who shall report to the HoD.
 - d) The HoD shall report all cases of “unsatisfactory progress” in the Research Proposal Writing Workshop to the Dean at least two weeks before the final presentation.
 - e) The school Dean upon receiving a report from the HoD on any “unsatisfactory progress” shall bar the candidate from submitting the final dissertation proposal.
 - f) A candidate who is so barred shall be required to repeat the course when next offered.

- g) Candidates with satisfactory progress shall proceed to submitting and presenting their final dissertation proposals.
- 3.4 Any student who fail in the course Research Proposal Writing Workshop shall be required to Repeat the course when next offered
- 3.5 For the purposes of final examination assessment:
- Each candidate will be required to produce a research proposal after a thorough consultation with at least three members of academic staff.
 - The quality of the proposal will be evaluated by the three members of academic staff independently and graded accordingly.
 - The final proposal assessment will comprise 20% of final oral presentation and 50% for the written final report all making a total of 70% of the overall score for the course. The final oral presentation of the proposal shall be before a panel of at least three academic members of staff and the quality of the presentation will be evaluated and graded according to these guidelines.
- 3.5.1 The final examination grade for the course Research Proposal Writing Workshop shall be computed as shown in Form 5.1
- Table 5.1 Final Research Proposal Writing Workshop Assessment
- Student Name:.....
- Names of Candidates:
- Project Title:
- Name of Examiner:

Exam	Criteria	Maximum score	Total Score
UE	Overall quality of the proposal		50%
	The background reflects an adequate literature review in the topic area of the research title	15%	
	The statement of the problem is well founded within the literature reviewed	10%	
	The objectives and research questions (hypothesis) can adequately provide answers to the research problem being addressed	5%	
	Potential contribution of the research has been identified and linked to possible answers that the researcher wish to address	5%	
	A thorough literature reviewed comprises both theoretical and empirical works on the area of the topic	15%	
	The overall quality of the presentation		20%
	Presentation arrangement and time management (degree of preparedness)	5%	
	Relevance of the contents being presented in relation to the topic	5%	
	Language comprehension	5%	
	Satisfactory answers to question raised (Individual)	5%	
	Total		70%

4.0 Dissertation

4.1 Dissertation assessment shall be carried out through interim oral presentations and a final examination. The UE for dissertation shall account for 70% for both oral presentation (21%) and dissertation report assessment (49%). And the CA shall constitute 30%.

4.2 Dissertation shall be assessed three times during Semester in which the course is running and the final assessment shall be done during the University Examination session.

4.3 For the purpose of Continuous Assessment (CA) there shall be two interim oral presentations each shall account for 15%.

4.4 Dissertation shall be assessed in accordance with prescribed Dissertation Assessment Table 2.4-2.7:

4.4.1 Table 2.4 Dissertation Form (a) Interim Oral Presentation Assessment for CA in Dissertation

Name of Candidate:

Dissertation Title:

Name of Examiner:

Assessment Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Presentation arrangement and time management (degree of preparedness)	2%		
Relevance of the contents being presented in relation to the topic	3%		
Language comprehension	5%		
Satisfactory answers to question raised	5%		
Total	15		

Examiner's comments, if any:

Signature:.....

Date:

4.4.2 For the purpose of deriving the 70% indicated for the UE, the final dissertation and oral presentations assessment shall be awarded as indicated in Table 2.5

Table 2.5 Dissertation Form (b) University Examination Assessment for Dissertation

Name of Candidate:

Dissertation Title:

Name of Examiner:

Assessment Criteria	Maximum Marks (%)
Evaluation of the written project report	49%
Final oral presentation	21%
Total	70%

Examiner's comments, if any:

Signature:.....

Date:

For the purpose of dissertation UE assessment, the 20% for final oral presentation shall be awarded as indicated in Table 2.6

Table 2.6 Dissertation Form (c) Final oral Presentation for Dissertation

Assessment Criteria	Maximum Marks (%)
Presentation arrangement and time management (degree of preparedness) (Group)	2%
Relevance of the contents being presented in relation to the topic (Group)	5%
Language comprehension (Individual)	6%
Satisfactory answers to question raised (Individual)	8%
Total	21%

4.4.3 For the purpose of dissertation's final UE assessment score, the 49% on written project report shall be awarded as indicated in Table 2.7

Table 2.7 Dissertation Form (d): Written Work Assessment for Dissertation

Dissertation report details (to be filled by the coordinator)

Assessment details (to be filled by the examiner)

Name of Candidate:

Dissertation Title:

Name of Examiner:

Assessment Criteria	Maximum Marks (%)
Background information (Coverage and relevancy of literature review)	4%
Methodology (Approach) data collection, data presentation and analysis (Clarity of methods used)	20%
Creativity and Originality (Reflection of findings to the literature reviewed)	15%
Conclusion and recommendation (Relevancy of conclusions and recommendations with regard to findings)	10%
Total	49%

Examiner's comments, if any:

Signature:.....

Date:

5.0 Industrial Training

5.1 Assessment of Industrial Training shall be based on the following consideration:

Assessment Criterion	Maximum Marks (%)	Marks Awarded	Remarks
External Supervisor (organization-Recommendations as per log book)	10%		
Internal Supervisor (Staff member) (Based on progress report as evaluated by the internal supervisor during field visit)	20%		
Students Oral Presentation	40%		
Student's logbook	30%		
Total	100%		

- 5.2 For the purpose of arriving at the 40% of the student's oral presentation, the following assessment criteria shall be applied;

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	10%		
Oral examination of candidate. In this respect, candidate shall be interviewed/ examined on a IT presented.	30%		
Total	40%		

C Bachelor of Science in Accounting and Finance (BSc. AF) and Bachelor of Banking and Finance (BBF)

1.0 Semester Project

- 1.1 All final year student shall be required to undertake an independent research project in the course Semester Project during the second semester of final year

- 1.2 For the purpose of continuous coursework assessment,

- There shall be two oral presentations of Semester Project in the semesters in which the course is offered.
- Continuous assessment marks shall be derived from student presentation with maximum score of 20%. In arriving at the 20% for continuous assessment, student responses to question shall account for 15% and presentation arrangement shall account for 5%. Continuous assessment marks shall be derived from student presentation with maximum score of 20%. In arriving at the 20% for continuous assessment, student responses to question shall account for 15% and presentation arrangement shall account for 5%.
- Failure by the candidate to complete any part of the Continuous Assessment in Semester Project without compelling reasons shall constitute an abscondment of the Semester Project

- 1.3 For purpose of Semester Project final examination;

- University examination shall comprise a written individual Semester Project Report and oral presentation of the semester project by the students.
- The final Project Assessment mark shall be derived from the assessment of the final project report (50%) and final presentation (30%).
- Failure by the candidate to complete any part of the University Examination in Semester Project without compelling reasons shall constitute an abscondment of the Semester Project and shall be discontinued from studied.

- 1.4 A student who fails in Semester Project shall be given a maximum period of three months to res-submit from the date of Senate approval of the examination results

- 1.6 For the purpose of project's assessment in Semester Project:

- 1.6.1 The marks for the oral presentation during continuous assessment shall be awarded as indicated below.

Interim Oral Presentation Assessment Table

Names of Candidate.....

Project Title.....

Academic Year.....

Examiner's comments.....

Examiner's signature.....

Date.....

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	10%		
Satisfactory answers to question raised	20%		
Total	30%		

- 1.6.2 For the purpose of deriving the 80% Final Project assessment, marks for the University semester project examination shall be awarded as follows

Assessment Criteria	Maximum marks
Evaluation of the written project report	49%
Final oral presentation	21%
Total	70%

- 1.6.3 For the purpose of semester project examination assessment, the 30% for the final or all presentation shall be awarded as indicated below

Final Oral Presentation Assessment Table

Names of Candidate.....

Project Title.....

Academic Year.....

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	6%		
Oral examination of candidate. In this respect, candidate shall be interviewed/ examined on a project work presented.	15%		
Total	21%		

Examiner's comments.....

Examiner's signature.....

Date.....

- 1.6.4 For the purpose of semester project report examination assessment, the 49% indicated for the final written project work shall be derived as follows

Semester Project Written Report Assessment Form

Names of Candidate.....

Project Title.....

Academic Year.....

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Theoretical background, research problem and empirical studies	17		
Research Methodology and design	14		
Results and analysis of findings	8		
Conclusion and recommendation	6		
Report writing and presentation	4		
TOTAL	49%		

Examiner's comments.....

Examiner's signature.....

Date.....

2.0 Industrial Training/Fieldwork

2.1 The assessment of industrial training shall be as shown in the Table below

Industrial Training Assessment Form

Names of Candidate.....

Academic Year.....

Assessment Criterion	Maximum marks	Marks Awarded	Remarks
External Supervisor (organization) (Recommendations as per log book)	10%		
Internal Supervisor (Staff member) (Based on activity report submitted by the student to the internal supervisor during field visit)	20%		
Students Oral Presentation	40%		
Student's logbook	30%		
Total	100%		

Examiner's comments

Examiner's signature.....

Date.....

2.2 For the purpose of arriving at the 40% of the student's oral presentation, the following assessment criteria shall be applied;

Assessment Criteria	Maximum marks	Marks Awarded	Remarks
Presentation arrangement	10%		
Oral examination of candidate. In this respect, candidate shall be interviewed/ examined on a project work presented.	30%		
Total	40%		

D Bachelor of Science in Information Systems Management and Bachelor of Science in Computer Systems and Networks

1.0 Taught courses

1.1 All courses with practical components, assignments shall be practical based and adhere to the minimum prescribed number of assignments as per UGER

2.0 Semester Projects

2.1 For the purpose of these regulations:

- Semester Projects refer to Project I and Project II which are courses done in first year and second year, respectively.
- Semester projects shall be carried out by a group of at least two students during semester II of each year of study.

- 2.2 Continuous assessment shall comprise assessments of oral presentation and group work
- 2.3 Continuous assessment (i.e. oral presentations) shall account for 40%. The forms for assessment are as presented below. The department shall prescribe detailed modalities.

Yearly Project Assessment of Group Oral Presentation (Continuous Assessment)

Names of candidates/group number.....

Title of Semester project.....

Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to question	20	
Total	100	
Marks out of (10%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Yearly Project Assessment of Oral Individual Presentations (Continuous Assessment)

Name of candidate:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the subject matter	25	
Level of individual's participation	25	
Response to general Questions	50	
Total	100	
Marks Out of (10%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

3 Dissertation

- 3.1 Continuous assessment shall be derived from the first two presentations which shall account for 30%, and final oral examination presentation and written report shall account for 20% and 50% respectively; all leading to an assessment of 100%. The assessment instruments are as presented Table below.

Table 4 Assessment of DISSERTATION Oral Presentation (Continuous Assessment):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (15%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 6 Assessment of DISSERTATION Oral Presentation (Final Examination):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (21%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 7 Assessment of DISSERTATION Written Report (Final Examination):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Form Format of presentation (Style, typing, language)	30	
Literature review and referencing	30	
Data processing and analysis	10	
Conclusion and recommendations	20	
Total	100	
Marks Out of (49%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

4.0 Industrial Training

- 4.1 Assessment of Industrial Training shall be based on the following attributes:
The Assessment by the visiting internal (University) supervisor (10%). The visiting internal supervisor will elicit information through reviewing of logbook, and interviewing the candidate, external (on-site) supervisor, and anyone else working with the candidate. The visiting supervisor shall use the following form in assessing individual candidates.

Student's name:.....
Reg. No:.....
Company/Organization
P.O Box
Place:.....
Company's Contact Person..... Position
Industrial Supervisor.....Position:.....
Date and time of visit:.....

Table 8: STUDENT ASSESSMENT:

Marking Consideration	Maximum marks	Marks awarded
Logbook keeping and filling	20	
Daily participation at IT activities	30	
Adherence to professional ethics and code of conduct	30	
Team work and time management	20	
Total	100	
Reduced marks (10%)		

Any comments on student.....
Any comments IT organization
Supervisor's signature:..... date.....

Student's Logbook verified by the external supervisor (20%)
IT report verified by the external supervisor (40%)
Student's oral presentation before a panel of his/her departmental academic staff (30%).

Table 9 Industrial Training Assessment of Oral Presentation (Final Examination) for BSc Information Systems Management

Name of candidate:
Name of Organization:.....
Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of Organization's use of ICTs	25	
Analysis and Reflection on Field Activities	15	
Scientific Recommendations	20	
Overall Presentation	15	

Response to Questions	10	
Innovation Initiatives	15	
Total	100	
Marks Out of (30%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 10: Industrial Training Assessment of Written Report (Final Examination) for BSc Information Systems Management

Name of candidate:.....

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Analysis of Organization's ICT context	25	
Form Format of presentation (Style, typing, language)	15	
Literature review and referencing	20	
Technical Analysis of Practical Training Activities	20	
Conclusion and recommendation	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 11 Industrial Training Assessment of Oral Presentation (Final Examination) for BSc Computer Systems and Networks

Name of candidate:.....

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of Organization's use of Computer Networks.	25	
Analysis and Reflection on Field Activities	15	
Scientific Recommendations	20	
Overall Presentation	15	
Response to Questions	10	
Innovation Initiatives	15	
Total	100	
Marks Out of (30%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

Table 12 Industrial Training Assessment of Written Report (Final Examination) for
BSc Computer Systems and Networks

Name of candidate:.....

Name of Organization:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Analysis of Organization's use of ICT systems and Infrastructure	25	
Form Format of presentation (Style, typing, language)	15	
Literature review and referencing	20	
Technical Analysis of Practical Training Activities	20	
Conclusion and recommendation	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

**A) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF ENVIRONMENTAL SCIENCE AND
TECHNOLOGY - UNIT SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY – UNIT SYSTEM

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Environmental Science and Technology.

1. Semester Projects

- 1.1 Continuous assessment in these subjects shall comprise assessments of oral presentation, participation in group work, consultation with supervisors, exercises and tests as the case may be in each department.
- 1.2 For the purpose of continuous assessment, there shall be two oral presentations of Semester Project, in the semesters in which the subject is offered. The second assessment shall be done, at the latest, one week before the University Examinations start.
- 1.3 Continuous assessment for project work shall account for 70% and final presentation and written group work for 30% all leading to an assessment of 100%.
- 1.4 Project work shall be handed in to the Department two days before University Semester Examinations start. Final project work not submitted within specified period without compelling reasons shall be penalized by deducting from the total score 5 marks per day.
- 1.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.6 The final assessment of project work shall comprise of oral presentation and written group work.

1.7 Assessment of Semester Project

1.7.1 The assessment sheet for the written project work shall have the following format:

1. Group No.
2. Name of students
3. Project Title
4. Name of Examiner
5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remark
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Material content	10		
Data collection organization and analysis	20		
Graphics	20		
Conclusion and Recommendation	20		
Total	100		

1.7.2 The assessment sheet for oral semester project presentation: Shall have the following format.

1. Group No.
2. Name of Student
3. Project title
4. Name of Examiners.....
5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of Graphics	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 1.8 The final assessment shall be made by a panel of examiners, which shall consist of one project supervisor, one member of academic staff who did not supervise the project and the external examiner(s).
- 1.9 Each student shall pass the final oral presentation. Where a student is deemed to have failed the final oral presentation, the written group work mark shall not be considered.
- 1.10 A Semester Project may be passed as it is, outright failed or passed subject to corrections.
- 1.11 Any Semester Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and an acceptable hard bound project report, endorsed by the supervisor is submitted to the Head of Department. Failure by student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.
- 1.12 The marks for both written group work and final oral presentation shall be in the ratio of 5 to 2 of the 70%.

2. Engineering Drawing

- 2.1 Continuous assessment for Engineering Drawing shall be awarded out of 70% of the total and final assessment 30% all leading to an assessment of 100%.
- 2.2 For the purpose of continuous assessment, there shall be at least eight exercises and two tests taken under examination conditions. The marks for exercises and tests shall be in the ratio of 5 to 2 of the 70%.
- 2.3 The final assessment shall be made by a panel of examiners, which shall consist of two internal examiners and the external examiner(s).
- 2.4 The assessment of Engineering Drawing shall be based on evaluation of drawing work and student's understanding of the subject matter using the following format and marking criteria.

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format and arrangement of drawing components (views, choice of scale, dimensions etc.)	20		
Content (correctness of concept and practicability) and completeness of requirements for a drawing.	25		
Neatness, correct choice of pen sizes for different uses, lettering quality, clarity, etc.	20		
Overall understanding of elements of engineering drawing	35		

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Total	100		

- 2.5 For the purpose of assessment, the practical exercises shall account for 70% and tests done after completion of each workshop and final test shall account for 30%
- 2.6 The marks for individual workshop tests and final test shall be in the ratio of 1 to 1 of the 30%.

3. Dissertation

- 3.1 Dissertations shall be assessed four times during the 2nd semester of final year. The third assessment of dissertations shall be conducted about four weeks before the University semester examinations start. The final assessment shall be done during the University semester examinations. The first three oral presentations shall constitute continuous assessment.
- 3.2 Continuous assessment (i.e. the first three presentations) shall account for 30% while the written dissertation work and final oral presentation for 70% all leading to an assessment of 100%.
- 3.3 The marks for the written dissertation work and final oral presentation shall be in the ratio of 7 to 3 of 70%
- 3.4 The oral presentations shall be attended by at least two (2) of the Departmental Examiners and respective supervisor(s).
- 3.5 The final assessment shall be made by a panel of examiners which shall consist of one dissertation supervisor and one member of academic staff who did not supervise the dissertation.
- 3.6 The assessment of the dissertation written works shall have the following format;
1. Name of Students.....
 2. Dissertation Title.....
 3. Name of Examiner.....
 4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format of presentation (style, language, word processing etc)	15		
Quality of graphics (charts, maps, design drawings) and general use of illustrations	20		
Material content (contribution to env. Eng. Science and technology)	15		
Literature review and references	10		
Data analysis and interpretation	30		
Validity and relevance of conclusions and recommendations	10		
Total	100		

- 3.7 Assessment of the oral presentation shall have the following format.

1. Name of student

2. Dissertation title
3. Name of Examiner
4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Problem	20		
Use of illustrations and quality of graphics	15		
Presentation and analysis of data collected	20		
Self expression	20		
Response to questions	25		
Total	100		

- 3.8 All dissertations must be submitted well bound one week before the start of the University semester examinations. Any dissertation not submitted within the specified period shall be penalized by deduction from the total score 2 marks per day for the first five days after which a student shall be deemed to have failed the dissertation.
- 3.9 A dissertation may be passed as it is, outright failed or passed subject to corrections.
- 3.10 Any dissertation, which is passed subject to corrections, shall be considered to be completed when errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound dissertation report, endorsed by the supervisor are submitted to the Head of Department. Failure to do so without compelling reasons before the school board meeting shall cause the dissertation to be failed.

4. Industrial Training

- 4.1 Assessment of Industrial Training shall be done by at least three (3) internal examiners using the following format:

Item	Maximum Marks	Marks Awarded	Remarks
Student logbook, which has been verified and assessed by the external (organization) Supervisor	20		
The assessment report of the internal (University) supervisor	20		
The student's final report and presentation before a panel	60		
Total	100		

**B) EXAMINATION REGULATIONS FOR
UNDERGRADUATE PROGRAMMES IN THE
SCHOOL OF ENVIRONMENTAL SCIENCE AND
TECHNOLOGY - CREDIT SYSTEM**

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY – CREDIT SYSTEM

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Environmental Science and Technology.

1.0 Semester Projects

- 1.1 Continuous assessment in these Semester Projects shall comprise assessments of oral presentation, participation in group work, consultation with supervisors.
- 1.2 For the purpose of continuous assessment, there shall be two oral presentations of Semester Project, in each semester in which the subject is offered.
- 1.3 Continuous assessment for project work shall account for 40% and final presentation and written group work for 60% (40% assessment of written report and 20% shall account for oral presentation) all leading to an assessment of 100%.
- 1.4 Project work shall be handed in to the Department two days before University Semester Examinations start. Final project work not submitted within specified period without compelling reasons for both continuing and finalist shall be regarded to abscond and hence discontinued from studies.
- 1.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Times new roman with Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.6 The final assessment of project work shall comprise of oral presentation and written group work.
- 1.7 Assessment of Semester Project
 - (a) The assessment sheet for oral semester project presentation: Shall have the following format.
 1. Group No.
 2. Name of Student
 3. Project title
 4. Name of Examiners.....
 5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of Graphics	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- (b) The assessment sheet for the written project work shall have the following format:
 1. Group No.
 2. Name of students

3. Project Title

4. Name of Examiner

5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remark
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Material content	10		
Data collection organization and analysis	20		
Graphics	20		
Conclusion and Recommendation	20		
Total	100		

- 1.8 The final assessment during university examinations shall be made by a panel of at least three examiners, which shall consist of two independent examiners. The project supervisor shall be the chairperson of the panel
- 1.9 Each student shall pass the final oral presentation. Where a student is deemed to have failed the final oral presentation, he/she has failed the entire project course. The failed project course has to be repeated when next offered in the subsequent academic year. Additionally, No appeal shall be allowed to the failed project course.
- 1.10 A Semester Project may be passed as it is, outright failed or passed subject to corrections.
- 1.11 Any Semester Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and two (2) acceptable hard bound project reports, endorsed by at least one of the supervisors are submitted to the Head of Department. Failure by student to do so without compelling reasons before the Departmental it shall be absconded and hence discontinued from studies.

2.0 Engineering Drawing

- 2.1 Continuous assessment for Engineering Drawing shall be awarded out of 70% of the total and final assessment 30% all leading to an assessment of 100%.
- 2.2 For the purpose of continuous assessment, there shall be at least seven exercises.
- 2.3 A student who does not do one of the exercises of the continuous assessment with compelling reasons shall be barred from proceeding with university examination of the same course and shall repeat the course in the next subsequent academic year. Those without compelling reasons shall be regarded to have absconded the course and hence be discontinued from studies.
- 2.4 The final assessment shall be made by a panel of examiners, which shall consist of at least three examiners in which one of them should be a course instructor.
- 2.5 The assessment of Engineering Drawing shall be based on evaluation of drawing work and student understands of the subject matter using the following format and marking criteria.

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format and arrangement of drawing components (views, choice of scale, dimensions etc.)	20		
Content (correctness of concept and practicability) and completeness of requirements for a drawing.	25		
Neatness, correct choice of pen sizes for different uses, lettering quality, clarity, etc.	20		
Overall understanding of elements of engineering drawing	35		
Total	100		

3.0 Dissertation

- 3.1 A candidate in consultation with his/her supervisor shall formulate a dissertation research proposal. The proposal will be presented during 1st semester of the final year. Such presentation(s) shall not be graded.
- 3.2 Dissertations shall be assessed three times during the 2nd semester of final year. The first and second assessment of dissertations shall be conducted alongside Test I and II as per University Almanac. The final assessment shall be done during the University semester examinations. The first two oral presentations shall constitute continuous assessment.
- 3.3 Continuous assessment (i.e. the first three presentations) shall account for 30% while the written dissertation work and final oral presentation for 70% (49 % for written report and 21% for oral presentation) all leading to an assessment of 100%.
- 3.4 The oral presentations of the continuous assessment shall be attended by at least two (2) examiners and at least one supervisor(s).
- 3.5 The final assessment shall be made by a panel of examiners, which shall consist of at least two independent internal examiners.
- 3.6 The assessment of the dissertation written works shall have the following format;
 1. Name of Students
 2. Dissertation Title
 3. Name of Examiner.....
 4. Date

The assessment of the dissertation written works shall have the following format;

1. Name of Students
2. Dissertation Title
3. Name of Examiner.....
4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format of presentation (style, language, word processing etc)	15		
Quality of graphics (charts, maps, design drawings) and general use of illustrations	20		
Material content (contribution to env. Eng. Science and technology)	15		
Literature review and references	10		
Data analysis and interpretation	30		
Validity and relevance of conclusions and recommendations	10		
Total	100		

3.7 Assessment of the oral presentation shall have the following format.

1. Name of student
2. Dissertation title
3. Name of Examiner
4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Problem	20		
Use of illustrations and quality of graphics	15		
Presentation and analysis of data collected	20		
Self expression	20		
Response to questions	25		
Total	100		

3.8 All dissertations must be submitted as loose bound one week before the start of the University semester examinations. Any dissertation not submitted within the specified period shall be penalized by deduction from the total score 2 marks for each delayed day for the first five days after which a student shall be deemed to have absconded examination and hence be discontinued from studies.

3.9 A dissertation may be passed as it is, outright failed or passed subject to corrections.

3.10 Any dissertation, which is passed subject to corrections, shall be considered to be completed when errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound dissertation report, endorsed by at least one of the supervisors are submitted to the Head of Department within two weeks after university examinations. Failure to do so before the departmental meeting without compelling reasons shall be deemed to have absconded examination and hence be discontinued from studies.

4.0 Industrial Training

- 4.1 Assessment of Industrial Training shall be done by at least three (3) examiners using the following format:

Item	Maximum Marks	Marks Awarded	Remarks
Student logbook, which has been verified and assessed by the external (organization) Supervisor	20		
The assessment report of the internal (University) supervisor	20		
The student's final report and presentation before a panel	60		
Total	100		

- 4.2 Assessment by the internal (University) supervisor shall be distributed as presented in the Table below

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Time the student reported at the IT station (1-3days)	5		
Understanding of work performed	5		
Identification of technical problem(s)	7		
Proposing technical solution(s) to the identified problem(s)	8		
Total	25%		

- 4.3 The distribution for student's final report and presentation marks shall be in the ratio of 1:2 respectively

(i) Assessment of the IT final report shall be assessed as follows;

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format of presentation (style, language, word processing etc)	2		
Quality of graphics (charts, maps, design drawings) and general use of illustrations	3		
Material content (contribution to Env. Eng. Science and technology)	5		
Identification of technical problem and solution	5		
Validity and relevance of conclusions and recommendations	5		
Total	20		

(ii) Assessment of the IT final presentation shall be assessed as follows;

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Presentation arrangement, time management and language	10		
Existing situation and study conditions at the organization	5		
Relevance of activities carried out to	5		

Assessment Criteria	Maximum Marks	Marks Awarded	Remarks
Environmental Science and Technology			
Conclusion and scientific based recommendations	5		
Satisfactory answers to question raised	15		
Total	40%		

- 4.4 An industrial training may be passed as it is or outright failed.
- 4.5 Failure to present industrial training without compelling reasons, it shall be considered as abscondment case and it leads to discontinuation from studies.

5.0 Workshop Training

- 5.1 Continuous assessment in all workshops shall comprise assessments of theories, practical exercises, assignments and tests.
- 5.2 For the purpose of continuous assessment, there shall be three practicals, two assignments and one test for each workshop before the start of University Examinations.
- 5.3 Continuous assessment for workshop training shall account for 70% (40% practical exercises, 15% assignment and 15% test) and university examination shall account for 30% all leading to an assessment of 100%.
- 5.4 The university examination for workshop training (EG 100) shall account for average of four workshops carried out for the entire academic year
- 5.5 If a student fails university examination, he/she shall supplement a written examination.
- 5.6 If a student fails supplementary examination of workshop training, shall be required to carry the course.

A) POSTGRADUATE GENERAL EXAMINATION REGULATIONS – UNIT SYSTEM

POSTGRADUATE GENERAL EXAMINATION REGULATIONS - UNIT SYSTEM

In addition to the General University Examination Regulations the following Regulations shall also apply to Postgraduate Diploma, Masters and PhD programmes.

1. Postgraduate Diploma

- 1.1 The Postgraduate Diploma Programmes shall involve full-time day programmes mode, full-time evening programmes mode; and modular programmes mode (part-time day and evening Programmes).
- 1.2 Candidates for the full-time day programmes mode are expected to complete their programmes within two semesters. Candidates for the modular mode (part-time) day or evening programmes are expected to complete their programmes within three semesters. The unit system shall be used to gauge the workload involved. One unit shall be equivalent to 15 hours of lectures of 30-45 hours of project
- 1.3 The maximum time for which student may remain registered as a Postgraduate Diploma student shall be two years.
- 1.4 A candidate admitted to a Postgraduate Diploma programme must complete all courses prescribed by the respective department in order to qualify for the award of the Postgraduate Diploma.
- 1.5 A candidate may be advised by his/her department to take prerequisite undergraduate courses which shall not be examinable and shall not contribute to the Postgraduate Diploma award.
- 1.6 Passing a course shall mean scoring at least a B grade, which shall combine both University Examination at the end of each semester. Continuous Assessment for theoretical courses shall account for 40% while the University examination shall account for 60%.
- 1.7 Courses will be assessed and grades awarded within the semester in which they are completed.
- 1.8 The Department shall prescribe guidelines for Continuous Assessment. Such guidelines shall be approved by School Boards.
- 1.10 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 1.11 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 1.12 The maximum attainable grade in a supplementary examination shall be a B grade.
- 1.13 A candidate who fails in more than one supplementary examination shall be discontinued from the programme.
- 1.14 A candidate who repeats a course and fails in the first examination sitting shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued from studies forthwith.
- 1.15 A candidate in consultation with his/her supervisor shall formulate a project final paper proposal.

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- 1.16 A candidate is required to make oral presentations of the proposal to the Department's Postgraduate Committee for endorsement and approval. Such presentations shall not be graded.
 - 1.17 The Postgraduate Diploma award shall not be classified.
 - 1.18 Assessment of the Project final paper should be as per school regulations.

2. Masters (By Coursework and Dissertation)

- 2.1 The Programme will comprise full-time and part-time students. Full-time students shall complete their course work within the first two semesters of enrolment. Part-time candidates shall complete their coursework within the first three semesters of enrolment.
- 2.2 The Master's Programme shall involve the full-time day programmes mode; full-time evening programmes mode; and modular programmes mode (part-time, day or evening programmes).
- 2.3 The unit system shall be used to gauge the workload involved. One unit shall be equivalent to 15-hour lectures or 30-45 hours of dissertation.
- 2.4 The maximum time for which student may remain registered as a Masters student shall be three years for full-time students and four years for part-time students.
- 2.5 A candidate admitted to a Master's programme must complete all courses prescribed by the department in order to qualify for the award of the Master's Degree. Departments shall provide a list of electives to be taken in any semester.
- 2.6 A candidate may be advised by his/her department to take prerequisite undergraduate courses which shall not contribute to the Master's Degree award.
- 2.7 Passing a course shall mean scoring at least a "B" grade which shall combine both Continuous Assessment and University Examination at the end of each semester. Continuous Assessment shall account for 40%, while the University Examinations shall account for 60%.
- 2.8 Departments shall prescribe guidelines for continuous Assessment. Such guidelines shall be approved by the School Board.
- 2.9 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 2.10 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 2.11 The maximum attainable grade in a supplementary examination or resubmission of a dissertation shall be a "B" grade.
- 2.12 A candidate who fails in any supplementary examination and has a GPA of 3.0 or above may be allowed to repeat failed courses but shall not be allowed to proceed to Dissertation phase.
- 2.13 A candidate, who fails in only one supplementary examination, shall be allowed to repeat the failed course.

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- 2.14 A candidate who repeats a course and fails in the first sitting examination shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued forthwith.
- 2.15 A candidate in consultation with his/her supervisor shall formulate a dissertation research proposal. The supervisor shall approve the proposal subject to the endorsement of the Department's Postgraduate Committee.
- (i) A candidate is required to make oral presentation(s) of the proposal to the Department's Postgraduate Committee. Such presentation(s) shall not be graded.
 - (ii) Continuous assessment in dissertation shall comprise at least two oral presentations. The Department shall prescribe the time and mode of assessment.
- 2.16 Every dissertation shall be assessed by at least two examiners appointed by the School Board and approved by the SENATE as follows:
- (i) The Supervisor who will act as an Internal Examiner,
 - (ii) An External examiner appointed from outside the University
- 2.17 The passing grade for a dissertation shall be a "B" or higher. A candidate scoring below a "B" grade shall be allowed to re-submit the failed dissertation within a period specified in the University General Regulations and Guidelines for Postgraduate Study Programmes.
- 2.18 A candidate failing in the re-submission may be allowed another re-submission of the dissertation at the discretion of the Senate, and the Senate shall prescribe the time for such re-submission.

3. Masters (By Thesis)

- 3.1 The registration period for the programme shall normally be 24 months for full-time students and up to 36 months for part-time students.
- 3.2 Enrolment for the programme shall be at any time in the academic year.
- 3.3 Having satisfied the admission criteria for Master's degree by thesis candidates will have to observe the following procedures:
- a) A candidate shall submit a two-page statement of the intended research topic (ARU/PG.F3) to the Postgraduate Committee, as appropriate. On the basis of his/her statement, the School shall assign supervisor(s) to the candidate, and the candidate's studentship commences thereafter.
 - b) The maximum time for which student may remain registered as a Masters student shall not exceed three and a half years. Candidates shall pay extension fee as specified in the University General Regulations and Guidelines for Postgraduate Study programmes for each monthly extended beyond the 24 months. Extension fees shall be paid in a span of three months and no extension shall be granted after the third extension.
- 3.4 A candidate registered for a Master's degree program by thesis may, on recommendations of the School Board, be required to do one or more undergraduate course appropriate to their field of study.
- 3.5 Candidates will undertake the programme under the guidance of their supervisors in accordance with standing Regulations and Guidelines of Postgraduate Studies of the Ardhi University.

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- 3.6 A candidate failing in the re-submission may be allowed another re-submission of the thesis at the discretion of the Senate, and Senate shall prescribe the time for such re-submission.
 - 3.7 Submission of the thesis and oral Examination (Viva Voce) shall follow the Ardhi University General Regulations and Guidelines for Postgraduate Study Programmes.
 - 3.8 The Master's Degree award shall not be classified.

4. PhD

- 4.1 The registration period for the programme shall normally be 3 years for full-time students and up to 5 years for part-time students.
- 4.2 The maximum time for which student may remain registered as a PhD student shall not exceed 5 years for full-time student and 7 years for part-time student.
- 4.3 Enrolment for the programme shall be at any time in the academic year.
- 4.4 The assessment of PhD thesis will be conducted as per ARU General Regulation and Guidelines for Postgraduate Study Programmes.

B) POSTGRADUATE GENERAL EXAMINATION REGULATIONS - CREDIT SYSTEM

POSTGRADUATE GENERAL EXAMINATION REGULATIONS – CREDIT SYSTEM

In addition to the General University Examination Regulations, the following Regulations shall also apply to Master's and PhD programmes

1 Maximum registration period

- 1.1 The maximum time for which a student may remain registered as a Master's by coursework and dissertation student shall be three years for full-time students, four years for part-time students and Five years for executive programmes/modular students.
- 1.2 The maximum time for which a student may remain registered as a Master's student by thesis shall not exceed four years for full time students and five years for part time students.
- 1.3 A candidate who fails to complete the study programme within the maximum period of registration shall be discontinued from studies.
- 1.4 Registration for both the programme and courses shall take place during the first two weeks of each semester making up the duration of the programme. A student who exceeds the three/four semester duration of the programme without completing his/her studies shall be required to seek for extension of a study period.
- 1.5 Candidates shall pay extension fees for Postgraduate Study programmes for each month extended beyond normal registration period. Extension fees shall be paid in a span of three months and no extension shall be granted after the third extension. Details of the fees are as specified in the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).
- 1.6 The conduct of Joint or Double Degree Programmes shall be based on the joint agreement between ARU and the participating institutions.
- 1.7 No candidate shall be allowed to proceed to the dissertation phase before fulfilling all coursework requirements i.e. all taught/practical courses as prescribed in the respective curriculum.
- 1.8 The draft thesis shall be reviewed by at least two reviewers before the final examination of the thesis.
- 1.9 There shall be a viva voce examination for all postgraduate programmes.
- 1.10 All postgraduate dissertations/thesis shall be checked for plagiarism before they are accepted. Dissertations/Theses exceeding 25% similarity shall be rejected.
- 1.11 The viva voce examination shall take place only after the School and Senate have been satisfied that the dissertation submitted by the candidate is considered by the examiners to be satisfactory.

2.0 Master's (By Coursework and Dissertation)

- 2.1 Master's by Coursework and Dissertation Programmes can be full-time or part-time. Full-time students shall complete their course work within twelve months from the date of enrolment. Part-time candidates shall complete their coursework within eighteen months. The dissertation shall take six months.
- 2.2 The Master's Programme shall involve full-time day programmes mode; full-time evening programmes mode; and modular programmes mode (part-time, day or evening programmes) or modular executive programme.

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- 2.3 Modular executive programmes shall take three years. Coursework for modular programmes shall be completed within twenty four Months and dissertations shall take twelve months.
- 2.4 The credit system shall be used to gauge the workload involved. One credit shall be equivalent to 10 notional hours for both lectures and dissertation.
- 2.5 A candidate in a Master's by coursework and dissertation degree programme shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation. The Schools/ Institute shall prescribe assessment mode of the seminars.
- 2.6 A candidate admitted to a Master's programme must register and complete all courses prescribed by the department in order to qualify for the award of the Master's Degree. Departments shall provide a list of electives to be taken in any semester.
- 2.7 Continuous Assessment shall comprise tests, report(s) from field attachment, assessed group work(s), oral presentation(s) or individual reviews of scholarly work(s) (i.e. books, papers in peer reviewed journals or research reports).
- 2.8 Continuous Assessment for taught courses shall account for 40%, while the University Examinations shall constitute 60% of the total marks awarded to a course.
- 2.9 The University Examination shall comprise written examination, timed test(s), take-home assignment(s), and oral examination or seminar presentations and papers.
- 2.10 The assessment of the Dissertation shall constitute a Continuous Assessment (CA) and University Examination.
- a) The Continuous Assessment shall be derived from seminar papers/presentations which shall account for 30% of the total dissertation marks.
 - b) The University Examination Assessment shall be derived from dissertation report examination and viva voce examination which shall account for 70% (49% and 21%, respectively) of the total dissertation marks.
- 2.11 A Dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department.
- 2.12 Failure by the student to submit the corrected version within the period prescribed in the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020) without compelling reasons shall be deemed to have absconded and hence discontinued from studies.
- 2.13 A candidate may be required by his/her department to take some undergraduate courses which shall not contribute to the Master's Degree award.
- 2.14 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). This regulation shall not apply to courses which cannot be supplemented.
- 2.15 Supplementary examinations shall be conducted after the Senate approval of the results of the academic year examination as per University Almanac.
- 2.16 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 2.17 The maximum attainable grade in a supplementary examination or resubmission of a dissertation shall be a "B" grade.

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- 2.18 A candidate who fails in any supplementary examination and has a GPA of 3.0 or above may be allowed to repeat failed courses but shall not be allowed to proceed to Dissertation phase.
- 2.19 A candidate who repeats a course and fails in the first sitting examination shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued forthwith.
- 2.20 A candidate in consultation with his/her supervisor shall formulate a dissertation research proposal. The proposal shall be approved by the School/Institute Board.
- i) A candidate is required to make oral presentation(s) of the proposal to the Departmental Higher Degrees Research and Publications Committee.
 - ii) A candidate shall address all comments from the SHDRPC and submit the same to the Head of Department for endorsement for onward submission to School/Institute Board.
- 2.21 Every dissertation shall be assessed by at least two independent examiners appointed by the School Board and approved by the Senate as follows:
- a) An independent internal examiner who is not a student's supervisor;
 - b) An External examiner appointed from outside the University.

The final examination shall include an oral presentation to a panel of at least three examiners including an external examiner or his/her representative.

- 2.22 For a candidate in a Master's by Coursework and Dissertation programme to qualify for an award, a minimum of 180 credits shall be required, which shall be accumulated from at least two semesters with 120 credits and the dissertation shall have a minimum of 60 credits and for a programme with more than three semesters, a multiple of 60 credits per semester shall apply.
- 2.23 The examination of the dissertation shall be awarded marks and graded; hence the final award of the candidate shall have a GPA value and/or a Grade.
- 2.24 For a candidate to qualify for an award of Master's degree by Coursework and Dissertation, he/she shall produce at least one published article or draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, the journal being acceptable or recognizable by Ardhi University.
- 2.25 The publishable manuscript shall be submitted and examined together with the dissertation.
- 2.26 Submission of published article from the dissertation in a journal recognized by ARU shall not be examined.
- 2.27 The passing grade for a dissertation shall be a "B" or higher. A candidate scoring below a "B" grade shall be allowed to re-submit the failed dissertation within a period specified in the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020)
- 2.28 A candidate failing in the re-submission may be allowed another re-submission of the dissertation at the discretion of the Senate, and the Senate shall prescribe the time for such re-submission.
- 2.29 A candidate who fails to complete the study programme within the maximum period of registration shall be discontinued from studies.
- 2.30 Master's by Coursework and dissertation students shall make a final presentation to the Departmental Higher Degrees Research and Publications Committee before the

theses are submitted for examinations. The committee must satisfy itself that the work is to the standard of been sent to examiners.

3.0 Master's (By Thesis)

- 3.1 The registration period for the programme shall normally be 24 months for full-time students and up to 36 months for part-time students.
- 3.2 Enrolment for the programme shall be at any time in the academic year.
- 3.3 Having satisfied the admission criteria for Master's degree by thesis, candidates shall submit a two-page statement of the intended research topic (Concept note) to the Departmental Higher Degrees, Research and Publications Committee, as appropriate. On the basis of his/her statement, the School shall assign supervisor(s) to the candidate, and the candidate's studentship commences thereafter.
- 3.4 Master's by thesis students may be required to take compulsory courses that impart knowledge and skills on conduct of research and dissemination of findings.
- 3.5 Candidates will undertake the programme under the guidance of their supervisors in accordance with standing Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).
- 3.6 A candidate in a Master's by thesis programme shall be required to make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before examination. The Department must satisfy itself that the thesis is of the acceptable standards before it is sent to examiners.
- 3.7 A Master's by thesis student shall be required to have his/her proposal approved by the Senate within a maximum period of six months. A student who fails to have his proposal approved shall be deemed to have absconded and shall be discontinued from studies.
- 3.8 Theses shall be graded as described in the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).
- 3.9 Master's students by thesis shall be required to produce two manuscripts with at least one accepted for publication in journals recognized by ARU prior to examination. The publication must emanate from his/her master's research work.
- 3.10 At least two examiners who did not supervise the student and one examiner external to the University shall examine the master's thesis.
- 3.11 The final examination shall include a viva voce session composed of a panel of at least five examiners including one external to the University or their representatives.
- 3.12 All theses/dissertations shall be subjected to plagiarism check using a software which ARU has use license:
 - a) The guidelines on the allowed overlap shall not exceed 25%;
 - b) If the overlap exceeds 25% the student will be discontinued from studies.
- 3.13 At least one independent internal examiner and one external examiner to the University shall examine the thesis.
- 3.14 The final examination shall include an oral presentation to a panel of at least three examiners including an external examiner or his/her representative.
- 3.15 If a Thesis that is not accepted but may be resubmitted subject to fulfilment of additional requirements by the examiner(s) shall be resubmitted within six (6) months since Senate approval of the results.

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- 3.16 A candidate failing in the re-submission may be allowed another re-submission of the thesis at the discretion of the Senate, and Senate shall prescribe the time for such re-submission.
 - 3.17 For a candidate to qualify for an award of a Master's by research and thesis degree he/she shall accumulate a minimum of 240 credits. Distribution of credits shall be as prescribed by School/ Institute regulations.
 - 3.18 ARU credit transfer guidelines shall apply to students intending to transfer their credits.

4.0 PhD

4.1 Registration

- 4.1.1 The maximum time for which a PhD by thesis student may remain registered as a PhD student shall not exceed five years for full-time student and seven years for part-time student.
- 4.1.2 The maximum time for which a PhD by coursework and dissertation student may remain registered as a PhD student shall not exceed six years for full-time student and seven years for part time students.
- 4.1.3 PhD students (both by Thesis and by Course work and Dissertation) shall be required to have their research proposals approved by the Senate within a maximum period of six months or more as approved by the Senate from the date of registration. The students may for compelling reasons apply for extension not exceeding three months. A student who fails to have his/her proposal approved by the Senate within a period of six months for no compelling reasons shall be deemed to have failed and shall be discontinued from studies.

4.2 PhD by Coursework and Dissertation

4.2.1 Coursework

- 4.2.1.1 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 4.2.1.2 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 4.2.1.3 The coursework will be offered during the first four semesters. This shall consist of core, specialized and elective courses that shall add up to a minimum of 240 credits. Part-time candidates have to complete their coursework before they are given part-time status.
- 4.2.1.4 Passing a course shall mean scoring at least a B grade; and the grade combines both Continuous Assessment and University Examinations.
- 4.2.1.5 Each PhD candidate shall be required to prepare, present and produce two semester papers or reports in any two courses offered in a semester as shall be prescribed by the respective Department in consultation with the Supervisors.
- 4.2.1.6 The University Examination shall comprise written examination, timed take-home assignments, oral examination or seminar presentations.
- 4.2.1.7 A PhD candidate shall be required to complete and pass all the prescribed courses before he/she submits and defends his/her dissertation.

4.3 PhD Dissertation and Write-up

4.3.1 There shall be a dissertation report which shall consist of 300 credits.

4.3.2 A candidate in consultation with his/her supervisors shall prepare a concept note; outlining the problem or issue to be pursued, including the underlying conceptual, theoretical and methodological approaches; and presents it to the relevant Department. Once the concept note is endorsed by the respective Department/School organs and approved by School Higher Degrees Research and Publications Committee, the candidate will be required to develop a comprehensive research proposal.

4.3.3 On the basis of the approved concept note, the School/Institute shall appoint two supervisors to supervise the candidate.

4.3.4 Supervisors shall scrutinize and endorse the draft dissertation proposals before they are submitted to the Departments' and Schools' Higher Degree Research and Publication Committees for endorsement; and finally to Senate Higher Degrees Research and Publications Committee for further review and approval.

4.3.5 A PhD candidate shall be required to present at least one seminar based on his/her dissertation every six months, to the Departmental Higher Degrees, Research and Publications Committee.

4.3.6 A PhD dissertation may be produced either as a monograph or a compilation of papers.

A PhD candidate opting for monograph shall be required to produce a written report comprising several interlinked chapters that include: Introduction, Literature Review, Methodology, Conceptual and Theoretical Framework, Results, Discussion, and Conclusion and Recommendations. Elaborate guidelines for monograph type of dissertations are provided for in the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020). Section 4.5.9 also applies for students who have opted for PhD by Monograph.

- a) PhD candidates opting for dissertation by compilation of published papers shall:
- i) Be required to produce at least three papers emanating from his/her PhD work. At least one paper shall be published and two accepted. The candidate must be the lead author in the three papers published;
 - ii) Ensure that the three papers have been published or accepted for publication in an international journal recognized by ARU. At least one paper must be published/ accepted in a journal with an Impact Factor (ISI) all recognized by the Web of Science. The papers must be published in at least two different journals;
 - iii) The dissertation by published papers shall in addition to the three papers present an elaborate Introductory Chapter that articulates and synthesise key issues presented in the (three) papers. The Chapter shall cover key issues which relate to the methodological, empirical, conceptual and theoretical premises of the three papers. The Chapter shall also present commonalities and or divergences (if any) of the concepts presented in the papers and the implications of the findings. This Chapter ought therefore to strive to lift and raise scholarly debate beyond the arguments presented in the papers; and,

- b) Examination of PhD dissertation shall be open to public, and conducted in accordance with the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020)

4.4 PhD by Thesis

- 4.4.1 The registration period for the programme shall normally be 3 years for full-time students and up to 5 years for part-time students.
- 4.4.2 Enrolment for the programme shall be at any time in the academic year.
- 4.4.3 The assessment of PhD thesis will be conducted as per the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).
- 4.4.4 Students may be required to take courses that impart knowledge and skills on conduct of research and dissemination.
- 4.4.5 A candidate in a PhD by Thesis degree programme shall be required to make at least one seminar presentation after every six months.
- 4.4.6 At least one independent internal examiner and two examiners external to the University shall examine the thesis.
- 4.4.7 The final examination shall include a viva voce session composed of a panel of at least five examiners including two examiners external to the University or their representatives.
- 4.4.8 For a candidate to qualify for the PhD award shall accumulate a minimum of six semesters with 540 credits
- 4.4.9 PhD by thesis submitted as a monograph shall be accepted for examination after having at least one published paper and at least two accepted manuscripts in a peer reviewed journal based on research and the journal should be acceptable or recognizable by the University.
- 4.4.10 The PhD Thesis/dissertation may be submitted either as a single monograph or journal papers. PhD by papers shall be governed by the following conditions:
 - (a) The candidate shall submit at least 3 journal papers with introduction and conclusion chapters;
 - (b) The journal papers must be recognized by the University;
 - (c) The candidate must be the principal author in all journal papers submitted for the award of a PhD degree. The approved supervisors shall be co-authors.
- 4.4.11 PhD by thesis student shall make a final presentation to the Departmental Higher Degrees Research and Publications Committee before the thesis is submitted for examinations. The committee must satisfy itself that the work is to the standard of being sent to examiners

4.5 Transfer of students

- 4.5.1 ARU shall allow a postgraduate student to transfer to another University or to join ARU based on transfer arrangements mutually agreed between the sending and ARU and certified by the TCU.
- 4.5.2 A transfer of a postgraduate student shall take into consideration availability of positions at ARU of needed training resources, academic support and supervision capacity.
- 4.5.3 A supervisor of a postgraduate student transferring to ARU can transfer his/her supervisor(s) to ARU upon approval of ARU Senate.

4.5.4 Students transfer shall be guided by ARU Credit Transfer Guidelines.

4.6 Viva Voce for PhD students

4.6.1 ARU shall ensure that each PhD candidate in the University shall appear for a viva voce examination in addition to writing a thesis as part of the assessment of the PhD thesis and to validate and authenticate the candidate's work.

4.6.2 The viva voce examination shall take place only after the School/Institute Board handling postgraduate studies and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable standard.

4.6.3 For double or joint degree programmes, the conduct of viva voce shall take place based on the joint agreement between the participating universities.

4.6.4 The members of the viva voce panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.

4.6.5 The viva voce examination shall comprise of at least five but not exceeding seven examiners (panel members) who are experts in the relevant field of the Thesis appointed by the Senate through the relevant College /School /Institute Board and the Board of the relevant academic unit handling postgraduate studies and shall be constituted as follows:

- a) Chairperson with voting power who shall also be the representative of the Principal/Dean/Director;
- b) External Examiner who examined the thesis or his/her representative;
- c) Internal Examiner
- d) Research Supervisor who supervised the student; and,
- e) Head of Department where the candidate is registered or his/her Appointee.

4.6.6 The Chairperson of the viva voce panel shall be a senior academician.

4.6.7 Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision and a majority vote in favour of passing the candidate shall be required for passing a viva voce examination.

4.6.8 The number of viva voce panellists should be odd.

4.6.9 The duration of the viva voce examination shall not exceed three hours arranged in the following order: (a) maximum of 45 minutes of an oral presentation; (b) maximum of 1 hour and 45 Minutes of questions and answers; and (c) maximum of 30 minutes of deliberations.

4.6.10 A viva voce examination shall be open to the general public but non-members of the viva voce panel shall be just observers.

4.7 Credit Transfer

4.7.1 All candidates aspiring to transfer credits shall be required to follow the ARU Guidelines and Procedures for Credit Accumulation and Transfer and Tanzania Commission for Universities (TCU) University Qualification Framework.

- 4.7.2 The School/Institute shall assess the credit value of courses that are transferrable to ARU and accordingly recommend for endorsement/approval by the University organs as appropriate.

SCHOOLS POSTGRADUATE EXAMINATION REGULATIONS

**A) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF ARCHITECTURE, CONSTRUCTION
ECONOMICS AND MANAGEMENT - UNIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Architecture, Construction Economics and Management – Unit System

In addition to the University General Examination Regulations, General Postgraduate Regulations, and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Architecture, Construction Economics and Management.

A. School regulations for the programmes of Postgraduate Diploma in Architecture, Master in Architecture and PhD in Architecture

1. Postgraduate Diploma in Architecture

- 1.1 Students who are admitted to the Postgraduate Diploma in Architecture must complete all the prescribed courses, which add up to 34 course units.
- 1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%. Design studio and Final projects shall be assessed through three interim presentations on a continuous basis and at the final presentation (University Examination). The continuous assessment shall make up 40% and 60% for the final presentation (University Examinations).
- 1.3 Each student in consultation with the supervisor shall carry out a Final Project.
- 1.4 The Department postgraduate committee shall evaluate and approve the candidate's final project proposal. Assessment criteria are as shown in Tables 1.1 and 1.2.
- 1.5 There shall be no transfer of grades from Postgraduate Diploma in Architecture to Masters of Architecture.

Table 1.1 AR 601 Design Studio: Assessment Criteria

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal of an architectural project	15		
Analysis and presentation of contextual aspect of the design	25		
Comprehensive scheme design to substantiate architectural solutions generated from the outline proposal stage.	25		
Working drawings for selected parts(s) of the designed complex building	15		
Evidence of buildability, environmental impact assessment and climatic design consciousness	10		
Communication skill (language, quality of graphics, expressions, ...)	5		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)	5		
Total	100		

Candidate's Panel Chairman
(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.
2.

Table 1.2 AR 602 Final Project: Assessment Criteria

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to develop an architectural research issue to address practical design project	10		
Formulation and application of suitable research methods	10		
Sufficiency and relevancy of collected research data at urban design level	15		
Analysis of collected data and assimilation into concept development of design project at outline proposal stage.	20		
Development of scheme design (partial)	20		
Working drawing production of selected part of the designed buildings to exhibit buildability, clear structural systems and services	15		
Communication skill (language, quality of graphics, expressions,)	5		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)	5		
Total	100		

Candidate's Panel Chairman
(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.

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2. Masters' Degree in Architecture (Coursework and Dissertation)

- 2.1 Students who are admitted to the M. Arch. Programme must complete all the prescribed courses, which amount to 40 units.
- 2.2 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 2.3 Completing a course shall mean scoring at least B grade. Course work in subjects other than studio projects shall include two tests and two assignments in each course in each semester. Course work assessment through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Design studio and Dissertation shall be assessed through three interim presentations on a continuous assessment shall make up 40% and 60% for the final presentation (University Examination). Studio assessment shall be made up of continuous assessment 40% and final presentation 60%. Assessment criteria are as shown in tables 2.1-2.5
- 2.4 No student shall be allowed to supplement Design Studio Project.
- 2.5 Student who fails design studio subject shall be discontinued.
- 2.6 Students must score GPA of at least 3.0 in order to proceed to dissertation stage.

Table 2.1 AR 701 Design Studio: Assessment Criteria (Coursework and University Examination)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal of an architectural project	15		
Analysis and presentation of contextual aspect of the design	25		
Comprehensive scheme design to substantiate use of materials, hi- tech construction, energy conservation and services.	25		
Architectural concept as a practical expression of the solution to specific architectural problem	15		
Evidence of buildability, environmental impact assessment and climatic design consciousness	10		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)	10		
Total	100		

Candidate Panel Chairman
 (Name) Name and signature
 Date:

Names and Signatures of other Assessors:

1.
2.

Table 2.2 AR 799 Dissertation: Assessment Criteria First Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Understanding of the research topic	10		
Formulation and clarity of the research problem	15		
Clarity of the research objectives and questions	20		
Clear formulation of suitable research methods, explaining reasons of suitability over other methods.	15		
Justification of case study selection	10		
Completeness of the research proposal i.e. logical flow and contents of the research proposal, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	25		
Communication skills (language, quality of graphics, expressions,	5		
Total	100		

Candidate Panel Chairman
 (Name) Name and signature
 Date:

Names and Signatures of other Assessors:

1.
2.

Table 2.3 AR 799 Dissertation: Assessment Criteria Second Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Adherence and response to comments given during first presentation	10		
Presentation of applied methods and encountered problems.	10		
Case study findings: Sufficiency and relevancy of collected data (literature, maps, photographs, pictures, drawings, ...) Lessons and recommendations	35		
Conceptual framework and analysis framework	20		
Completeness of the case study i.e. logical flow and contents of the report of the case study, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	15		
Communication skills (language, quality of graphics, expressions, ...)	10		
Total	100		

Candidate Panel Chairman

(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.

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Table 2.4 AR 799 Dissertation: Assessment Criteria Third Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Adherence and response to comments given during second presentation	10		
Presentation of Research findings	40		
Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	25		
Conclusions and recommendations	15		
Communication skills (language , quality of graphics, expressions, ...)	10		
Total	100		

Candidate Panel Chairman

(Name) Name and signature

Date:

Names and Signatures of other Assessors:

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Table 2.5 AR 799 Dissertation: Assessment Criteria University Examination/Presentation (Examination Period)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Formulation of research topic	5		
Stated research problem	5		
Research objectives	5		
Research questions/hypothesis	5		
Suitability and difficulties of selected research methods	10		
Presentation of Research findings	20		
Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citation, quotation, references, and appendices	35		
Conclusions and recommendations	10		
Communication skills (language, quality of graphics, expressions, ...)	5		
Total	100		

Candidate Panel Chairman
 (Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.
 2.

3. Master's Degree in Architecture (By Thesis)

The assessment of Master's Degree in Architecture by thesis shall be conducted as per ARU General Regulations and guidelines for postgraduate study programmes.

4. Ph.D in Architecture (By Thesis)

The assessment of Ph.D. Thesis shall be conducted as per ARU General Regulations and Guidelines for postgraduate study programmes.

B. School regulations for the programmes of Postgraduate Diploma in Construction Economics and Management, and Master of Science in Construction Economics and Management

1. Postgraduate Diploma in Construction Economics and Management

- 1.1 Students, who are admitted to the Postgraduate Diploma in Construction Economics and Management, must complete all the prescribed courses.
- 1.2 Each student in consultation with the supervisor shall carry out a Postgraduate Diploma Final Paper.
- 1.3 The Department shall evaluate and approve the candidate's final paper proposal.
- 1.4 The PGD-Final Paper shall be assessed through final oral presentation and written work although there shall be consultations on a continuous basis. The final oral presentation shall make up 40% while the written work accounts for 60%.

- 1.5 Each student shall submit a written FINAL PAPER to be examined by the department in the 15th week of semester II of the relevant academic year. The assessment of final oral presentation for Final Paper shall be based on criteria indicated in Table 1.1.

Table 1.1 Assessment Criteria for Final Oral Presentation (Final Paper)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Time management	4
3.	Relevance of the contents	10
4.	Language	4
5.	Satisfactory answers to questions raised	20
	Total	40%

- 1.6 Modalities for assessing the written work for Final Paper are prescribed in Table 1.2.

Table 1.2 Assessment Criteria for Written Work (Final Paper)

SN.	Assessment Criteria	Maximum marks
1.	Understanding of the topic	5
2.	Conceptual framework and literature review	10
3.	Research methodology	10
4.	Empirical background	10
5.	Data processing and analysis	10
6.	Conclusions and recommendations	10
7.	References/Bibliography	5
	Total	60%

2. Master of Science in Construction Economics and Management

- 2.1 Students, who are admitted to the Master of Science in Construction Economics and Management, must complete all the prescribed courses.
- 2.2 Courses will be assessed and grades awarded within the semester in which they are completed. Each subject master shall provide course programme at the beginning of each course.
- 2.3 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%.
- 2.4 Each student in consultation with the supervisor shall carry out a MSc. Dissertation
- 2.5 The Department shall evaluate, approve and examine the candidate's dissertation proposal.
- 2.6 The MSc. Dissertation shall be assessed in three interim oral presentations and written work. The three interim oral presentations shall contribute a total mark of 40% while the written work shall contribute 60%. The three interim oral presentations shall be made programmed from time to time by the department.
- 2.7 The assessment of first, second and third interim oral presentation for dissertation shall be based on criteria indicated in Table 2.1, 2.2 and 2.3 respectively.

Table 2.1 Assessment Criteria for First Interim Oral Presentation (Dissertation)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Time management	3
3.	Clarity in problem statement	5
4.	Understanding of the topic	10
5.	Research design	10
6.	Satisfactory answers to questions raised	10
	Total	40%

Table 2.2 Assessment Criteria for Second Interim Oral Presentation (Dissertation)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Time management	3
3.	Conceptual framework	10
4.	Literature review	10
5.	Satisfactory answers to questions raised	15
	Total	40%

Table 2.3 Assessment Criteria for Third Interim Oral Presentation (Dissertation)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Literature review	5
3.	Research methodology	10
4.	Presentation of findings and analysis	8
5.	Conclusions and recommendations	5
6.	Satisfactory answers to questions raised	10
	Total	40%

2.8 Modalities for assessing the written work for dissertations shall be as per General Regulations and Guidelines for Postgraduate Study Programmes.

2.9 The dissertation shall be awarded a grade where B or higher is passing grade.

2.10 A student who fails in dissertation shall be allowed to resubmit the failed dissertation as per General Regulations and Guidelines for Postgraduate Study Programmes.

**B) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF ARCHITECTURE, CONSTRUCTION
ECONOMICS AND MANAGEMENT - CREDIT
SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Architecture, Construction Economics and Management – Credit System

In addition to the General University Examination Regulations and Postgraduate Examinations Regulations, the following regulations shall apply to the Postgraduate programmes which include Master's and PhD programmes in the School of Architecture, Construction Economics and Management.

A MASTER OF ARCHITECTURE, PHD IN ARCHITECTURE AND PHD IN URBAN DESIGN

1.0 Master of Architecture

- 1.1 Students who are admitted to the M. Arch. Programme must complete all prescribed courses, which amount to 204 credits.
- 1.2. Courses shall be assessed and grades awarded within the semester in which they are completed.
- 1.3 Completing a course shall mean scoring at least B grade. Course work in subjects other than studio projects shall include two tests and two assignments in each course in each semester. Course work assessment through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Design studio and Dissertation shall be assessed through three interim presentations (continuous assessment). Studio assessment shall make up 40% and 60% for the final presentation (University Examination). Studio assessment shall be made up of continuous assessment 40% and final presentation 60%. Assessment criteria are as shown in Table 2.1-2.5.

Table 2.1: AR 701 Design Studio: Assessment Criteria (Coursework and University Examination)

Marking Consideration	Maximum marks	Marks Awarded	Remarks
Project formulation and appraisal of an architectural project	15		
Analysis and presentation of contextual aspect of the design	25		
Comprehensive scheme design to substantiate use of materials, hi-tech construction, energy conservation and services.	25		
Architectural concept as a practical expression of the solution to specific architectural problem	15		
Evidence of buildability, environmental impact assessment and climatic design consciousness.	10		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations).	10		
Total	100		

Candidate's name:

Panel Chairman name: Signature.....
Date:

Name and signatures of other assessors:

1.
2.

Table 2.2 AR 799 Dissertation: Assessment Criteria First Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Understanding of the research topic	10		
Formulation and clarity of the research problem	15		
Clarity of the research objectives and questions	20		
Clear formulation of suitable research methods, explaining reasons of suitability over other methods.	15		
Justification of case study selection	10		
Completeness of the research proposal i.e. logical flow and contents of the research proposal, extent of literature review, consistence and correctness of citations, quotations, references, and appendices.	25		
Communication skills (language, quality of graphics, expressions...)	5		
Total	100		

Candidate's name:
Panel Chairman name: Signature.....
Date:

Name and signatures of other assessors:

1.
2.

Table 2.3 AR 799 Dissertation: Assessment Criteria Second Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Adherence and response to comments given during first presentation	10		
Presentation of applied methods and encountered problems	10		
Case study findings: Sufficiency and relevancy of collected data (literature, maps, photographs, pictures, drawings,...) lessons and recommendations	35		

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Conceptual framework and analysis framework	20		
Completeness of the case of study i.e. logical flow and contents of the report of the case study, extent of literature review, consistence and correctness of citations quotations, references, and appendices	15		
Communication skills (language, quality of graphics, expressions,....)	10		
Total	100		

Candidate's name:

Panel Chairman name: Signature.....

Date:

Name and signatures of other assessors:

1.
2.

Table 2.4 AR 799 Dissertation: Assessment Criteria Third Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Adherence and response to comments given during second presentation	10		
Presentation of Research findings	40		
Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	25		
Conclusions and recommendations	15		
Communication skills (language, quality of graphics, expressions,....)	10		
Total	100		

Candidate's name:

Panel Chairman name: Signature.....

Date:

Name and signatures of other assessors:

1.
2.

Table 2.5 AR 799 Dissertation: Assessment Criteria University Examination/Presentation (Examination Period)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Formulation of research topic	5		
Stated research problem	5		
Research objectives	5		
Research question/hypothesis	5		
Suitability and difficulties of selected research methods	10		
Presentation of research findings	20		
Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citation, quotation, references, and appendices	35		
Conclusions and recommendations	10		
Communication skills (language, quality of graphics, expressions,...)	5		
Total	100		

Candidate's name:

Panel Chairman name:..... Signature.....

Date:

Name and signatures of other assessors:

1.
2.
3.

- 1.4 No student shall be allowed to supplement design Studio Project.
- 1.5 Student who fails design studio subject shall be discontinued.
- 1.6 All carried forward courses shall be attempted in the subsequent year within the registration period for Student's costs. A student who fails to attempt the carried forward courses within the registration period shall be considered to have absconded and therefore discontinued from studies.

2 Master of Architecture (By Thesis)

The assessment of Master's Degree in Architecture by Thesis shall be conducted as per General Postgraduate Examination Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

3 PhD in Urban Design by Coursework and Dissertation

The assessment shall be guided by General Postgraduate Examination Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

4 PhD in Architecture (By Thesis)

The assessment of PhD by thesis shall be conducted as per General Postgraduate Examination Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

B EXAMINATION REGULATIONS FOR MASTER OF SCIENCE IN CONSTRUCTION ECONOMICS AND MANAGEMENT, MASTER'S IN PROJECT MANAGEMENT AND PhD

1.0 Master of Science in Construction Economics and Management

- 1.1 Students who are admitted to the Master of Science in Construction Economics and Management must complete all the prescribed courses which amount to 188 credits
- 1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%.
- 1.3 Each second year student of the programme shall be required to submit a dissertation proposal on the construction economics and management theme in Semester I and write a dissertation in Semester II.
- 1.4 Assessment is made through final oral presentation and written dissertation work, where assessment for oral presentation will comprise 30% while the written work will comprise 70%, and the format will be as indicated in Table 2.1.

Table 2.1: University Examination Assessment for Dissertation

Assessment Criteria	Maximum Marks
Final oral presentation	30
Evaluation of the written project report	70
Total	100%

- 1.5 For the purpose of deriving the 30% indicated for the University Final University Examination Oral presentation shall be awarded as indicated in Table 2.2.

Table 2.2: Final oral Presentation for Dissertation

Assessment Criteria	Maximum Marks
Presentation arrangement	2
Time management	1
Relevance of contents	4
Language	3
Satisfactory answers to question raised	20
Total	30%

- 1.6 For the purpose of deriving the 70% indicated for the University final written works shall be awarded as indicated in Table 2.3. One Internal Examiner and the External Examiner shall assess the written work and shall submit to the assessment panel a report as indicated in Table 2.3. The awarded marks shall be presented to the assessment panel after presentation. Proposal marks for the candidate shall be discussed by the panel and decided immediately after presentation.

Table 2.3: Final Written Work Assessment

Name of Student			
S/N	Category	Maximum Marks	Marks Awarded
1	Clear Understanding of the Topic Appropriate title , realistic statement of the problem, attainable research objectives	6	
2	Literature Review Relevance of literature, review citations	10	

Name of Student			
S/N	Category	Maximum Marks	Marks Awarded
3	Research Methodology Appropriateness to the study, population, sampling method	10	
4	Data Collection, Analysis and Findings Adequacy of data collected, relevance of data collected, proper presentation of findings, proper data analysis, appropriate translation of the results	35	
5	Conclusions and Recommendations Appropriate conclusion, relevant recommendations	6	
6	References		
	Appropriate references presentation	3	
	TOTAL	70%	

2.0 Master's in Project Management

- 2.1 Students who are admitted to the Master's in Project Management must complete all the prescribed courses which amount to 182 credits.
- 2.2 Each second year student of the programme shall be required to submit a dissertation proposal on the Project Management theme in Semester I and write a dissertation in Semester II.
- 2.3 Assessment is made through final oral presentation and written dissertation work, where assessment for oral presentation will comprise 30% while the written work will comprise 70%, and the format will be as indicated in Table 3.1.

Table 3.1: University Examination Assessment for Dissertation

Assessment Criteria	Maximum Marks
Final oral presentation	30
Evaluation of the written project report	70
Total	100%

- 2.4 For the purpose of deriving the 30% indicated for the Final University Examination, Oral presentation shall be awarded as indicated in Table 3.2.

Table 3.2: Final Oral Presentation for Dissertation

Assessment Criteria	Maximum Marks
Presentation arrangement	2
Time management	1
Relevance of contents	4
Language	3
Satisfactory answers to questions raised	20
Total	30%

- 2.5 For the purpose of deriving the 70% indicated for the University final written works shall be awarded as indicated in Table 3.3. One Internal Examiner and the External

Examiner shall assess the written work and shall submit to the assessment panel a report as indicated in Table 3.3.

Table 3.3: Final Written Work Assessment

Name of Student			
S/N	Category	Maximum Marks	Marks Awarded
1	Clear Understanding of the Topic Appropriate title, realistic statement of the problem, attainable research objectives,	6	
2	Literature Review Relevance of literature review, citations	10	
3	Research Methodology Appropriateness to the study , population ,sampling method	10	
4	Data Collection, Analysis and Findings Adequacy of data collected, relevance of data collected, proper presentation of findings, proper data analysis, appropriate translation of results	35	
5	Conclusions and Recommendations Appropriate conclusion , relevant recommendations	6	
6	References Appropriate references presentation	3	
	TOTAL	70%	

3.0 Master's (By Thesis)

The assessment to be carried out as per Postgraduate General University Regulations (2020).

4.0 PhD (By Thesis)

The assessment to be carried out as per Postgraduate General University Regulations (2020).

**A) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF SPATIAL PLANNING AND SOCIAL SCIENCES -
UNIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Spatial Planning and Social Sciences – Unit System

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Urban and Regional Planning.

Post Graduate Diploma in Urban Planning and Management

- 1.1 Students, who are admitted to the Postgraduate Diploma in Urban Planning and Management, must complete all the prescribed courses, which add up to 32 course units.
- 1.2 Candidates may be allowed to take a maximum of 4 units of advanced (300 or 400 series) undergraduate courses, which can be counted towards the Postgraduate Diploma Programme. Such courses must not only be passed with at least B grade but must also be prescribed as being prerequisite for the regular Postgraduate Course and must not have been previously taken by the candidate. The additional courses will not be weighted for the final postgraduate diploma evaluation.
- 1.3 Courses will be assessed and grades awarded within the semester in which they are completed.
- 1.4 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%. Studio projects shall be assessed through presentations of outputs on a continuous basis and at the end of the project. The continuous assessment shall make for 60%, while the final presentation accounts for 40%. The course lecturer at the beginning of the course shall announce the form of continuous assessment, after endorsement by respective School.

1.5 Final Paper Regulations

- 1.4.1 In the Postgraduate Urban Planning and Management PGD (UPM) programme, each student shall prepare, write and submit a final paper in semester two on a chosen topic in urban planning and management.
- 1.4.2 Each PGD (UPM) student shall within the Second Semester, identify a topic and two supervisors to assist in writing a scientific paper.
- 1.4.3 Progress in Final Paper shall be assessed in three oral presentations as shall be organized by the Department. The three oral presentations shall contribute a total mark of 30% distributed equally while written Final Paper presentation shall contribute 70% (Table 1.1).
- 1.4.4 Criteria for assessing progress in final scientific paper shall be based on the criteria indicated in Table 1.2.
- 1.4.5 Each student must in the 15th week of Semester II submit three spiral-bound copies of the final paper to the Office of the Head of Department.

Table 1.1 Criteria for Assessment Progress in Final Paper

SN	Assessment Criteria	Points
1.	Understanding of topic and self-expression	10
2.	Empirical and theoretical bases	10
3.	Methodology	10
4.	Data processing and analysis	10
5.	Graphical presentation	10
6.	Originality and contribution to the profession	10
7.	Language, scientific writing skills, citation and referencing	30
8.	Conclusions and recommendations	10
	Total	100

Table 1.2: Criteria for Assessment of Final Written Paper

SN	Assessment Criteria	Points
1	Understanding of the topic	10
2	Conceptual framework and literature review	10
3	Research methodology	10
4	Empirical findings	15
5	Data processing and analysis	15
6	Originality and contribution to profession	20
7	Conclusions and recommendations	10
8	Bibliography/references	10
	Total	100

2.0 Master of Science in Urban Planning and Management

- 2.1 Students who are admitted to the M.Sc. (UPM) Program must complete all the prescribed courses, which amount to 44 units.
- 2.2 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 2.3 Completing a course shall mean scoring at least B grade. Course work in course other than Studio projects shall include two tests and two assignments in each course in each semester.
- 2.4 Coursework assessment of theoretical courses through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Studio assessment shall be made up of continuous assessment 60% and final presentation 40%.
- 2.5 No student shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

2.6 Dissertation Regulations

- 2.6.1 The Ardhi University General Postgraduate Guidelines and Regulations for preparation of dissertation shall apply.
- 2.6.2 Each student in consultation with the supervisor shall formulate a Dissertation research proposal-(Dissertation I) in semester 2 of the programme and supervisor(s) shall be approved by the Department.
- 2.6.3 The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).

- 2.6.4 Progress in dissertation proposal preparation shall be monitored through regular presentations that are marked. THREE marked oral presentations shall be programmed from time to time by the Department.
- 2.6.5 Assessment of continuous Dissertation I preparation shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessment of Dissertation I are as shown in the tables 2.1, 2.2 and 2.3.
- 2.6.6 Each student shall submit a written DISSERTATION PROPOSAL (Dissertation I) to be approved and examined by the department in the 15th week of Semester II. The criteria for assessing written dissertation proposal are as shown in the table 2.4.

Table 2.1 Assessment criteria for first Oral Presentation (Dissertation I)

	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Mark awarded
	Points/marks	4	4	4	2	4	2	20	
1									
2									
3									
4									

Table 2.2 Assessment criteria for second Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methodology	Consultation with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1									
2									
3									
4									

Table 2.3 Assessment criteria for third Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methods/ data collection tools	Consult with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	2	
1									
2									
3									
4									

Table 2.4 Criteria for assessment of written Dissertation I (During examinations Period)

	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology,	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	4	8	4	4	5	5	4	6	40	
1											
2											
3											
4											

- 2.6.7 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I Examination shall NOT be allowed to proceed with Dissertation II course offered in the following semester.
- 2.6.8 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Dissertation I.
- 2.6.9 Each student shall write DISSERTATION (Dissertation II) in semester III of the MSc. UPM programme.
- 2.6.10 Modalities for assessing written Dissertations shall be as per ARU General Regulations and Guidelines for Postgraduate Study Programmes.
- 2.6.11 A student who fails in Dissertation shall be allowed to resubmit the failed Dissertation subject to approval by the Senate.

3.0 MSc. Urban and Regional Development Planning and Management

- 3.1 Where relevant, the ARU University guidelines for preparation of dissertations shall apply.
- 3.2 Students who are admitted to the M.Sc. (URPM) programme must complete all the prescribed courses, which amount to 62 units (ARU and Dortmund).

- 3.3 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 3.4 Completing a course shall mean scoring at least B grade. Course work in courses other than Studio Projects shall include two tests and two assignments in each course in each semester.
- 3.5 Course work assessment for theoretical courses through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Studio assessment shall be made up of continuous assessment 60% and final presentation 40%.
- 3.6 No students shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

3.7 Dissertation Regulations

- 3.7.1 Each student in consultation with the supervisor shall formulate a dissertation research proposal (Dissertation I) in semester I of the programme at ARU and supervisors shall be approved by the Department.
- 3.7.2 The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).
- 3.7.3 Progress in dissertation proposal preparation shall be monitored through regular presentations that are marked. THREE marked oral presentations shall be programmed from time to time by the Department.
- 3.7.4 Assessment of continuous Dissertation I preparation shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessing Dissertation I are as shown in tables 3.1, 3.2 and 3.3.
- 3.7.5 Each student shall submit a complete DISSERTATION PROPOSAL (Dissertation I) to be approved and examined by the Department in the 15th week of Semester I. The criteria for assessing written Dissertation I are as shown in tables 3.4.

Table 3.1 Assessment criteria for first Oral Presentation (Dissertation I)

	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Mark awarded
		4	4	4	2	4	2	20	
1									
2									
3									
4									

Table 3.2 Assessment criteria for second Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methodology	Consultation with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1									
2									
3									
4									

Table 3.3 Assessment criteria for third Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methods/data collection tools	Consult with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1									
2									
3									
4									

Table 3.4 Criteria for assessment of written Dissertation I (During examinations Period)

	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology,	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	4	8	4	4	5	5	4	6	40	
1											
2											
3											
4											

- 3.7.6 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I Examination shall NOT be allowed to proceed with Dissertation II course offered in the following semester.

-
- 3.7.7 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Dissertation I.
 - 3.7.8 Each student shall write DISSERTATION (Dissertation II) in Semester II of the MSc URPM programme.
 - 3.7.9 Modalities for assessing Dissertation II of MSc URPM programme is via a viva voce.

Viva Voce Examinations for MSc URPM Programme

- 3.7.9.1 There shall be *viva voce* examination for MSc URPM. The Department of URP and School Board (URP) shall be responsible for the conduct and processing of all examinations results. The Senate Higher Degrees Research and Publication Committee (SHDRPC) shall provide oversight responsibilities and forward the results to the Senate for approval.
- 3.7.9.2 The *viva voce* examination shall take place only after the School and SHDRPC and Senate have been satisfied that the dissertation submitted by the candidate is considered by the examiners to be satisfactory.
- 3.7.9.3 The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's dissertation research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the dissertation subject matter.
- 3.7.9.4 The members of the *viva voce* panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 3.7.9.5 The *viva voce* examination panel for MSc URPM shall comprise five academics who shall be appointed by the SHDRPC on the recommendation by the School and the Head of Department where the candidate is registered. The *viva voce* panel shall be as follows:
 - (i) The School Dean or his/her nominee (Chairperson);
 - (ii) External Examiner (or his/her) representative, recommended by the School Dean;
 - (iii) Internal Examiner who assessed the dissertation;
 - (iv) The candidate's second supervisor (if applicable or appointee of the Dean);
 - (v) Head of Department (or his/her appointee).
- 3.7.9.6 The Director of Postgraduate Studies, Research and Publication or his/her representative may attend the *viva voce* examination to guide panel members on the conduct of the examination.
- 3.7.9.7 The SHDRPC and Senate must approve the date of examination at least two weeks before the examination.
- 3.7.9.8 The time and place of the master's defence shall be, officially announced by the Director of Postgraduate Studies, Research and Publication or the School at least two (2) weeks before the scheduled oral defence.
- 3.7.9.9 The defence may be held only if:
 - (i) The dissertation manuscript has been received by each member of the Master's Examination Panel at least one (1) week before the schedule examination; and
 - (ii) All members of the Examination Panel are present. If the External Examiner is absent, she/he shall be required to send the comments to the Chair of the Panel

who shall integrate these in the final report. If any other member is absent the defence shall be rescheduled.

- 3.7.9.10 The function of the *viva voce* shall be to ascertain that the dissertation presented fulfils the following criteria:
- (i) The dissertation is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped by the candidate;
 - (iii) Any weaknesses in the dissertation are adequately clarified by the candidate; and a definite recommendation is made to the SHDRPC whether the candidate should be declared as having passed or failed.
- 3.7.9.11 The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the *viva voce* examination.
- 3.7.9.12 At the end of the *viva voce* examination, the panel members shall sign viva voce Examination Results Form ARU/PG.F11 giving specific recommendations on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of SHDRPC for further processing.
- 3.7.9.13 Where there is a disagreement between the recommendation of the dissertation examiners and *viva voce* examiners, the Senate's Higher Degrees Committee shall study the case and recommend to Senate one of the following options:
- (i) The candidate revises and re-submits the dissertation and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate: or
 - (ii) The candidate is deemed to have failed outright.
- 3.7.9.14 The duration of the *viva voce* examination for (URPM) dissertation shall not exceed two hours:
- (i) 30 minutes of presentation;
 - (ii) 1 hour and 15 minutes of questions and answers;
 - (iii) 15 minutes of deliberations.
- 3.7.9.15 The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the SHDRPC.
- 3.7.9.16 If the student fails the defence, he/she may submit himself/herself for a second defence. Failure to pass the second defence disqualifies the student from the master's programme. Furthermore, this disqualifies the student from being admitted into other master's programmes offered by the School.
- 3.7.9.17 Subsequent publications from a dissertation submitted for a Masters degree of the Ardhi University must contain a statement that the work is based on a dissertation submitted to the University.
- 3.7.9.18 **Appeals:** The General University Examination Regulations of ARU (2008/9) shall govern the conduct of appeals against the decision of the Senate pertaining to examination results. Such appeals must be lodged within the appropriate University authorities within six months from the date of approval of the results.

Submission of dissertation for degree award

- 3.7.9.18.1 The copies of the dissertation (4 copies for Masters) for initial submission should be in loosely bound form.
- 3.7.9.18.2 After satisfactorily completing all the corrections recommended by examiners seven (7) hard bound error free copies of dissertations shall be submitted as a requirement for graduation.
- 3.7.9.18.3 The seven bound copies of the approved dissertations shall be distributed as follows:
 - (i) The original copy for the University Library (ARU);
 - (ii) One copy for the Student;
 - (iii) One copy for the Dortmund University of Technology;
 - (iv) One copy for the host area/district where the study was conducted;
 - (v) One copy for the National Library and;
 - (vi) Two copies (one each) to the supervisors.
 - (vii) Soft copies of the Masters dissertations in PDF format shall be submitted to ARU University and School Libraries.

**B) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF SPATIAL PLANNING AND SOCIAL SCIENCES -
CREDIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Spatial Planning and Social Sciences – Credit System

In addition to the General University Examination Regulations and Postgraduate Examinations Regulations, the following regulations shall apply to the Postgraduate programmes which include Master's and PhD programmes in the School of Spatial Planning and Social Sciences.

A. MASTER OF SCIENCE IN URBAN PLANNING AND MANAGEMENT

1.0 General Regulations

- 1.1 A minimum of 196 Credits shall be completed to satisfy the coursework requirement before proceeding to the dissertation phase.
- 1.2 Completing a course shall mean scoring at least B grade. Course work in courses other than Studio projects shall include two tests and two assignments in each course in each semester.
- 1.3 For the purpose of continuous assessment in all taught courses (except studio), there shall be a minimum of two Home works/Assignments and two Written Tests under examination conditions per semester.

Written tests shall carry a weight of 3 against a weight of 1 for assignments, all leading to an assessment of 40%.

- 1.4 Course Work for studio project shall constitute at least four (4) presentations and or report/paper submissions carried out during the period of 15 weeks of a semester. Studio assessment shall be made up of continuous assessment 60%.
- 1.5 The University Examination for theoretical courses shall carry a weight of 60% and 40% for studio.
- 1.6 No student shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

2.0 Dissertation Regulations

- 2.1 The Ardhi University General Postgraduate Guidelines for preparation of dissertation shall apply.
- 2.2 Each student in consultation with supervisor (s) shall formulate a Dissertation research proposal-(Research Methodology and Proposal Development) in Semester 2 of the programme.

Both students and supervisor shall sign a consultation form (Appendix One) every time they meet for consultation. A copy of the consultation form shall be submitted to the panel of examiners during each planned presentation.

- 2.3 Progress in dissertation proposal preparation shall be monitored through three marked oral presentations, which will constitute the continuous assessment for dissertation One. The criteria for marking are as provided by Table 1.1, Table 1.2. and Table 1.3

Table 1.1: Assessment Criteria for First Oral Presentation

Assessment Criteria	Marks
Understanding of the topic	4
Clarity of research issue and comprehension	4
Relevance of topic to the profession	4
Creative/innovative thinking	2
Response to questions raised	4
Consultation with supervisors	2

Table 1.2: Assessment Criteria for Second Oral Presentation

Assessment Criteria	Marks
Response to remarks on first presentation	2
Comprehension of the issues	4
Research objectives & questions	4
Conceptual framework	4
Methodology	4
Consultation with supervisors	2

Table 1.3: Assessment Criteria for Third Oral Presentation

Assessment Criteria	Marks
Response to remarks on first presentation	2
Comprehension of the issues	4
Research objectives & questions	4
Conceptual framework	4
Methods/ data collection tools	4
Consultation with supervisors	2

- 2.4 Assessment of continuous Research Methodology and Proposal Development preparation shall carry 60%.
- 2.5 Each student shall submit three loose bound copies of the written Dissertation Proposal (Dissertation I) to the department in the 15th week of Semester II. The proposal should not exceed 20 pages in length, typed in 12-point font (Times New Roman, CG Times or Times) and have 1.5 spaced lines). The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I), using criteria stated in Table 2.4

Table 2.4: Criteria for Assessment of Written Dissertation I (During Examinations Period)

Assessment Criteria	Marks
Title/topic	4
Statement of the problem	8
Research objectives	4
Research questions	4
Conceptual framework	5
Methodology	5
Analytic methods	4
Citation and references	6
Total	40

- 2.6 A student who has unsatisfactory five (5) consultations with supervisor(s) shall be barred from sitting for Research Methodology and Proposal Development Examination.
- 2.7 A student who fails Research Methodology and Proposal Development shall be required to resubmit the proposal within three (3) months after approval of the results by the Senate. Failure to submit, the student shall be deemed to have absconded and shall be discontinued from studies.
- 2.8 Each student shall write Dissertation in semester I of the second year of the MSc. UPM programme. Assessment of dissertation shall comprise of course work and final examination.
- 2.9 For the purpose of continuous assessment, each candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 2.10 Seminar papers shall be assessed by a panel of at least 4 internal examiners including supervisor(s) of the student. The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 2.11 The assessment sheet for the seminar paper presentation shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded
Clarity of the research issue	10	
Methodology	15	
Theoretical/conceptual framework	15	
Data analysis and interpretation	20	
Discussion of results	20	
Conclusions	10	
Response to Questions	10	

The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

- 2.15 Students who are admitted to the M.Sc. UPM programme shall produce at least one manuscript for publication in a peer reviewed scientific journal prior to award of the degree.
- 2.16 A student who fails in Dissertation shall be allowed to resubmit the failed Dissertation subject to approval by the Senate.

B. MSC IN URBAN AND REGIONAL DEVELOPMENT PLANNING AND MANAGEMENT

MSc. in Urban and Regional Development Planning and Management (MSc. URPM) is a joint programme between University of Dortmund and Ardhi University. Its conduct is governed by a MoU and Joint Examinations Regulations between the two Universities.

3.0 General Regulations

- 3.1 Students who are admitted into the M.Sc. (URPM) programme must complete all the prescribed courses, which amount to 240 credits (at ARU and University of Dortmund).

- 3.2 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 3.3 Completing a course shall mean scoring at least B grade. Course work in courses other than Studio Projects shall include two tests and two assignments in each course in each semester.
- 3.4 Continuous assessment shall make up 60% while final examination makes up 40% of the final grade in that course.
- 3.5 No student shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

4.0 Dissertation Regulations

- 4.1 Each student in consultation with the supervisor shall formulate a dissertation research proposal (Dissertation I) in Semester I of the programme at ARU and supervisors shall be appointed as per the University procedures.
- 4.2 The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).
- 4.3 Progress in dissertation proposal preparation shall be monitored through regular presentations that are marked. Three marked oral presentations shall be programmed from time to time by the Department.

Continuous assessment of Dissertation I preparation shall carry 60% and submitted written proposal shall carry 40%.

- 4.4 Each student shall submit a complete DISSERTATION PROPOSAL (Dissertation I) to be approved and examined by the Department in the 15th week of Semester I. The criteria for assessing Dissertation I are provided in Tables, 3.1, Table 3.2, Table 3.3 and Table 3.4.

Table 3.1: Assessment Criteria for First Oral Presentation

Assessment Criteria	Marks
Understanding of the topic	4
Clarity in problem statement and comprehension	4
Relevance of topic to the profession	4
Creative/innovative thinking	2
Response to questions raised	4
Consultation with supervisors	2
Total	20

Table 3.2: Assessment Criteria for Second Oral Presentation

Assessment Criteria	Marks
Response to remarks on first presentation	2
Comprehension of the issues	4
Research objectives & questions	4
Conceptual framework	4
Methodology	4
Consultation with supervisors	2
Total	20

Table 3.3: Assessment Criteria for Third Oral Presentation

Assessment Criteria	Marks
Response to remarks on first presentation	2
Comprehension of the issues	4
Research objectives & questions	4
Conceptual framework	4
Methods/data collection tools	4
Consultation with supervisors	2
Total	20

Table 3.4 Criteria for Assessment of Written Dissertation I (During University Examinations Period)

Assessment Criteria	Marks
Title/topic	4
Statement of the problem	8
Research objectives	4
Research questions	4
Conceptual framework	5
Methodology	5
Analytic methods	4
Citation and references	6
Total	40

- 4.5 The barred student in Dissertation I shall arrange with the Head of Department for an improvement programme in Semester II.
- 4.6 Each student shall prepare a Dissertation (Dissertation II) in Semester II of the MSc URPM programme.
- 4.7 Modalities for assessing Dissertation II of MSc URPM programme is via a viva voce.

5.0 Viva Voce Examinations for MSc URPM Programme

- 5.1 There shall be viva voce examination for MSc URPM. The Department of URP and School Board shall be responsible for the conduct and processing of all examinations results. The Senate Higher Degrees Research and Publication Committee (SHDRPC) shall provide oversight responsibilities and forward the results to the Senate for approval.
- 5.2 The viva voce examination shall take place only after the School and SHDRPC and Senate have been satisfied that the dissertation submitted by the candidate is considered by the examiners to be satisfactory.
- 5.3 The questions to be asked in the viva voce examination shall primarily focus on the candidate's dissertation research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the dissertation subject matter.
- 5.4 The members of the viva voce panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 5.5 The viva voce examination panel for MSc URPM shall comprise five academics who shall be appointed by the Senate on the recommendation by the School.

The viva voce panel shall be as follows:

- i) The School Dean or his/her nominee (Chairperson);
 - ii) External Examiner (or his/her) representative, recommended by the School Dean;
 - iii) Internal Examiner who assessed the dissertation;
 - iv) The candidate's second supervisor (if applicable or appointee of the Dean);
 - v) Head of Department (or his/her appointee);
 - vi) A secretary who shall not have voting rights.
- 5.6 The Director of Postgraduate Studies, Research and Publication or his/her representative may attend the viva voce examination to guide panel members on the conduct of the examination.
- 5.7 The time and place of the master's defence shall be, officially announced by the Director of Postgraduate Studies, Research and Publication or the School at least two (2) weeks before the scheduled oral defence.
- 5.8 The defence may be held only if:
- (i) The dissertation manuscript has been received by each member of the Master's Examination Panel at least one (1) week before the scheduled examination; and
 - (ii) All members of the Examination Panel are present. If the External Examiner is absent, she/he shall be required to send the comments to the Chair of the Panel who shall integrate these in the final report. If any other member is absent the defence shall be rescheduled.
- 5.9 The function of the viva voce shall be to ascertain that the dissertation presented fulfils the following criteria:
- (i) The dissertation is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped by the candidate;
 - (iii) Any weaknesses in the dissertation are adequately clarified by the candidate; and a definite recommendation is made to the SHDRPC whether the candidate should be declared as having passed or failed.
- 5.10 The duration of the viva voce examination for (URPM) dissertation shall not exceed two hours:
- (i) 30 minutes of presentation;
 - (ii) 1 hour and 15 minutes of questions and answers;
 - (iii) 15 minutes of deliberations.
- 5.11 The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the SHDRPC.
- 5.12 If the student fails the defence, he/she may submit himself/herself for a second defence. Failure to pass the second defence disqualifies the student from the master's programme. Furthermore, this disqualifies the student from being admitted into other master's programmes offered by the School.
- 5.13 Subsequent publications from a dissertation submitted for a Master's degree of the Ardhi University must contain a statement that the work is based on a dissertation submitted to the University.

- 5.14 The General University Examination Regulations of ARU shall govern the conduct of appeals against the decision of the Senate pertaining to examination results.

6.0 Submission of Dissertation for Degree Award

- 6.1 The copies of the dissertation (4 copies for Master's dissertation) for initial submission should be in loosely bound form.
- 6.2 After satisfactorily completing all the corrections recommended by examiners, seven (7) hard bound error free copies of dissertations shall be submitted as a requirement for graduation.
- 6.3 The seven bound copies of the approved dissertations shall be distributed as follows:
- i) The original copy for the University Library (ARU);
 - ii) One copy for the Student;
 - iii) One copy for the Dortmund University of Technology;
 - iv) One copy for the host area/district where the study was conducted;
 - v) One copy for the National Library and;
 - vi) Two copies (one each) to the supervisors.
 - vii) Soft copies of the Master's dissertations in PDF format shall be submitted to ARU University and School Libraries.
- 6.4 Students who are admitted to the M.Sc. URPM programme shall produce at least one manuscript for publication in a peer reviewed scientific journal prior to award of the degree.

C. PhD PROGRAMMES

7.0 General Regulations

- 7.1 Admission and registration processes shall follow the General University Admission Regulations.
- 7.2 A candidate shall prepare and present at least one seminar paper related to his/her PhD in every academic year during her registration period. The seminar paper presentation shall be arranged by the candidate in consultation with his/her supervisor and Head of Department. Seminar papers shall be assessed but they shall not contribute to the final assessment of a PhD thesis.
- 7.3 Passing a seminar paper on candidate's research area shall be a prerequisite requirement for submission of a PhD thesis for examination. Pass mark for a seminar paper shall be 60%. The details of assessment are as provided in Table. 7.1.

Table 7.1: Assessment Criteria for Seminar Paper

Assessment Criteria	Marks
Subject relevance	10
Quality of literature review and theoretical basis for the paper	10
Originality	10
Logic in structure	10
Language and clarity	10
Contribution to knowledge	10
Total	60

- 7.4 Seminar papers shall be assessed by a panel of at least 3 internal examiners including supervisor(s) of a student. The structure of presentation shall depend on the structure of the seminar paper.

**A) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF EARTH SCIENCES, REAL ESTATE, BUSINESS
STUDIES AND INFORMATICS - UNIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Earth Sciences, Real Estate, Business Studies and Informatics – Unit System

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Geospatial Sciences and Technology

A. School regulations for the programmes of Postgraduate Diploma in Geomatics, Master of Science in Geomatics and PhD in Geomatics

1. Postgraduate Diploma in Geomatics

1.1 General Regulations

- 1.1.1 Students, who are admitted to the Postgraduate Diploma in Geomatics, must complete all the prescribed courses which add up to 31 course units
- 1.1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and university examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the university examination accounts for 60%.

2. Continuous Assessment

- 2.1 For purpose of continuous assessment, there shall be a minimum of one homework, one project based assignment and two written tests under examination conditions per semester. A project based assignment shall involve conducting a literature search on a given topic as deemed appropriate by the course coordinator. Assessment of the project based assignment shall be done on the basis of a written report and oral presentation of the assignment. Written tests, homework and project based assignment shall account for 20%, 5% and 15% respectively, all leading to an assessment of 40%. The marks for written project based assignment and oral presentation shall be in the ratio of 2 to 1 of 15%.

3. Postgraduate Projects

- 3.1 Continuous assessment in these subjects shall comprise assessments of written report and oral presentations, as the case may be in each department.
- 3.2 For purpose of continuous assessment, there shall be two oral presentations of Postgraduate Project in the semester in which the subject is offered. The second assessment shall be done, at the latest, one week before the university Examination starts.
- 3.3 Continuous Assessment for project work shall account for 60% and final presentation and written report for 40% all leading to an assessment of 100%.
- 3.4 Student's progress status will be monitored/recorded in a Log Book.
- 3.5 The final assessment of project work shall comprise of oral presentation and written report.
- 3.6 Project Report shall be well bound, word processed in 1.5 spaced A4 sheets, Font 12. The main body shall contain between 40 and 70 pages.
- 3.7 Three loose bound copies of the project reports endorsed by the supervisor(s) shall be submitted to the Head of Department by the last Friday preceding the start of the

University Examinations for that semester. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the project.

- 3.8 The final assessment of project work shall comprise of oral presentation and written report.
- 3.9 The final assessment shall be made by a panel of two examiners, which shall consist of the candidate's supervisor and another examiner nominated by the Departments.
- 3.10 A Postgraduate Project may be passed subject to corrections
- 3.11 Any project which is passed subject to corrections shall be considered to be completed when all errors/ mistakes/shortfalls pointed out by examiners have been corrected and, three copies of acceptable hard copy bound project report endorsed by the Coordinator are submitted to the head of the Department. Failure by the student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.
- 3.12 The assessment sheet for the written project report shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Form and Format of presentation(style, language, word processing etc)	10		
Literature review and referencing	10		
Material collection	20		
Data collection organization and analysis	20		
Discussion of results	20		
Conclusion and Recommendation	20		
Total	100		

- 3.13. The assessment sheet for the final oral presentation shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 3.14. Marks for written project report and final oral presentation of the same shall be in the ratio of 5 to 1 of the 60%.

4. Transfer to MSc. Programme

- 4.1 The School shall prescribe subjects (pre-requisite/additional course) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programme.
- 4.2 A GPA of at least 4.0 is required for one to qualify for transfer from PGD to relevant M.Sc. Programme.

5. Master of Science in Geomatics (By Course Work and Dissertation)

5.1 General Regulations

- 5.1.1 The registration period for the programme shall not exceed three years for full-time students and four years for part time students.
- 5.1.2 Registration will take place during the first two weeks of semester I and Semester II of the respective intake.
- 5.1.3 Completing the coursework component of the programme the candidate must Pass a minimum of 36 units (26 of compulsory courses and 8 of elective) courses.
- 5.1.4 No candidate will be allowed to proceed to the dissertation phase before fulfilling all coursework requirements

5.2 Seminar Papers

- 5.2.1 A candidate shall prepare and present two (2) Seminar Papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 5.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisors(s) of the student.
- 5.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 5.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language), word processing etc.)	10		
Literature Review and Referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 5.2.5 The assessment sheet for oral presentation of seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remark
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 5.2.6 The marks for written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

Master of Science in Geomatics (By Thesis)

6.1 General Regulations

- 6.1.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

6.2 Seminar Papers

- 6.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of total thesis marks.
- 6.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 6.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 6.2.4 The assessment sheet for the written scientific seminar paper shall have the following Format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc.)	10		
Literature review and referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 6.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 6.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%

Doctor of Philosophy

7.1 General Regulations

- 7.1.1 The registration period for PhD. Programme shall not exceed five years for full –time students and seven years for part-time students.

7.2 Seminar Papers

- 7.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her PhD. Research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. Thesis.
- 7.2.2 Passing seminar papers shall be a prerequisite for submission of a Ph. D. thesis for examination. Pass mark for a seminar paper shall be 60%.
- 7.2.3 Seminar paper shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 7.2.4 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 7.2.5 The assessment sheet for written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc.)	10		
Literature review and referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 7.2.6 The assessment for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

School Regulations for the Programmes of Postgraduate Diploma in Real Estate, Master of Science in Real Estate and PhD in Real Estate

1 Postgraduate Diploma in Real Estate

1.1 General Regulation

- 1.1.1 Since the modular mode (part-time) may demand considerable time of a particular teaching staff to be concentrated in short duration, the availability of the modular mode shall be subject to a availability of such teaching staff.

1.2 Continuous Assessment

- 1.2.1 For the purpose of continuous assessment in all taught courses, there shall be a minimum of Two Homeworks/Assignments and Two Written Tests under examination conditions per semester. Written tests shall carry a weight of 3 against a weight of 1 for homeworks all leading to an assessment of 40%.

1.3 Project Paper

- 1.3.1 The passing grade for a Project Paper shall be a 'B' or Higher. A candidate scoring below a 'B' Grade shall be allowed to re-submit the failed Project Paper within a period of three months from the date the results are published.
- 1.3.2 For the purpose of continuous Project Paper assessment, the Project Paper shall be assessed three times. The School Board shall prescribe the time and venue of assessment/presentation.
- 1.3.3 A minimum panel of three school examiners shall attend and assess Oral Project Paper presentations.
- 1.3.4 Three loose bound Project Paper reports endorsed by the supervisor(s) shall be submitted to the Department by the last Friday preceding the commencement of University Examinations. Project Paper Reports NOT submitted within the specified period without compelling reasons shall not be accepted by the Department.
- 1.3.5 A Project Paper may be passed subject to corrections. Any Project Paper which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 1.3.6 A student who fails in a project paper shall be given a maximum period of three months from the date the Senate approves the results to re-submit the Project Paper.
- 1.3.7 A candidate failing in the re-submission of a Project Paper may be allowed another re-submission of the Project Paper at the discretion of the Senate and the Senate shall prescribe the time for such re-submission.
- 1.3.8 Project Paper Continuous assessment shall comprise 3 marked presentations of which the first 2 presentations shall account 30% marks while the written Project work and third (final) oral presentation shall account for 70%, all leading to an assessment of 100%.
- 1.3.9 The marks for the written project paper work and final (3rd) oral presentation shall be in the ration of 7 to 3 of 70%.

- 1.3.10 The Assessment sheet for oral Project Paper presentations shall have the following format:

Name of Student:
Project Paper Title:
Name of Examiner
Signature of Examiner: Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the issue/problem	25		
Data presentation, Analysis arguments and discussion	25		
Self Expression	20		
Response to questions	30		
Total	100		

- 1.3.11 The assessment sheet for the written Project Paper Report shall be as follows:

Name of Candidate:
Project Paper Title:
Name of Examiner
Signature of Examiner
Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (Style, Language, Typing etc.)	10		
Material Content and contribution to Knowledge, Literature Review and Referencing	25		
Data Collection, Processing and Analysis, arguments & discussion	30		
Quality of Conclusions and Practicability of Recommendations	35		
Total	100		

- 1.3.12 Every Written Project Paper shall be examined by 2 Examiners appointed by the School Board and approved by the Senate as follows:

- i) The Supervisor who will act as the first Examiner
- ii) A second Examiner appointed from within the University

1.4 Transfer to MSc. Programmes

- 1.4.1 The School shall prescribe subjects (pre-requisite/additional courses) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programmes.
- 1.4.2 A GPA of at least 4.0 is required for one to qualify for transfer from a PGD Programme to relevant MSc. Programme.

2. Master of Science in Real Estate (By Coursework and Dissertation)

- 2.1 Unless otherwise stated, a minimum of 30 units shall be completed to satisfy the coursework requirement before proceeding to the dissertation phase.
- 2.2 No Candidate shall be allowed to proceed to the Dissertation phase before fulfilling all course work requirements.
- 2.3 For the purpose of continuous assessment in all taught courses, there shall be a minimum of Two Homeworks/Assignments and Two written Tests under examination conditions per semester. Written tests shall carry a weight of 3 against a weight of 1 for homeworks, all leading to an assessment of 40%.

2.4 Dissertation

- 2.4.1 There shall be 3 Oral Dissertation Presentations to be attended by a minimum panel of 3 members of the School Examiners.
- 2.4.2 Three loose bound Dissertation Reports, endorsed by the supervisor(s) shall be submitted to the Department by the last Friday preceding the commencement of University Examinations. Dissertation Reports NOT submitted within the specified period without compelling reasons shall not be accepted by the Department.
- 2.4.3 A Dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 2.4.4 Dissertation Continuous assessment shall comprise marking of the 3 presentations in clause 21.0 above, of which the first 2 presentations shall account for 30% of the total marks while the written Dissertation Report and third (Final) Oral presentation shall account for 70%, all leading to an assessment of 100%.
- 2.4.5 The marks for the written dissertation work and final oral presentation shall be in the ratio of 7 to 3 of 70%.
- 2.4.6 The Assessment sheet for oral Dissertation Presentations shall have the following format:

Name of Student:

Name of Examiner:

Signature of Examiner: Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the Problem	25		
Data Presentation and Analysis	25		
Self Expression	20		
Response to Questions	30		
Total	100		

2.4.7 The Assessment sheet for the written Dissertation Reports shall be as follows:

Name of Candidate:
Dissertation Title:
Name of Examiner:
Signature of Examiner:
Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (Style, Language, Typing etc.)	10		
Material Content and contribution to Knowledge, Literature Review and Referencing	25		
Data Collection, Processing and Analysis, arguments & discussion	30		
Quality of Conclusions and Practicability of Recommendations	35		
Total	100		

2.4.8 Every Dissertation Report shall be examined by three examiners appointed by the School Board and approved by the SENATE as follows;

- (i) The Supervisor who will act as an Internal Examiner
- (ii) An External examiner appointed from outside the University
- (iii) An Examiner appointed from within the University

3. Master of Science in Real Estate (By Thesis)

3.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

3.2 Seminar Papers

3.2.1 A candidate shall prepare and present two (2) Seminar Papers which are related to his/her dissertation work per semester. Seminar papers shall be assessed and contribute 20% of total Thesis marks.

3.2.2 Seminar Papers shall be assessed by a panel of at least 3 internal examiners including supervisor(s) of the student.

3.3.3 The assessment of the Seminar Paper shall comprise an Oral Presentation and a Written Paper.

3.3.4 The assessment sheet for the Oral Presentation of the Seminar Paper shall have the following format;

Name of Student:.....
Project paper Title:.....
Name of Examiner:.....
Signature of Examiner:.....
Date:.....

Marking Criteria	Maximum marks	Marks Awarded	Remarks
Understanding of the problem/issue	25		
Data analysis and interpretation	25		
Self Expression	20		
Response to Questions	30		
Total	100		

- 3.3.5 The assessment sheet for the written Seminar Paper shall have the following format;
 Name of Student:.....
 Project paper Title:.....
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking Criteria	Maximum marks (%)	Marks Awarded	Remarks
Understanding of the problem/issue	15		
Data presentation, Analysis arguments and discussion	15		
Self Expression	20		
Response to questions	30		
Conclusions and Recommendations	20		
Total	100		

4. Doctor of Philosophy

- 4.1 The registration period for a PhD programme shall not exceed 5 years for full- time students and seven years for part-time students.

4.2 Seminar Papers

- 4.2.1 A candidate shall prepare and present two (2) Seminar Papers which are related to his/her PhD. Research work per Semester. Seminar Papers shall be assessed but they shall not contribute to the final assessment of a PhD Thesis.
- 4.2.2 Passing a Seminar Paper shall be a prerequisite for submission of a PhD Thesis for examination. Pass mark for a Seminar Paper shall be 60%.
- 4.2.3 Seminar Papers shall be assessed by a panel of at least 5 internal examiners including the Supervisor(s) of the student.
- 4.2.4 The assessment of Seminar Papers shall comprise of an oral presentation and a written paper.
- 4.2.5 The assessment sheet for oral Seminar Paper shall have the following format;
 (i) Name of Candidate:.....
 (ii) Project Paper Title:.....
 (iii) Name of Examiner:.....
 (iv) Signature of Examiner:.....
 (v) Date:.....

4.2.6 The assessment for the Written Seminar Paper shall have the following format;

Name of Candidate:.....

Project Paper Title:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of Presentation (style, language, word processing etc.)	10		
Literature review and referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

**B) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF EARTH SCIENCES, REAL ESTATE, BUSINESS
STUDIES AND INFORMATICS - CREDIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Earth Sciences, Real Estate, Business Studies and Informatics – Credit System

In addition to the University General Examination Regulations, General Postgraduate Examinations Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following regulations shall apply to the Postgraduate programmes in the School of Earth Sciences, Real Estate, Business and Informatics

A School General Examination Regulations for Postgraduate Programmes

1.0 General Regulations

Enrolment and registration to postgraduate programmes shall be governed by GUERs, General Postgraduate Examinations Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

2.0 MSc by Coursework and Dissertation Programmes

A candidate shall be required to complete the prescribed training in all courses as stipulated in the respective curricula. The assessment of each course shall comprise a Continuous Assessment (CA) and a final University Examination (UE). Unless otherwise specified in a specific course, the CA shall account for 40% while the UE shall account for 60% of the total course marks.

3.0 Dissertations

3.1 Dissertations shall be governed by the General Postgraduate Examination Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

3.2 Each student in consultation with the supervisor(s) shall formulate a dissertation research proposal in Semester II/ Semester III of the programme duration as prescribed in each curriculum. The supervision of the students' proposal development shall be agreed between the student and the course responsible supervisor in consultation with the Head of Department.

4.0 PhD programmes

Prior to the submission of the PhD thesis for examination, a candidate's progress shall be monitored through seminar papers.

5.0 MSc in Geomatics, MSc in Geographic Information Systems and Remote Sensing and MSc in Geographic Information Systems

5.1 To complete the Coursework component of the programme (i.e. excluding the dissertation) a candidate must;

- i) Pass a minimum of 124 credits (84 from compulsory courses and 40 from elective courses) as prescribed in the curriculum for MSc Geomatics;
- ii) Pass a minimum of 128 credits (112 credits from compulsory courses and 16 credits from elective courses) as prescribed in the curriculum for MSc Geographic Information Systems and Remote Sensing;

- iii) Pass a minimum of 132 credits (112 credits from compulsory courses and 20 credits from elective courses) as prescribed in the curriculum MSc Geographic Information Systems (Full time and Evening).
- 5.2 The CA shall be derived from class attendance, tests, written and practical assignments, seminars, as prescribed in the curriculum. Timed tests and assignment shall carry a weight of 3:1, respectively.

6.0 Dissertations

- 6.1 In addition to School regulations for MSc by coursework and dissertation programmes, the following regulations shall apply:
 - 6.1.1 Students and supervisor(s) shall sign a consultation monitoring form after every consultation session. Supervisors shall avail the consultation forms to the Head of Department before submission of Dissertation for examination;
 - 6.1.2 The progress of the Dissertation research proposal development shall be monitored through two oral presentations which shall account for the Continuous Assessment (CA) of the proposal writing component of the course Research Methods in Geospatial Sciences. The two CA oral presentations shall be scheduled from time to time by the Department through the course responsible for the Research Methods in Geospatial Sciences course.
 - 6.1.3 a) Students who fail to submit three loose bound copies of written proposal as per Postgraduate General University Examination Regulations without compelling reasons shall be deemed to have absconded the Research Methods in Geospatial Sciences courses and shall be discontinued from studies.
 - b) In case there are compelling reasons obstructing the supervisor(s) to endorse the written proposal, the supervisor(s) shall be required to report the reasons to the Head of Department in writing immediately when the reasons are known but two weeks prior to the start of University Examinations.
 - 6.1.4 a) The assessment of the Research Methods in Geospatial Sciences course shall be accrued from assessment of its Part (a) and Part (b) as prescribed in the curriculum
 - 6.1.5 The MSc. Proposal Writing progress oral presentations and the written proposals shall be assessed in accordance with the following format:

Table 2.1: Assessment of the MSc Research Proposal First Oral Presentation (Continuous Assessment):

Name of the Assessor
Signature:
Date:

SN	Candidate's Reg. No	Candidate's name	Understanding of the topic	Clarity of the problem and comprehension	Relevance of the topic to the profession	Contribution to the profession (Creative thinking)	Response to Questions	Consultation with supervisors*	Total	Reduced Marks (10%)
Maximum Marks			20	20	15	10	10	25	100	10
1										
2										
3										

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any

6.1.6 **Table 2.2 Assessment of the MSc Research Proposal Second Oral Presentation (Continuous Assessment)**

Name of the Assessor Signature:

Date:

S/N	Candidate's Reg. No	Candidate's name	Response to comments from the first presentation	Literature review and its rationale to the proposed dissertation	Research Problem justification	Research hypothesis/research objective(s), significance and benefits	Suitability of proposed methodology	Response to questions	Consultation with supervisors*	Total	Reduced Marks (10%)
Maximum Marks			9	12	12	12	18	12	25	100	10
1											

[illegible]

*The consultation form signed by students and supervisors shall be used as a basis for this assessment

Assessor's Comments if any

Table 2.3 Assessment of the MSc Written Research Proposal (University Examination)

Name of the Candidate:

Reg. No:

Title of MSc Research:

Marking consideration	Maximum marks	Marks awarded
Title, topic and its relevance to profession	10	
Literature review, citation, referencing and clarity of the background to the dissertation/research	20	
Statement of the problem	15	
Research objective(s), hypothesis/research questions, significance and benefits	20	
Suitability of proposed methodology	25	
Presentation Format (Style, language (grammar and structure), graphical communication, etc.) and work-plan	10	
Total	100	
Reduced Marks (30%)		

Assessor's comments if any

Name of the Assessor Signature:

Date:

- 6.1.7 During the final semester of the programme (Semester III/Semester IV), each student shall be required to submit a MSc Dissertation report from an independent study carried out during this semester. In this regard, students shall execute the research proposal prepared in the course Research Methods in Geospatial Sciences offered in Semester II/Semester III of the programme.
- 6.1.8 Dissertation assessment shall comprise of Continuous Assessment (CA) derived from seminar papers as provided for in Regulation 6.2 below, and University Examination. Continuous Assessment shall account for 30% while the university examination shall account for 70%.
- 6.1.9 In addition to Summary Form for the University assessment of MSc. dissertations, the criteria for assessment of the MSc dissertation shall be as follows:

Table 2.4 Assessment of Written MSc Dissertation Report (University Examination)

Name of Candidate:.....
Dissertation Title:.....
Name of Examiner:.....
Signature of Examiner:.....
Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Form and format of presentation (style, language, typing, etc.)	10		
Material content and contribution to knowledge, literature review and referencing	25		
Data collection, processing and analysis, argument and discussion	30		
Quality of conclusions and practicability of recommendations	35		
Total	100		
Reduced Marks (70%)			

6.2 Seminar Papers

- 6.2.1 A student shall prepare and present two (2) Seminar Papers during the dissertation phase of the programme, which are related to his/her dissertation work. The Seminar Papers presentations shall be a prerequisite to submission of the MSc dissertation for examination purposes. The timing of the presentations shall be arranged by the Student in consultation with his/her Supervisor(s) and the Head of Department. Seminar papers shall be assessed and account for 20% of the total dissertation marks and shall carry equal weights (each 10%).
- 6.2.2 Seminar papers shall be assessed by a panel of at least 3 internal examiners including supervisors(s) of the student.
- 6.2.3 The assessment of each seminar paper shall comprise of one oral presentation and assessment of a written scientific paper. The marks for written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 30%.
- 6.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Table 2.5 Assessment of Written MSc Seminar Paper

Name of Candidate:.....
Title of Seminar Paper:.....
Name of Examiner:.....
Signature of Examiner:.....
Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Form and format of presentation (style, language), structure, etc.)	10		
Literature review and referencing	10		
Research methodology and its justification	20		
Data analysis, presentation and interpretation of results	20		
Discussion of results and contribution to profession	20		
Quality of conclusions and practicability of recommendations	20		
Total	100		
Reduced Marks (8%)			

6.2.5 The assessment sheet for oral presentation of the seminar paper shall have the following format:

Table 2.6 Assessment of MSc Seminar Paper Oral Presentation

Name of Candidate:.....

Title of Seminar Paper:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Understanding of the topic and self-expression	10		
Statement and justification of the research problem, research objectives and research questions/hypotheses	20		
Data analysis, presentation and interpretation of results	25		
Discussion of results and contribution to profession	20		
Response to questions	25		
Total	100		
Reduced Marks (2%)			

7.0 Master of Science in Geomatics (By Thesis)

7.1 The registration period for the programme shall not exceed four years for full-time students and five years for part-time students.

- 7.2 Development of the proposal and assessment of the Thesis shall be governed by the Postgraduate General Examination Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

7.3 Seminar Papers

- 7.3.1 A student shall prepare and present two (2) Seminar Papers, one every six months during the study period, which are related to his/her thesis work. The Seminar Papers presentations shall be a prerequisite to submission of the Thesis for examination purposes. The timing of the presentations shall be arranged by the Student in consultation with his/her Supervisor(s) and the Head of Department. Seminar papers shall be assessed and shall account for 30% of the total thesis marks and shall carry equal weights (each 15%).
- 7.3.2 Seminar papers shall be assessed by a panel of at least 3 internal examiners including supervisor(s) of the student.
- 7.3.3 The assessment of each seminar paper shall comprise of one oral presentation and assessment of a written scientific paper. The marks for written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 30%.
- 7.3.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Table 3.1 Assessment of Written Seminar Paper

Name of Candidate:.....

Title of Seminar Paper:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Form and format of presentation (style, language, structure, etc.)	15		
Literature review and referencing	15		
Research methodology and its justification	20		
Data analysis, presentation and interpretation of results	20		
Discussion of results and contribution to policy implication and professional practice.	20		
Quality of conclusions and practicability of recommendations	10		
Total	100		
Reduced Marks (12%)			

- 7.3.5 The assessment sheet for oral presentation of the seminar paper shall have the following format:

Table 3.2: Assessment of MSc (By thesis) Seminar Paper Oral Presentation

Name of Candidate:
 Title of Seminar Paper:.....
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Understanding of the topic and self-expression	10		
Statement and justification of the research problem, research objectives and research questions/hypotheses	20		
Data collection and analysis, presentation and interpretation of results	25		
Discussion of results and contribution to profession	20		
Response to questions	25		
Total	100		
Reduced Marks (2%)			

8.0 MSc. in Real Estate Business, MSc. in Real Estate Valuation MSc in Land Administration and MSc in Real Estate Economics and Finance (by Course work and Dissertation)

8.1 Taught Courses

A total of 120 credits shall be completed to satisfy the coursework requirement before proceeding to the dissertation stage which carries 60 credits

8.2 Seminar Paper

In addition to Postgraduate General Examination Regulations Coursework which accounts for 30%, the University Examinations which constitutes 70% will be assessed based on Table 4.1:

Table 4.1: Assessment Criteria

S/N	Item Submitted	Marks	Overall Marks
1	Proposed Topic for Research Paper (must be approved)		
2	Research Proposal (concept paper)		50%
3	Early Draft of Research Proposal	10%	
4	Peer Review of Early Draft of Research Proposal	10%	
5	Final Draft of Research Proposal	10%	
7	Seminar participation and contributions	20%	
8	Research Paper (UE)		50%
	Early Draft of Research Paper	10%	
9	Internal Peer Review of Early Draft of Research Paper	10%	
10	Final Draft of Research Paper	30%	
	Total		100%

8.3 Dissertation

- 8.3.1 There shall be three oral presentations to be attended by a minimum of 3 members of the School examiners. For the purpose of deriving the 40% for the CA, oral presentations shall be evaluated based on the following format.

Table 4.2: Interim Oral Presentation Assessment for CA in Dissertation

Assessment Criteria	Maximum Marks
Self-confidence, Time management and appropriateness of the language used	5%
Relevance of the contents being presented in relation to the topic	5%
Response to questions	20%
Total	30%

For the purpose of deriving the 70% indicated for the UE, the final dissertation report assessment shall be awarded as indicated below

- 8.3.2 For the purpose of dissertation's final UE assessment score, the 70% on written project report shall be awarded based on the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).
- 8.3.3 A Dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 8.3.4 Dissertation Continuous Assessment shall comprise marking of the 3 presentations, of which the first 2 presentations shall account for 30% of the total marks while the written Dissertation Report and third (Final) Oral presentation shall account for 70%, all leading to an assessment of 100%.
- 8.3.5 **Research Methodology and Proposal Development**
There shall be a Dissertation Report which shall consist of 12 credits.
- The course will be assessed continuously through three oral presentations and will carry 40% marks.
 - The criteria for assessing the written Dissertation Proposal are as shown in Tables 4.3 – 4.6 below.
 - A candidate who fails to get the minimum of 50% of 100% (B Grade) shall be required to re-submit a well-developed research proposal within 3 months upon publication of provisional results.
 - The candidate who fails to meet the condition stated on item (iii) above shall be required to repeat a course.

Table 4.3: Assessment Criteria for First Oral Presentation (Dissertation I)

S/N	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Mark awarded
	Points/marks	2	2	2	1	2	1	10	
1									
2									
3									
4									

Table 4.4:: Assessment Criteria for Second Oral Presentation (Dissertation I)

S/N	Candidates Name	Comprehensive literature review	Comprehension of the issues and responses to questions	Research objectives & questions	Theoretical Framework	Conceptual framework	Total	Mark awarded
	Points/marks	2	3	5	5	5	20	
1								
2								
3								

Form Table 4.5: Assessment criteria for Third Oral Presentation (Dissertation I)

S/N	Candidates Name	Research design and strategy	Comprehension of the issues and logic	Selection of cases and sampling	Research process	Methods/ data collection tools	Analytical tools	Total	Mark awarded
	Points/marks	2	2	4	5	5	2	20	
1									
2									
3									

Table 4.6: Criteria for Assessment of Written Dissertation I (During Semester Examinations Period)

S/N	Candidates Name	Title/topic & statement of the problem	Literature review	Research objectives	Research questions	Theoretical & conceptual framework	Methodology	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	8	8	4	4	8	8	4	6	50	
1											
2											
3											

9.0 Doctor of Philosophy in Geospatial Sciences

9.1 Seminar Papers

- 9.1.1** A student shall prepare and present seminar papers, one every six months in the three years duration of the programme, which are related to his/her PhD research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a PhD Thesis.
- 9.1.2** Passing seminar papers shall be a prerequisite for submission of a PhD thesis for examination assessed but they shall not contribute to the final assessment of a PhD Thesis.
- i) Each seminar paper shall contribute equally (each weighing 1) to a final aggregated mark for the seminar papers.
 - ii) The pass mark for the seminar papers shall be 60% assessed based on the aggregated mark.
 - iii) A candidate who has not attained the 60% marks shall be allowed to submit his/her PhD thesis for examination when the departmental HDRPC has been satisfied that all the comments have been sufficiently addressed.
- 9.1.3** A Seminar paper shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student; at least two should have expertise in the subject of presented research area.
- 9.1.4** The assessment of each Seminar Paper shall comprise of one oral presentation and assessment of a written scientific paper. The timing of the presentations shall be arranged by the Student in consultation with his/her Supervisor(s) and the Head of Department. The marks for written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 100%. Thus each written scientific paper shall account for 80% and each oral presentation 20%; all leading to 100% for each seminar paper.
- 9.1.5** The assessment sheet for the written scientific seminar paper shall have the following format:

Table 5.1: Assessment of Written PhD Seminar Paper

Name of Candidate:.....
 Title of Seminar Paper:.....
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Form and format of presentation (style, language, structure, etc.)	10		
Literature review and referencing	10		
Empirical and theoretical bases	20		
Research methodology (method (s), data collection and analysis, presentation and interpretation of results, etc.)	20		
Discussion of results, originality and contribution to profession	20		

Marking criteria	Maximum marks	Marks awarded	Remarks
Quality of conclusions and practicability of recommendations	20		
Total	100		
Reduced Marks (80%)			

- 9.1.6 The assessment sheet for oral presentation of seminar paper shall have the following format:

Table 5.2: Assessment of PhD Seminar Paper Oral Presentation

Name of Candidate:.....

Title of Seminar Paper:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Understanding of the topic and self-expression	10		
Statement and justification of the research problem, research objectives and research questions/hypotheses	20		
Data collection and analysis, presentation and interpretation of results	25		
Discussion of results and contribution to profession	20		
Response to questions	25		
Total	100		
Reduced Marks (20%)			

10.0 Doctor of Philosophy in Land Administration & Doctor of Philosophy in Real Estate Economics (By Coursework and Dissertation)

10.1 Taught Courses

- 10.1.1 Continuous Assessment accounts for 60% and Final written examination 40%. However, different weighting apply to different courses as stipulated in the course description.

- 10.1.2 PhD by Coursework and Dissertation shall comprise three main components as prescribed in the curriculum. In order for a student to complete the PhD coursework he/she has to pass all the prescribed Core, and Elective Courses.

10.1.3 Assessment of Coursework:

- a) The coursework will be offered during the first four semesters. This shall consist of core, specialized and elective courses that will add up to a minimum of 240 credits.

- b) Passing a course shall mean scoring at least a B grade; and the grade combines both Continuous Assessment and University Examinations.
- c) A student who fails to score at least B grade will be allowed to supplement the failed examinations.
- d) The maximum attainable grade in a supplementary examination or resubmission of a dissertation shall be a B grade.
- e) Continuous Assessment shall comprise tests, report from field attachment, assessed group work, oral presentations or individual reviews of scholarly works (i.e. books, papers in peer reviewed journals and research reports).
- f) The University Examination shall comprise written examination, timed take-home assignments, and oral examination or seminar presentations.
- g) A PhD candidate shall be required to complete and pass all the prescribed courses before he/she submits and defends his/her dissertation.

10.2 Dissertation

10.2.1 Practical work/exercises will be subject-specific; and will constitute a variety of options including practical sessions to analyse a practical problem/issue in the public sector or community, fieldwork or attachment/internship.

- a) In cases where a student will undertake a practical training as part of the PhD course, he/she will be required to prepare a brief report of the practical work undertaken with focus on the specific outputs which add value to his/her PhD work and knowledge in general.
- b) Each student will be assessed individually based on his/her report and oral presentation. The ability to analyse the practical problem/issues and evolve effective responses using appropriate methods, tools and skills will have to be critically appraised.

10.2.2 There shall be a Dissertation report which shall consist of 300 credits. Other details of PhD by Coursework and Dissertation shall be as per Postgraduate General Examination Regulations.

10.2.3 In order to be awarded a Doctorate Degree, a candidate must acquire a minimum of 540 credits that include 300 credits for Dissertation and at least 240 for Coursework. Also a minimum of 60 credits has to be accomplished in a given Semester.

10.2.4 The oral presentation and the written reports shall be assessed in accordance with Table 6.1 to 6.4.

S/N	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Mark awarded
	Points/marks	2	2	2	1	2	1	10	
1									
2									
3									

Table 6.1: Assessment Criteria for First Oral Presentation (Dissertation I)

Table 6.2: Assessment Criteria for Second Oral Presentation (Dissertation I)

S/N	Candidates Name	Comprehensive literature review	Comprehension of the issues and responses to questions	Research objectives & questions	Theoretical Framework	Conceptual framework	Total	Marks awarded
	Points/marks	4	3	4	4	5	20	
1								
2								
3								

Table 6.3: Assessment Criteria for Third Oral Presentation (Dissertation I)

S/N	Candidates Name	Research design and strategy	Comprehension of the issues and logic	Selection of cases and sampling	Research process	Methods/ data collection tools	Analytical tools	Total	Marks awarded
	Points/marks	2	2	4	5	5	2	20	
1									
2									
3									
4									

Table 6.4: Criteria for Assessment of Written Dissertation I (During Semester Examinations Period)

	Candidates Name	Title/topic & statement of the problem	Literature review	Research objectives	Research questions	Theoretical & conceptual framework	Methodology	Analytic methods	Citation and references	Total	Marks awarded
	Points/marks	16	16	8	8	16	16	8	12	100	
1											
2											
3											

- 10.3 Viva-voce shall be undertaken based on the general regulations and guidelines for the postgraduate programmes offered at Ardhi University

11.0 Master of Science in Land Management Degree (By Thesis)

11.1 Seminar Papers

11.1.1 A candidate shall prepare and present **One (1)** Seminar Paper every six month which is related to his/her dissertation work. Seminar papers shall be assessed and contribute 30% of the total Thesis marks.

11.1.2 Seminar papers shall be assessed by a panel of at least 3 internal examiners including supervisors(s) of the student.

11.1.3 The assessment for the seminar paper shall comprise an oral presentation and a written paper.

The assessment sheet for the oral presentation of the seminar paper shall have the format provided in Table 7.1

Table 7.1: Assessment sheet for the oral presentation of the seminar paper

Name of student:.....

Project Paper title:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Understanding of the research problem/issue	25		
Data analysis and interpretation	25		
Self-expression	20		
Response to questions	30		
Total	100		

11.1.4 The assessment sheet for the written seminar paper shall have the format provided in Table 7.2.

Table 7.2: Assessment Sheet for the Written Seminar Paper

Name of student:.....

Project Paper title:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Understanding of the research problem/issue	15		
Data presentation, analysis, argument and discussion	15		
Self-expression	20		
Response to questions	30		
Conclusion and recommendation	20		

Marking criteria	Maximum marks	Marks awarded	Remarks
Total	100		

12.0 Doctor of Philosophy in Real Estate (by Thesis)

12.1 Seminar Papers

- 12.1.1 A candidate shall prepare and present **one (1)** Seminar Paper every six months, which is related to his/her Dissertation work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a PhD Thesis.
- 12.1.2 Passing a Seminar Paper shall be a prerequisite for submission of a PhD Thesis for examination. Pass mark for a Seminar Paper shall be 60%.
- 12.1.3 A Seminar Paper shall be assessed by a panel of at least 3 internal examiners including supervisor(s) of the student.
- 12.1.4 The assessment of final seminar papers shall comprise of an oral presentation and a written paper.
- 12.1.5 The assessment sheet for Oral Seminar Paper shall have the format provided in Table 8.1.

Table 8.1: Assessment Sheet for Oral Seminar Paper

Name of Candidate:.....
 Project paper Title:
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Form and format of presentation (style, language, structure, etc.)	10		
Literature review and referencing	10		
Empirical and theoretical bases	20		
Research methodology (Method (s), data collection and analysis, presentation and interpretation of results, etc.)	20		
Discussion of results, originality and contribution to profession	20		
Quality of conclusions and practicability of recommendations	20		
Total	100		

- 12.1.6 The assessment sheet for a written seminar paper shall have the format provided in Table 8.2

Table 8.2: Assessment Sheet for a Written Seminar Paper

Name of Candidate:.....
 Project paper Title:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Understanding of the topic and self-expression	10		
Statement and justification of the research problem, research objectives and research questions/hypotheses	20		
Data collection and analysis, presentation and interpretation of results	25		
Discussion of results and contribution to profession	20		
Response to questions	25		
Total	100		

**A) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF ENVIRONMENTAL SCIENCE AND
TECHNOLOGY - UNIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Environmental Science and Technology – Unit System

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University, the following Regulations shall apply for Postgraduate programmes in the School of Environmental Science and Technology

Postgraduate Diploma in Environmental Technology and Management

1.1 General Regulations

- 1.1.1 Students, who are admitted to the postgraduate Diploma in Environmental Technology and Management (PGD-ETM), must complete all the prescribed courses which add up to 30 course units.
- 1.1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and university examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the university examination accounts for 60%.

1.2 Continuous Assessment

- 1.2.1 For the purpose of continuous assessment, there shall be a minimum of one homework, one project based assignment and two written tests under examination conditions per semester. Project based assignment shall involve conducting a literature survey on a given topic/laboratory assignment or any academic assignment as deemed appropriate by the lecturer. Assessment of project based assignment shall be done on the basis of a written report and oral presentation of the assignment. Written tests, homework and project based assignment shall account for 20%, 5% and 15 %, respectively, all leading to an assessment of 40%. The marks for the written project based assignment and oral presentation shall be in the ratio of 2 to 1 of 15%.

1.3 Postgraduate Projects

- 1.3.1 Continuous assessment in these subjects shall comprise assessments of written report and oral presentations, as the case may be in each department.
- 1.3.2 For the purpose of continuous assessment, there shall be two oral presentations of Postgraduate Project in the semester in which the subject is offered. The second assessment shall be done, at the latest, one week before the University Examinations start.
- 1.3.3 Continuous assessment for project work shall account for 60% and final presentation and written report for 40% all leading to an assessment of 100%.
- 1.3.4 Project work shall be handed in to the Department two days before University Examinations for that Semester start. Final project work not submitted within specified period without compelling reasons shall be penalized by deducting from the total score five marks per day.
- 1.3.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.3.6 The final assessment of project work shall comprise of oral presentation and written report.

1.3.7 The final assessment shall be made by a panel of two examiners, which shall consist of the candidate's supervisor and another examiner nominated by the Department.

1.3.8 The assessment sheet for the written project report shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Material content	20		
Data collection organization and analysis	20		
Design/Graphics/Modeling	20		
Conclusion and Recommendation	20		
Total	100		

1.3.9 The assessment sheet for the final oral presentation shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of Design/Graphics	20		
Self Expression	20		
Response to Questions	25		
Total	100		

1.3.10 A Postgraduate Project may be passed as it is, failed outright or passed subject to corrections.

1.3.11 Any Postgraduate Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and an acceptable hard bound project report, endorsed by the supervisor is submitted to the Department. Failure by student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.

1.3.12 The marks for written project report and final oral presentation of the same shall be in the ratio of 5 to 1 of the 60%.

1.4 Transfers to MSc. Programmes

1.4.1 The School shall prescribe subjects (pre-requisite/additional courses) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programme.

1.4.2 A GPA of at least 4.0 is required for one to qualify for transfer from PGD to relevant M.Sc. Programme.

2. Masters Degree (By Course Work and Dissertation)

2.1 General regulations

2.1.1 The registration period for the programme shall not exceed three years for full-time students and four years for part-time students.

- 2.1.2 Registration will take place during the first two weeks of Semester I and Semester II of the respective intake.
- 2.1.3 Completing the coursework component of the programme the candidate must pass a minimum of 34 units (25 units of core courses and 9 units of electives).
- 2.1.4 No candidate shall be allowed to proceed to the dissertation phase before fulfilling all coursework requirements.

2.2 Seminar Papers

- 2.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 2.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 2.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 2.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 2.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total			

- 2.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

3. Masters Degree (By Thesis)

3.1 General regulations

- 3.1.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

3.2 Seminar Papers

- 3.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total thesis marks.
- 3.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 3.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 3.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 3.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 3.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

4. PhD

4.1 General regulations

- 4.1.1 The registration period for the Ph.D. programme shall not exceed five years for full-time students and seven years for part-time students.

4.2 Seminar papers

- 4.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her PhD research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. thesis.
- 4.2.2 Passing seminar papers shall be a prerequisite for submission of a Ph.D. thesis for examination. Pass mark for a seminar paper shall be 60%.

-
- 4.2.3 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 4.2.4 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 4.2.5 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 4.2.6 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

**B) EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES IN THE SCHOOL
OF ENVIRONMENTAL SCIENCE AND
TECHNOLOGY - CREDIT SYSTEM**

Examination Regulations for Postgraduate Programmes in the School of Environmental Science and Technology – Credit System

In addition to the General University Examination Regulations, General Postgraduate Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020), the following Regulations shall apply for Postgraduate programmes in the School of Environmental Science and Technology:

A. MSc. ETM, MSc. DRM, M. DRM Degrees (By Course Work and Dissertation)**1.0 General Regulations**

Completion of coursework component shall require a candidate to pass a minimum of:

- a) 120 credits (100 credits of core courses and 20 credits of electives) for MSc. Environmental Technology and Management programme.
- b) 150 credits (140 credits of core courses and 10 credits of electives) for Master of Disaster Risk Management programme.

2.0 Dissertation

- 2.1 A candidate for full time Master's programme in consultation with his/her supervisor shall formulate a Dissertation Research proposal during second semester of first year of study. A candidate will be required to make seminar presentation(s) of the Proposal to the Department's Higher Degrees, Research and Publications Committee on 1st – 3rd week of first semester of second year. Such presentation(s) shall not be graded.
- 2.2 A candidate for Master's evening programme, in consultation with his/her supervisor shall formulate a Dissertation Research Proposal during the first semester of the second year of study. The supervisor shall approve the proposal and a candidate shall be required to make oral presentation(s) of the proposal to the Department's Higher Degrees, Research and Publications Committee on 1st – 3rd week of second semester of second year of study. Such presentation(s) shall not be graded.
- 2.3 A Continuous Assessment in dissertation shall comprise of two seminar presentations and shall carry a total of 30%.
- 2.4 The Continuous Assessment shall be conducted by a panel of at least three examiners and one should be a supervisor.
- 2.5 For Continuous Assessment, the assessment sheet for the seminar presentation shall have the following format.

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self-expression	20		
Response to questions	25		
Total	100		

- 2.6 The Dissertation Report shall be examined in accordance to University Postgraduate Guidelines.
- 2.7 Final Dissertation Examination shall carry 70% (49% for Written Dissertation Report and 21% for Dissertation Viva Voce).
- 2.8 For viva voce in the final examination of dissertation work, the assessment shall have the following format.

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results and validity and relevance of conclusions and recommendations	20		
Self-expression	20		
Response to questions	25		
Total	100		

B. MSc. ETM, MSc. DRM, M. DRM Degrees (By Thesis)

3.0 General Regulations

- 3.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.
- 3.2 The proposal formulation shall be conducted as per Ardhi University Postgraduate Guidelines and shall not be graded.

4.0 Seminar Presentations

- 4.1 A candidate shall make at least two (2) seminar presentations, which are related to his/her Thesis work.
- 4.2 The seminar presentation shall be assessed by a panel of at least three internal examiners including supervisor(s) of the student.
- 4.3 The assessment of seminar presentation shall comprise of oral presentation and a written scientific paper in the following format:

(a) The Assessment Sheet for the Seminar Presentation

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self-expression	20		
Response to questions	25		
Total	100		

(b) The Assessment Sheet for the Written Scientific Seminar Paper

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and recommendations	20		
Total	100		

4.4 Viva Voce assessment of the thesis will be according to postgraduate guidelines.

C. PhD ETM, PhD ESM, PhD DRM Degrees (by Thesis)**5.0 General Regulations**

The registration period for the Ph.D. programme shall not exceed five years for full-time students and seven years for part-time students.

6.0 Seminar Presentations

- 6.1 A candidate shall present in at least one (1) seminar in every six months, which is related to his/her PhD research work.
- 6.2 Seminar presentations shall be assessed by a panel of at least three internal examiners including supervisor(s) of the student.
- 6.3 The assessment of seminar presentation/draft thesis report shall be in the following format.

a) The Assessment Sheet for the Seminar Presentation

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self-expression	20		
Response to questions	25		
Total	100		

(b) The Assessment Sheet for the Written Paper and/or Draft Thesis Report

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and recommendations	20		
Total	100		

- 6.5 Final written work/thesis report shall be examined as per University Postgraduate Guidelines.

**EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES AT THE
INSTITUTE OF HUMAN SETTLEMENTS STUDIES
(IHSS)**

**EXAMINATION REGULATIONS FOR
POSTGRADUATE PROGRAMMES AT THE
INSTITUTE OF HUMAN SETTLEMENTS STUDIES
(IHSS) - CREDIT SYSTEM**

EXAMINATION REGULATIONS FOR POSTGRADUATE PROGRAMMES AT THE INSTITUTE OF HUMAN SETTLEMENTS STUDIES (IHSS) – Credit System

In addition to the General University Examination Regulations, the General Postgraduate Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020); the following regulations shall only apply to the following postgraduate programmes offered at the Institute for Human Settlement Studies:

- i) MSc Housing
- ii) MSc Public Policy Analysis and Programme Management
- iii) MSc Urban Governance and Environmental Studies
- iv) PhD programme by thesis
- v) PhD programme by coursework and dissertation

A. Master's Degree Programmes

1.0 Continuous Assessment for MSc. Programmes

- 1.1 Continuous Assessment in the Master's programme shall comprise of tests, report from field attachment, assessed group work, oral presentations or individual reviews of scholarly works (i.e. books, papers in peer reviewed journals and research reports)
- 1.2 Students shall be required to complete and pass all the prescribed courses including Dissertation I before embarking on their Dissertation II.

2.0 Dissertation I Assessment

- 2.1 Each student in consultation with the supervisor(s) shall formulate a Dissertation proposal (Dissertation I) at the beginning of Semester II in year one of the programme and supervisor(s) shall be approved by the Institute.
 - a) The Institute shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).
 - b) Progress in Dissertation proposal preparation shall be monitored through regular presentations that are marked. Three marked oral presentations shall be programmed from time to time by the Institute. The criteria for Continuous Assessment of Dissertation I is as shown in Tables 1-4.
 - c) Each student shall submit a written Dissertation Proposal (Dissertation I) on or before the last week of the Semester II to be approved and examined by the Institute. Where the student fails to attain a B grade for Dissertation I, S/he will be allowed to re-submit an improved/corrected version to the Head of Department.
 - d) The improved version of Dissertation I shall be re-submitted and re-assessed within 3 months since Senate approval.

2.2 Criteria for Continuous Assessment of Dissertation I

- 2.2.1 There shall be four marked oral presentations for Dissertation I in the semester in which it is run whereby;
 - a) The first three oral presentations shall be conducted within the semester and the fourth presentation assessment shall be during the University Examinations period.
 - b) The fourth assessment shall constitute Oral Presentation and Written Dissertation Proposal.
 - c) The Oral Presentation and Written Proposal shall be assessed by at least three members of academic staff, one of whom should be a supervisor.
- 2.2.2 The criteria for Continuous Assessment of Dissertation I is as shown in (Form 1-4) below.

Table 1: Assessment Criteria for First Oral Presentation (Dissertation I)

S/N	Candidates Name	Understanding of the topic	Clarity in problem statement and comprehension	Relevance of topic to the profession	Creative/innovative thinking	Response to questions raised	Consultation with supervisors	Total	Mark awarded
		20	20	20	10	20	10	100	
1									
2									

Table 2: Assessment Criteria for Second Oral Presentation (Dissertation I)

S/N	Candidates Name	Comprehensive literature review	Comprehension of the issues and responses to questions	Research objectives & questions	Theoretical Framework	Conceptual framework	Total	Mark awarded
	Points/marks	20	15	20	20	25	100	
1								
2								
3								

Table 3: Assessment Criteria for Third Oral Presentation (Dissertation I)

	Candidates Name	Research design and strategy	Comprehension of the issues and logic	Selection of cases and sampling	Research process	Methods/ data collection tools	Analytical tools	Total	Mark awarded
	Points/marks	8	8	16	20	20	8	100	
1									
2									
3									

Table 4: Criteria for Assessment of Written Dissertation I (During Semester Examinations Period)

S/N	Candidates Name	Title/topic & statement of the problem	Literature review	Research objectives	Research questions	Theoretical & conceptual framework	Methodology	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	16	16	8	8	16	16	8	12	100	
1											
2											

3.0 Written Dissertation II

- 3.1 Candidates who have qualified to continue with the Dissertation research (Dissertation II) shall be required to submit a dissertation in partial fulfilment of the degree requirements, after a specified period set by the relevant School/Institute.

- 3.2 During the research process, the candidate shall be required to make at least two oral presentations before submitting the manuscript for examination.
- 3.3 The final examination shall include an oral presentation to a panel of at least three examiners including an external examiner or his/her representative.
- 3.4 The criteria for assessment of the MSc Dissertation shall be as follows:

Table 5: Assessment of Written MSc Dissertation Report (University Examination)

Name of Candidate:.....
 Dissertation Title:.....
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking criteria	Maximum marks	Marks awarded	Remarks
Form and format of presentation (style, language, typing, etc.)	10		
Material content, Literature review and Referencing	25		
Knowledge contribution	30		
Quality of conclusions and practicability of Recommendations	35		
Total	100		

- 3.5 For a candidate to qualify for an award of a Master's degree by coursework and dissertation, the candidate shall produce at least one paper manuscript of publishable standard to a journal acceptable by Ardhi University.

B. PhD by Thesis

The regulations apply to the following PhD programmes by Thesis

- i) Doctor of Philosophy in Built Environment Analysis (PhD BEA);
- ii) Doctor of Philosophy in Climate Change Studies (PhD CCS);
- iii) Doctor of Philosophy in Housing and Settlements Studies (PhD HSS);
- iv) Doctor of Philosophy in Policy Analysis and Programme Management (PhDPAPM);
- v) Doctor of Philosophy in Development Studies (PhD DS).

4.0 Continuous Assessment

- 4.1 The PhD candidate shall be required to make at least 4 Seminar presentations based on the stages of the research before the final viva voce examination.
- 4.2 Seminar presentations shall be assessed by a panel of at least three internal examiners including supervisor(s) of the student.
- 4.3 The assessment of Seminar Papers shall comprise Oral Presentation and Assessment of Written Report.

Table 6: The Assessment Sheet for the Seminar Presentation

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self-expression	20		
Response to questions	25		
Total	100		

Table 7: The Assessment Sheet for the Paper and Draft Thesis Report

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 4.4 The PhD assessment shall be as per the University General Examination Regulations, the General Postgraduate Regulations and the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020).

C. PhD by Coursework and Dissertation

The regulations apply to the PhD in Urban Governance and Environmental Studies (URGES) by coursework and dissertation.

5.0 General Regulation

The PhD will comprise a minimum of 540 credits; 240 credits will be for Coursework and 300 for Thesis production.

6.0 Criteria for Continuous Assessment of PhD Coursework and Dissertation

The PhD candidate shall be required to make at least 4 Seminar presentations based on the stages of the research before the final viva-voce examination.

7.0 Final Assessment

The PhD assessment shall be as per the University General Examination Regulations, the General Postgraduate Regulations and the General Guidelines and Procedures for Postgraduate Study programmes at Ardhi University.

D. Joint and Double Degrees

8.0 General Regulation

The Examination regulations governing joint and double degrees shall be as per the University General Examination Regulations, the General Postgraduate Examination Regulations, the General Guidelines and Procedures for Postgraduate Programmes at Ardhi University (2020) and as per the MoU between the collaborating universities.

HONORARY DEGREE AT ARDHI UNIVERSITY

RULES FOR AWARDING HONORARY DEGREE

1. Preamble

These Regulations are promulgated by the Council of Ardhi University to make provisions and provide for procedures of offering honorary degrees to distinguished and outstanding persons who deserve high recognition in society and humanity at large.

2. Citation

These Regulations shall be cited as Ardhi University Honorary Degrees Regulations and shall come into force on the day of their approval by the Council of Ardhi University and effective from 2015/2016 academic year.

3. Honorary Degree

Honorary Degree or Degree *honoris causa* is a degree which Ardhi University is empowered to award under section (6(1)(c) of Ardhi University Charter, 2007. It is a degree which the University will award having waived the usual academic requirements of completing a programme of study and passing University examinations.

4. Honorary Degrees to be awarded

Ardhi University shall only confer doctorates as honorary degrees. The following degrees may be offered for conferment as honorary degrees:

- (a) Doctor of Science, Sc.D
- (b) Doctor of Letters, Litt.D
- (c) Doctor of Science in Human Settlements, Hs.D

This list may be varied from time to time by the University Council.

5. Frequency and number of Honorary Doctorates to be awarded

The Honorary doctorate degree of Ardhi University will be awarded only once every two or more years, subject to the identification of a suitable candidate; and only one honorary doctorate degree will be conferred at a particular graduation ceremony.

6. Admissible Nominees for Award of Honorary Degrees

An offer for the award of an honorary degree can be made to a nominee in person *inter vivos*, or may be made posthumously.

7. Persons Qualifying for Award of Honorary Degrees

Honorary degrees of Ardhi University shall only be awarded to a person from within or without the University, who has either:

- (a) Rendered distinguished service in the advancement of learning; or,
- (b) Made distinguished and notable contribution in the application of knowledge to solve real life problems; or,
- (c) Made distinguished and outstanding contribution towards advancing humanity and human rights; or,
- (d) Made meritorious and outstanding service to the University, the United Republic of Tanzania or to humanity at large.

8. Nomination for award of Honorary Degrees

8.1 Notice for Proposals

The Vice Chancellor shall, subject to rule 5, issue a general notice inviting all Senators and Councilors to submit proposals for the award of an honorary degree. The notice may include the University's priority areas for the awards.

8.2 Persons qualifying to make proposals for the award of honorary degrees

Proposals for the award of honorary degrees can only be made by a member of the Senate or Council of Ardhi University.

8.3 Submission of Proposals

Proposals for the award of a honorary degree shall be made using Form HDF-1 appended to these regulations and submitted in a sealed envelope marked "STRICTLY CONFIDENTIAL" to the Deputy Vice Chancellor, Academic Affairs (DVC-AA) by late April that year.

It is important from the beginning of the process of nomination through to the point at which a decision is reached and the successful candidate has been invited by the Chancellor, that a high level of confidentiality be maintained. It would be a major embarrassment if a nominee was made aware of their nomination and then was subsequently unsuccessful. Equally, it would be embarrassing for the University if there was disclosure in the public domain prior to the successful candidate receiving official notification from the Chancellor.

No application from any person desirous of receiving an Honorary Degree shall be entertained. Moreover, the University will not entertain any kind of lobbying from any potential candidate. Any candidate who will be found out to have engaged in lobbying will be disqualified.

8.4 Admissible Proposals

Only proposals submitted by qualifying persons and which contain the following supporting documents shall be admitted and shortlisted by the DVC-AA and passed over to the Honorary Degrees Committee of Ardhi University, namely:

- (a) A satisfactory Bio-Data of the proposed recipient of the award;
- (b) An updated curriculum vitae of the proposed recipient;
- (c) A statement of attributes, that is, elaborate and concise explanation of the person's specific and distinguished service or contribution for which recognition by Ardhi University is deserving through the award of the proposed honorary degree;

8.5 Submission of Proposals to the Honorary Degrees Committee

8.5.1 The Honorary Degrees Committee

The Honorary Degrees Committee of Ardhi University shall be constituted of the following persons:

- (a) The Deputy Vice Chancellor Academic Affairs (DVC-AA) who shall also be the Chairperson and Convener of the Committee
- (b) The Deputy Vice Chancellor, Planning, Finance and Administration (DVC-PFA)
- (c) One member of Senate appointed in that behalf by the Senate
- (d) One member of the Council appointed in that behalf by the Council
- (e) One member from the civil society appointed in that behalf by the Senate

The Honorary Degrees Committee shall be free to co-opt any Dean or Director of a School/Institute/Centre considered to have relevant contribution in respect of any proposed awardee to be considered by the Committee

The Honorary Degrees Committee will be set up by the DVC-AA as and when there is a candidate or candidates to be considered for the award of Ardhi University Honorary Degree.

The tenure of the Honorary Degrees Committee will persist from the time it is set up through to the time when its recommendations have been considered and a honorary degree is awarded; or when it is decided that there is no suitable candidate from the recommendations for the award.

A new Honorary Degrees Committee will be set up for a new phase of nominations.

8.5.2 Report by the Deputy Vice Chancellor, Academic Affairs

The nominations for the award of the Ardhi University honorary degree shall be submitted to the Honorary Degrees Committee by way of the Report of the Deputy Vice Chancellor Academic Affairs on the Candidates proposed to be awarded an Honorary Degree of Ardhi University during the relevant year. The Report shall inform the Committee the following:

- (a) Number of proposals received for the nomination of candidates and the persons who submitted these proposals.
- (b) Number of proposals admitted and shortlisted for consideration by the Committee.
- (c) Number of Proposals not admitted and reasons thereof.

The Report shall be accompanied by copies of Form HDF-1 as submitted by the proposers.

8.6 Procedures in the Honorary Degrees Committee

8.6.1 Procedures governing proceedings

The Committee shall agree on its own procedures in deliberating the DVC-AA's Report

8.6.2 Nomination of Proposed Awardees

The Committee shall, after deliberations of the DVC-AA Report, make nomination of a person or persons recommended to the Chancellor for the award of any specific honorary degree.

At most, three names will be proposed. If there is more than one name, the Committee will indicate them in order of priority.

The Honorary Degrees Committee will propose an Orator for each nominee recommended.

8.6.3 Nominations to be submitted to the University Management through the Vice Chancellor

Recommendation by the Honorary Degrees Committee shall be submitted to the Ardhi University Management, as established at the time, headed by the Vice Chancellor and including DVCs, the Bursar, and Deans and Directors of various units.

8.7 University Management to submit nomination (s) to Senate and Council for endorsement

The University Management shall consider the recommendations of the Honorary Degrees Committee and come up with one name for the award, which will be submitted to Senate and Council for endorsement and approval.

8.8 Chancellor to approve the nomination

The Chancellor of Ardhi University will approve the proposed awardee for an Honorary Degree of Ardhi University after endorsement by Senate and Council.

The Chancellor will inform the nominee in writing of the offer to award him/her an Honorary Degree of Ardhi University.

9. Conferment of Honorary Degree

9.1 Acceptance Mandatory

No honorary degree shall be conferred upon any person unless such person has expressly accepted the offer made to him or her by Ardhi University after the Chancellor's approval of the nomination(s).

9.2 Honorary Degrees to be awarded during Graduation Ceremonies

The honorary Degrees of Ardhi University shall usually be conferred during scheduled Graduation Ceremonies. Exceptionally, where conditions so dictate, the Honorary degree can be awarded in between graduations.

9.3 Conferment *inter vivos* to be only in *Presentia*

Any person to be awarded an honorary degree of Ardhi University shall only be conferred such a degree in person at a specified graduation ceremony. Provided that in circumstances that necessitate deferment, such a person may request the award to be deferred to a future graduation ceremony.

9.4 Conferment *Posthumous*

Where an Honorary degree is to be awarded posthumously, it shall be so accepted by the surviving head of the deceased's family or such other nominee of the family as shall have been communicated to Ardhi University by the said family. The nominee shall receive the award in person and follow all procedures as if the award was made *inter vivos*.

9.5 Ceremony of Conferment

9.5.1 Convocation Address

The person who has accepted the award of an honorary degree of Ardhi University may be invited to give a Convocation Address at the convocation gathering preceding the graduation ceremony at which the honorary degree shall be awarded.

9.5.2 Order of the Proceedings for the award

The recipient of the honorary degree will be adorned with the special honorary degree gown and participate in the academic procession and be seated at the graduation arena upon termination of the procession.

The following shall be the order of proceedings for the conferment of the honorary degree:

(i) Reading of the decision of the Chancellor

The decision of the Chancellor to confer the Recipient with the honorary degree of Ardhi University shall be read out to the graduation congregation.

-
- (ii) *Oration of the Recipient*
The oration of the Recipient shall be read by a Professor of Ardhi University who is conversant with the works of the Recipient and who will have been proposed by the Honorary Degrees Committee.
 - (iii) *Presentation for Conferment*
The Orator shall perform the presentation of the Recipient to the Chancellor
 - (iv) *Conferment of the Honorary Degree*
The Chancellor shall confer the Honorary Degree
 - (v) *Hooding or Ring Fitting*
The President of the Convocation of Ardhi University shall either hood the Recipient, or, fit the Recipient with Ardhi university Doctoral ring.
 - (vi) *Presentation of the honorary Degree Parchment*
The vice Chancellor of Ardhi University shall present to the Recipient the Ardhi University Honorary Degree Parchment
 - (vii) *Delivery of the Honorary Degree Acceptance Speech*
The awardee of the Honorary Degree will then proceed to the rostrum to deliver the Honorary Degree Acceptance Speech.

10. Rights, Privileges and Rescission of the Honorary Degree

The rights and privileges of the holder of an Honorary Degree of Ardhi University shall be clearly spelt out in the Honorary Degree Parchment. Rescission of the honorary Degree will be governed by the rules of Ardhi University governing the rescission of degrees.

ARDHI UNIVERSITY
HONORARY DEGREE RECIPIENT NOMINATION FORM

Members of Ardhi University COUNCIL and SENATE who wish to nominate a qualifying person as a Recipient of the Ardhi University Honorary Degree are required to fill in this form.

1. Particulars of the Proposer

1.1 Name: _____

1.2 Designation (Please tick)

Member of COUNCIL
Member of SENATE

<input type="checkbox"/>
<input type="checkbox"/>

2. Particulars of the Proposed Recipient

2.1 Name _____

2.2 Degree Proposed: _____

2.3 Basis of Proposing (Please tick)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Candidate has rendered distinguished service in the advancement of any branch of learning |
| <input type="checkbox"/> | Candidate has rendered himself/herself worthy such a degree by his/her distinguished contribution in the application of knowledge to solve real problems |
| <input type="checkbox"/> | Candidate has rendered himself/herself worth of such a degree by his/her distinguished contribution towards advancing human rights |
| <input type="checkbox"/> | Candidate has made meritorious and outstanding service to the University, the United Republic of Tanzania or to humanity at large |

2.4 Brief Bio-data of the proposed Recipient (also attach an updated CV). Use or attach additional papers if necessary.

Specific attributes (elaborate specific contribution as per section 2.3 above). Use or attach additional documentation if necessary.

2.5 Name and Qualifications of the Proposed Orator:

GUIDELINES AND PROCEDURES FOR STUDENT CREDIT ACCUMULATION AND TRANSFER AT ARDHI UNIVERSITY

Regulations on Student Credit Transfer at Ardhi University

1. Introduction

These guidelines provide framework for students from other Universities to transfer their credits to and enable them to continue their studies and attain their degree at Ardhi University (ARU). The guidelines are in accordance with the Tanzania Commission for Universities (TCU) Credit Accumulation and Transfer General Guidelines 2012 revised in 2016.

2. Outline of Guidelines

The following comprises sections of credit transfer guidelines:

1. General principles of credit transfer
2. Credit transfer criteria from other universities to ARU
3. Role of ARU
4. Role of releasing institution
5. Role of the student
6. Procedures and administration of student credit transfer

2.1 General principles of credit transfer

Students' transfer from other Universities to ARU or programmes within ARU is permissible under the following principles:

- a) Credit transfer applies to all ARU programmes of study at undergraduate and postgraduate levels
- b) Students may transfer credits awarded by other regional University or higher education institution accredited by TCU or foreign universities or institutions of higher education accredited by their appropriate national educational authorities to ARU as long as that university/institution is judged to be substantially comparable in level to ARU with respect to the University Charter.
- c) Students transferring Credits from other Universities to ARU will be considered on a space available basis only.
- d) ARU students on study-abroad programmes (such as exchange or joint programmes) shall be allowed to transfer credits obtained from the other University to ARU provided that there is a Memorandum of understanding (MoU) between the two Universities that clearly stipulates credit transfer arrangements in line with the credit accumulation and transfer requirements;
- e) The relevancy and equivalence of courses shall be determined by the following criteria:
 - i) The course must have a theoretical component involving a final module examination on the whole course content at the end of the course.
 - ii) Course contents must be comparable in nature and level and match at least 75% to that of ARU course
 - iii) The number of teaching hours used to cover the course must not be less than 75% of those used at ARU.
 - iv) Once a course has been accepted as being equivalent to an ARU course as per the criteria, the course shall be given the same number of units/credits as that of the course at ARU regardless of the units/credits in the other University
- f) Transferring students should be aware that a core subject course or module in another University might not necessarily be a core subject, course or module at ARU;

- g) Transferred students shall earn credits only for the successfully completed courses;
- h) Students discontinued from other universities on academic or disciplinary grounds are not allowed to transfer credits to ARU;
- i) Number of credits and grades earned for a course will be included in calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of the students.
- j) Conversion of grades shall be done according to the following rules:
 - i) A grade for the transferring student shall be obtained by anchoring the pass mark obtained from the other University to that of ARU and accordingly determining the range of marks in the other University for ARU grades
 - ii) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

2.2 Credit transfer criteria from other Universities to ARU

A student who intends to transfer for the purpose of accumulating credits on a specific subject, module or course or part of it shall be required to fulfill the following conditions:

- a) Must have been registered in the programme at the previous University/institution where the credits were accumulated.
- b) The applicant's academic entry qualifications in the previous University shall be similar to that required by ARU including the respective programme's cut-off point in the relevant year.
- c) The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is registered;
- d) The subject, course or module has been successfully completed before credits can be earned;
- e) Credit transfer can only be allowed if such credits have been obtained within a period of not more than five (5) years;
- f) With the exception of students under exchange or joint programme for which a MoU exists, a student who intends to transfer for purposes of graduating at ARU shall be required to earn at least 50% of the total credits from ARU core courses.

2.3 Role of ARU

ARU shall:

- a) Satisfy itself that the student seeking transfer from another University had met the conditions for transfer;
- b) Ensure that all transfer arrangements made by the other University are acceptable;
- c) Counsel the student on compliance requirements for any mismatch between the programmes;
- d) Upon receiving the student notify TCU and any relevant authorities that the student has reported for studies;
- e) Submit the student's credit transfer request letter to TCU
- f) Submit to TCU all copies of academic certificates and provisional results/transcripts from the University from which the student is transferred.
- g) Indicate the requested year of transfer and proposed semester as per 50% credit transfer regulations
- h) Submit to TCU the credits comparison matrix which shows:
 - i) Course credits earned from another University and the year of study against those of ARU
 - ii) Student's details including full name, gender, proof of previous academic qualifications, nationality and nature of disability (where applicable).
- i) Communicate the transfer to TCU prior to registration to allow TCU to evaluate student's eligibility to the programmes he/she wishes to transfer to so as to avoid inconvenience.

- j) Ensure that TCU has received, evaluated and endorsed the credit transfer before the student is admitted and/or registered at ARU.

2.4 Role of the releasing institution

The releasing University shall:

- a) Facilitate the student's transfer and provide the necessary information on the student and the programme;
- b) Provide evidence of the amount of time the student has spent on unsupervised workload, which is aiming at achieving learning outcomes;
- c) Provide detailed transcripts/statement of results indicating credits and grades awarded to the transferring student;
- d) Provide an authentic and signed letter to ARU, which contains relevant student's information.

2.5 Role of the student

The student wishing to transfer credits to a programme at ARU shall:

- a) Apply and secure admission at ARU using the standing University application procedures;
- b) Understand and accept the terms and conditions regarding the programme to which he/she is intending to transfer;
- c) Take the necessary measures to ensure that, on being transferred he/she will cope with the learning environment at ARU;
- d) Confirm his/her acceptance of the terms and conditions set by ARU; and,
- e) Notify his/her sponsor about the transfer through the receiving institution.
- f) Meet all costs and expenses arising from credit transfer process

2.6 Procedures and administration of student credit transfer

- a) Applications for credit transfer into specific programme should be submitted to the Deputy Vice Chancellor Academic Affairs (DVC-AA), in writing, and attaching copies of all supporting documents required for admission of first-time student.
- b) All applications shall be scrutinized by relevant committees responsible for admission at the School/Institute levels before reaching Senate for approval.
- c) Students transferring from other universities to ARU shall apply for credit transfer at least three months before the beginning of the semester they want to join. Applications of students under exchange or joint programmes shall be dealt with on case-by-case basis.
- d) Supporting documents for credit transfer application shall include the following:
 - i) Certified transcripts/statement of results from the previous University
 - ii) Letter of introduction/recommendation from the previous University
 - iii) Course description, catalogue or syllabus (to include specific content that covered, number of hours of teaching, method of assessment and grading system)
 - iv) An official translation of the original documents (in case of non-English documents)
 - v) Personal identification documents e.g. Birth certificate, passport or ID and current and valid passport photo
 - vi) Certified copies of the original certificates used to gain admission into the previous University.
- e) Credit transfer applicants must pay a non-refundable fee to be determined from time to time by ARU council unless stated otherwise in the respective MoU governing the ARU students under exchange or joint programmes.