REPUBLIC OF CAMEROON

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MINISTRY OF HIGHER EDUCATION

THE UNIVERSITY OF BAMENDA

COLLEGE OF TECHNOLOGY

STUDENTS' GUIDE

October 2021

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FOREWORD

Welcome to the College of Technology (COLTECH) of the University of Bamenda. Your decision to study at COLTECH is a wise one, given the multiple and interdisciplinary skills and knowledge which you will acquire during your stay at the College as a student. The mission of COLTECH is to provide a conducive learning environment to train morally and intellectually sound professionals who are nationally competitive and internationally recognized with skills and knowledge to develop and manage innovative technologies for sustained socio-economic development. Our training programs comprise on campus face-face lectures and practicals; elearning; and off-campus annual internships all geared towards graduating students who are entrepreneurs and job creators instead of job seekers.

It is our desire to make your stay at COLTECH enriching, exciting, fulfilling, rewarding and enjoyable. I understand the multiple challenges awaiting you as a newly admitted student. Not long from now, you will have to commence the online registration process. This is the first step towards formalizing your status as a COLTECH student. This step is crucial for you to benefit from all the privileges that other students in different Establishments of the University of Bamenda enjoy (e.g. access to lectures, library, and the restaurant; health insurance; participate in activities of the student association, etc).

In other to ensure a smooth insertion as a student in COLTECH and a hitch free stay with us, this guide has been developed just for you. Its relevance spans beyond the initial integration phase, as it contains information which will be useful for you throughout your period of stay as a student of COLTECH. For instance, you will find information related to other services of relevance to your study, such as the Library, The University Printing Press, The Students' Restaurant, just to name a few. Information on the grading system which obtains in COLTECH, entry requirements into different programs, etc can also be found in this guide.

I encourage you to carefully digest the contents of the guide, and keep the guide close to you throughout your stay in COLTECH. On behalf of the entire staff of COLTECH, I wish you a pleasant, fruitful and enjoyable stay with us.

Please feel free to contact me, your Head of Department, the Division of Admission and Records or other relevant services in case you need further clarification.

Once more, welcome to COLTECH.

Mathias Fru Fonteh, PhD
Professor of Water Resource Management
Director

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1 PRESENTATION OF THE UNIVERSITY OF BAMENDA

The University of Bamenda was created in 2010 and is one of the eight State Universities in Cameroon. It is located in the North West Region of the country.

1.1 MISSION OF THE UNIVERSITY OF BAMENDA

The mission of the University of Bamenda is to equip students with universal knowledge in the Arts, Sciences and Technology. It strives to instil in the students an overt spirit reflective of critical and constructive thinking, spontaneous to initiative and enterprise.

The University brings the students to sanity, as they inculcate exchange and value ideas within a context of moral integrity and associative life. Its critical agenda is to pursue personal and collegial excellence in teaching, training, researching and outreach in the spirit of the Anglo-Saxon tradition without sacrificing the advantages of inter-cultural dialogue.

The learning experience which the university provides to students is the basis upon which students should demonstrate responsible leadership and subscribe to the core values of intellectual insurance, in order to better respond to the exigencies of the contemporary environment.

The University, conscious of the dynamic character of science and technology, will continue to strive for innovation in its quest to meet with the ramified and ever changing demands of our contemporary times.

1.1.1 Orientation

Orientation of new students is done at two levels:

1. General orientation; and
2. Academic orientation in the Faculties and Departments.

A General Orientation

As a rule, general orientation will involve expositions on the following:

- ❖ Code of conduct of all students;
- ❖ Students rights, privileges and obligations;
- ❖ Academic good standing;
- ❖ Sports and recreation;

- ❖ Registration procedures;
- ❖ Health Insurance Benefits;
- ❖ Medical Examination;
- ❖ The Library

General orientation for all students, particularly new students, will take place during an orientation meeting to be announced by the Director. As a general rule, this precedes the (detailed) academic orientation. The general orientation therefore lays the groundwork for the detailed academic orientation.

B   Academic Orientation

Academic orientation will involve explaining to (new/returning) students issues related to courses offered in the respective programs and the details of those they need register for. This orientation will be carried out by the Heads of Departments prior to, or during the registration process.

1.2   Presentation of The College of Technology (COLTECH)

The College of Technology (COLTECH) was created by Presidential Decree No. 2011/45 of 8 March 2011, which organized The University of Bamenda and went operational in 2012. COLTECH is one of the 12 Establishments that makes up The University of Bamenda. COLTECH was opened to produce graduates adequate in character and learning; and who are suitably equipped with theoretical and practical skills to fit into all the niches of training for technological and sustainable development within and outside Cameroon.

COLTECH comprises eight academic departments and is unique in Cameroon in that its programs, which can be grouped into two streams, are offered elsewhere in three separate establishments: i.e. a university institute of technology; a faculty of agriculture and a School of Agro-Industries.

The two streams are:

(i)   **The Engineering Technology stream**, which trains medium level technicians and award University Diploma of Technology and Bachelor of Technology degrees in the departments of Electrical and Electronics Engineering (EEE) and Computer Engineering (CE). Other envisaged domains are: Architecture; Building and Construction Technology; Civil Engineering; Estate Management

Technology; Mechanical Engineering; Mining and Petrochemical Engineering; Quantity Survey; Textile Engineering and Wood Technology

(ii) **The Agricultural and Environmental Technology stream** which offers undergraduate and postgraduate degree programs in the following departments; Agribusiness Technology (ABT), Agricultural & Environmental Engineering (AEE), Animal Production Technology (APT), Crop Production Technology (CPT), Nutrition Food and Bio-Resource Technology (NFBT) and Forestry and Wildlife Technology (FWT).

In general, The College is organised in three cycles. The first cycle produces medium grade technicians with Higher National Diplomas in the various fields of specialisation. The second cycle trains engineers with Bachelor Degrees, and a third cycle is intended to produce postgraduate students with Masters and/or Doctorate (PhD) Degrees.

1.2.1 Justification for COLTECH's creation

Agriculture and its related industries contribute enormously to Cameroon's economy in general, and to regions located in the Western Highlands in particular. Agriculture is also a major contributor to the livelihoods of Cameroonians, particularly to those living in the rural areas. The huge potential of this industry is threatened by a number of factors. Some of these include: (1) insufficiently skilled human resources to cover the national territory; and (2) inadequate production and technical assistance to producers and agricultural transformation industries. Targeted training to augment skills in these sectors are therefore required to rapidly develop and transfer food production and transformation technologies, needed to boost the agricultural sector (e.g. through improved postharvest management, processing and marketing technologies). These provided justification for the creation of COLTECH. Furthermore, the professional training offered by the different departments in the College of Technology (COLTECH) of the University of Bamenda (UBa) falls in line with the new objective of the government to promote education programs orientated towards professional training and professionalization. This policy is intended to promote self-employment and to meet up with private sector demand for qualified and skilled man power.

Faced with a population growth of 3% per year, there is an imperative need to increase animal and crop productivity to at least meet the increasing demand for food. Sustaining this ever-increasing demand requires concerted efforts in all aspects of animal, production, crop production, food technology, engineering and related

agribusiness technologies. It is COLTECH's conception that a holistic, multidisciplinary but interrelated approach will greatly support these objectives and the vision of the Government of Cameroon, especially those related to increased agricultural production for food self-sufficiency; such as The Second-Generation Agriculture and the country's Vision 2035.

In this light, the creation of COLTECH directly falls in line with the new orientation towards second generation agriculture that is highly promoted by Cameroon's Ministry of Agriculture and Rural Development. The increasing demand for food due to improving living standards, and increase in population in the face of diminishing and increasingly scarce natural resources (such as land, water and forest resources) needed for both agricultural non-agricultural activities present challenges for current and future generations; which MUST be urgently addressed through adequate training. This is highly embedded in COLTECH's mission.

Sustainable agricultural intensification requires improved food preservation, transformation and storage (Food Science and Technology). It also requires a paradigm shift in a way of handling the business of agriculture (Agribusiness) as well as the machinery that would handle this production (Agricultural Engineering), in an environmentally sustainable way (Environmental Engineering). These aspects need to be consolidated and enhanced through the application of modern Information Communication and Engineering Technologies (Computer Electronics and Network Systems; and Electrical and Electronic Engineering); so that production and productivity increases can be achieved while preserving natural resources (e.g. Forests and Wildlife).

The future survival of the agricultural and related sectors will be determined by the extent to which, quality and access to existing and innovative production technologies will be undertaken in a way that production increases can be achieved while conserving the limited and ever reducing natural resource base. This can only be achieved by a stream of well-trained and devoted technologists. Such experts should be capable of meeting local challenges in the area of the Agricultural and environmental engineering, animal and crop production technology, Food science and technology, agribusiness technology and forestry and wildlife technologies, with sound knowledge of modern Information and Communication technologies; by applying globally accepted norms and procedures. The University of Bamenda (UBa) is the most recently created

and approved state university in Cameroon. UBa is in the process of putting in place academic, research and infrastructural development programs that will support government objectives. The College of Technology was created in an attempt to support this process.

1.2.2   Mission Statement

The specific mission assigned to COLTECH is technological innovation for sustainable development.

1.2.2.1   Program Structure

In COLTECH, the BSc degree programs run for four years (eight semesters), the UDT for two years (four semesters) and B.Tech for three years (six semesters). These programs involve lectures, practicals, tutorials, Student personal work, internship training, field visits and project reports. The credit hours structure are summarized in Table 1 below:

Table 1: Distribution of credit hours within programs in COLTECH

Year	Agricultural and Environmental Technology stream				Engineering Technology Stream			
	Semester 1	Semester 2	Internship /Project	Total	Semester 1	Semester 2	Internship /Project	Total
1	30	28	2	60	30	28	2	60
2	30	27	3	60	30	27	3	60
3	30	25	5	60	30	21 (CEN) / 20 (EEE)	9 (CEN) / 10 (EEE)	60
4	30	0	30	60	-	-	-	-
Total	**120**	**80**	**40**	**240**				**180**

NOTE: CEN=Computer Engineering, EEE=Electrical and Electronic Engineering

Given the professional orientation of the first-degree program:

➢ UDT programs run 120 credits within which about 52.5 % are on theoretical knowledge and about 47.5% on practical and professional work.

➢ B.Tech programs run 180 credits within which about 49.7 % are on theoretical knowledge and about 50.3 % on practical and professional work.

➢ BSc programs wrun 240 credits within which about 62.5 % are on theoretical knowledge and about 37.5% on practical and professional work.

It is worth noting that Internships/Industrial attachments and Projects are considered as activities during the Semester 2. The professional internships/Industrial attachments are for a total period of one-year spread throughout the BSc programs, three months for the UDT program and six months for the B. Tech. program as shown in table 2.

Table 2: Program for internships during BSc, UDT and B. Tech. programs in COLTECH

Year	Name of internship	Duration (months)	
		Agricultural and Environmental Technology stream	Engineering Technology Stream
First year	Industrial attachment	1	1
Second Year	Short term internship	2	2
Third Year	Longer term internship	3	3
Fourth year	Professional internship and project	6	-

COLTECH also has a cycle for postgraduate studies in the Agriculture and Environmental Technology stream which offers Masters and PhD degree programs. The master's programs are for 2 years and will consist of two semesters of classroom lectures and two semesters of research and student individual work. The fourth semester will be totally be devoted to a research project and a written dissertation.

The Doctor of Philosophy (PhD) is a research degree which ranges from three to five years and requires a minimum of six to a maximum of ten semesters. There is course work during the first semester of the first year and seminar presentations by the students in the second semester of the first year. Validation of all first-year courses qualifies a student to sit for the comprehensive examination. From the second year onward, the student focuses on the research project, the progress of which is assessed through regular presentation of seminars by the student in the Department.

1.2.3   Admissions

There are two ways through which one can gain admission into the undergraduate level in COLTECH:

1. *Admission through a competitive entrance examination:* Admission lists for successful candidates are published by the Minister of Higher Education. Only admitted candidates can proceed with registration, within the time frame specified by the Ministry of Higher Education. Failure to respect such time frames automatically relieves your privilege as a student in COLTECH. This procedure is compulsory for regular students intending to enroll into the first year of the different (regular) COLTECH programs.

2. *Special admission for private candidates based on study of file.* Admitted candidates will be issued admissions letters after the publication of the final admission list of students signed by the Vice Chancellor. This procedure is applied for private candidates, as well as those applying into postgraduate programs.

1.2.4   Admission requirements:

Table 3: Undergraduate Entry Requirements

S/N	Degree Program	Entry Qualifications

1.	Agribusiness Technology (**ABT**)	• At least 04 papers at GCE O/L;
		• At least 02 papers in one sitting at GCE A/L in the Sciences, or Economics/Geography and Mathematics;
		• Probatoire and Baccalauréat C, D or F4;
		• For Candidates with a technical background, a pass in **GCE Technical / BAC Technique or "Probatoire"** and **"Baccalauréat de Brevet de Technicien"** in a relevant option**: e.g.**
		  ○ ACC[1]/CG, MKT[2]/ACC, TIMS[3]/FIG for **ABT program**
		  ○ MEME[4]/MEM, MAME[5]/F1 for **AEE program**
		  ○ Animal Production for **APT**
		  ○ FMT[6]/EF/Crop production for **CPT and FWT programs**
		  ○ FSN[7] and HE[8] / ESF[9] for **FST program**

2.	Agricultural and Environmental Engineering (**AEE**)	
3.	Animal Production Technology (**APT**)	
4.	Crop Production Technology (**CPT**)	
5.	Food Science and Technology (**FST**)	
6.	Forestry and Wildlife Technology (**FWT**)	

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[1] Accounting
[2] Marketing
[3] Taxation and information Management Systems
[4] Maintenance of Electro-mechanical Equipment
[5] Manufacturing Mechanics
[6] Forestry Management and Techniques

7.	Electric Power Engineering (**EPE**)	• GCE O/L and GCE A/L in science subjects. • GCE Technical Ordinary and Advanced Levels in relevant subjects; • "Baccalauréat" C, D, F2, F3, MAV or other relevant subjects;
8.	Electronics Engineering (**ELE**)	• **GCE Technical / BAC Technique** in a relevant option**:** e.g. o ELN[10]/F2, EPS[11]/F3, AM-LV[12]/MAVT, AM-HD[13]/MAPL, IMSE[14]/ MISE for **EPE and ELE programs**
9.	Computer Networks and Systems Maintenance (**CNSM**)	o ELN/F2, EPS/F3, AM-LV/MAVT; etc. **for CNSM and SEN programs**
10.	Software Engineering (**SEN**)	• Any other certificates recognized as equivalent by the Ministry of Higher Education.

Postgraduate Entry Requirements

Applicants for admission into the MSc programs should have a First degree in a related area for the degree program in view. Candidates with a professional bachelor degree or equivalent diploma are not qualified for admission into the M.Sc. programs in COLTECH. They can however, apply for admission into a one-year Conversion B.Sc. in a relevant program (Table 4).

Table 4: Conversion BSc Programs

DEPARTMENT	PROGRAM	LEVEL OF ENTRY	DURATION
AGRIBUSINESS TECHNOLOGY (ABT)	Agribusiness Technology	Year 4	1 year
AGRICULTURAL & ENVIRONMENTAL ENGINEERING (AEE)	Agricultural Engineering	Year 4	1 year
AGRICULTURAL &	Environmental	Year 4	1 year

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[7] Food Science and Nutrition
[8] Home Economics
[9] Économie Sociale et Familiale
[10] Electronics
[11] Electric Power System
[12] Automobile construction and maintenance: Vehicle
[13] Automobile construction and maintenance: Duty Vehicle (AM-HD) specialty
[14] Installation and maintenance of Electronic Systems

ENVIRONMENTAL ENGINEERING (AEE)	Engineering		
ANIMAL PRODUCTION TECHNOLOGY (APT)	Animal Production t Technology	Year 4	1 year
CROP PRODUCTION TECHNOLOGY (CPT)	Crop Production Technology	Year 4	1 year
NUTRITION, FOOD AND BIORESOURCE TECHNOLOGY (NFBT)	Food Science and Technology	Year 4	1 year

Admission into the PhD program is normally by application with a relevant academic Master's degree certificate. Candidates with a relevant professional Master's degree are not qualified for direct admission into a PhD degree program. They can however, apply for admission into a relevant One-Year Conversion M.Sc. program (Table 5) after which they will qualify for admission into a PhD program.

Table 5: Conversion MSc Programs

DEPARTMENT	CONVERSION MSC PROGRAM	DURATION
Agribusiness Technology	Agribusiness Project management	1 year
Agribusiness Technology	Agribusiness marketing management	1 year
Agricultural & Environmental Engineering	Water resource engineering	1 year
Agricultural & Environmental Engineering	Environmental engineering	1 year
Agricultural & Environmental Engineering	Agricultural machinery and power engineering	1 year
Animal Production Technology	Animal Nutrition	1 year
Animal Production Technology	Reproduction Physiology and Animal Health	1 year
Crop Production Technology	Agronomy	1 year
Nutrition, Food and Bioresource Technology	Nutritional Sciences	1 year
Nutrition, Food and	Food and Bioresource technology	1 year

Bioresource Technology		
Nutrition, Food and	Food Science and Technology	1 year
Bioresource Technology		

1.2.4   Step by step Procedure for Registration

In line with the regulations in force at UBa, ALL COLTECH students have to register online, at the end of which they submit hard copies of documents to the competent services to complete the registration process.

➢   **Registration Procedures for newly admitted and old students**

The College of Technology of The University of Bamenda welcomes all freshmen on campus for this academic year. As a freshman, you are requested to follow the under-mentioned registration procedures (Guide) very strictly to enable you begin classes effectively. Old students MUST also register regularly, at the beginning of each academic year. As from the 2018/19 academic year, registration of both new and old students is done by the student online. The online registration can benefit from the following guide:

1.2.4.1: Guide for (Online) Registration

Step 1:

1.   Visit www.ubastudent.online and create a Student Account if you do not have a Student Account (for new students), or use the student registration number to log in (old students)

2.   Pay your (School and medical) fees online (School fee and caution fee = FCFA 60.000; a Medical and Insurance Fees = FCFA 8700)

3.   Download and print receipts for payment of fees (in color)

4.   Take the Originals of School fees (in color) plus three (03) photocopies to the Division of Administration and Finance for authentication.

5.   Go to your Department to present the Originals of your Certificates for validation/ Authentication

6.   Go for the Medical Examinations at the University Health Unit and later on validate online

7.   Register for your Courses online

8. Print 2 copies of the courses registered (Form B).

Step 2: Verification of Credentials

9. All newly admitted students are expected to present originals and photocopies of entry certificates (Birth certificate, GCE O & A Levels or Probatoire & Baccalauréat or their equivalence, bachelors and Masters Degrees) at their various Departments for verification. Depending on the study level, these may include:

- Birth certificate
- GCE Ordinary Level Certificate or Probatoire
- GCE Advanced Level Certificate or Baccalaureat
- Any other entry certificate (e.g. bachelors and masters degree certificates)
- Any other certificate required for entry/admission

Step 3: Submission of registration File

10. Go to the Division of Admissions and Records. Collect and fill Form "A".

Submit Form "A" alongside the following:

- (1) Admission Letter (printable online),
- (2) Authenticated copies of school/medical/insurance fees receipts,
- (3) Form "B" (downloaded after registering for courses online)
- (4) copies of entry certificates (O/L, A/L, BACC, Probatoire, Bachelors & Masters Degrees, etc)
- (5) Two (02) passport size photographs
- (6) Proof of medical examination (from the University health Unit)
- (7) Any other documents as specified in the admission process

Note 1: Duration for Online Registration is NOT elastic

The period for online registration is often restricted. Students who do not register on or before the online platform is closed will have to face the consequences, which may include (1) losing their status as students for the academic year; and (2) not being able to participate in examinations.

Note 2: Medical Examination is Compulsory

The photocopy of the medical and insurance fees receipt should be attached to the test results and reports from The University of Bamenda Health Centre and

presented at the Health Centre of the University. The Health Centre will in turn issue an attestation which the students will present at COLTECH as part of the registration documents. Note that after the medical examinations, each student <u>MUST</u> validate the medicals online before proceeding to submit the admission file

Test results and report expected at the Health Centre at time registration of freshmen are:

a) Chest X – Ray
b) Blood sugar level
c) Weight and height
d) Blood pressure
e) Vision
f) Hearing
g) Tuberculosis
h) Urine analysis
i) Etc

Note 3: Participation in Orientation is Mandatory

The schedule for Orientation will be published by the College. Participation by All freshmen in the Orientation is mandatory, as the information provided will facilitate online registration process. For instance, the Heads of department will provide information which is needed by the student to generate their Form Bs. In addition, Orientation exercises usually go beyond the registration process to provide students with other information of high relevance for the student's life in the University (e.g. course, exams, course registration, course suspension, teaching, sport and recreation, lodging, accessing library resources, etc.) Participation in orientations is therefore mandatory for **<u>ALL newly admitted students</u>**.

Step 4: Production of Student Identity (ID) Cards

Another photocopy of receipt will be presented at the time and place that will be announced by the service in charge of producing university ID cards. Students are advised that if they have problems with their registration, they should seek assistance from of the College, preferably from their host Departments and/or the focal points at the Division of Admissions and Students' Records.

Step 5: Health Insurance Benefits

Each student of the University of Bamenda is required to undergo a medical examination at the beginning of each academic year before registration. The examination is **Obligatory**.

The University provides health insurance for all registered students with the following benefits:

- Reimbursement of medical expenses for all
- Serious illness ------------------------------------- 350.000FCFA maximum
- Death through illness ----------------------------- 250 000FCFA
- Death by accidents ------------------------------- 500.000FCFA

To benefit from the insurance policy:

- Each student must have registered in the University Health Centre for the current academic year;
- Each student must have undergone the annual systematic medical examination;
- All medical condition must be reported to the University Health Centre or referred by the University Health Centre to another medical Centre.

Students are also informed that those who will not do the medical examination will not be allowed to register or to sit COLTECH examinations.

The period for the medical examination goes alongside payment of fees registration. Students are advised to do the medical examination early so as to avoid congestion during the registration period. The procedure to be followed is specified in the notice to students on registration procedures.

1.2.5   Registration Procedures of specific relevance to Returning Students

Returning (or old) students follow the same registration procedures as freshmen (outlined above). However, they have the following privileges after the initial registration process:

1. School fee for official (old) students of Cameroonian Nationality is 50.000FCFA per session. This can be paid in one installment or in two installments of 25.000FCFA each. Students are however encouraged to pay in one installment, to avoid any negative consequences especially during examinations.

2. The deadline for payment of registration fees by students who wish to register for the academic year (first installment or full pay) will be specified by the Vice Chancellor. However, the deadline for payment of the balance of registration

fees for those who opt to pay in two installments will not exceed January of each year.

Note:

➢ Returning students can suspend their studies (e.g. for one semester or one academic year) if they have valid reasons. The university hierarchy may also suspend students following offenses as sanctioned by the texts in force. Students who suspended their studies or were suspended by the University are required to obtain authorization for resumption of studies from the Registrar.

➢ Students who misplace their university ID cards will have to pay for a new card. The amount is determined by University hierarchy. Those who show evidence that they were never issued ID cards or whose cards have expired will be issued one at no cost.

Students are called upon to observe these procedures to enable them start off with effective lectures on the dates indicated in the academic calendar so that the academic year runs smoothly for them as well as the academic and administrative staff of the University.

2   CODE OF CONDUCT FOR ALL STUDENTS

As a corporate institution, the University of Bamenda accepts the responsibility of providing/ensuring the most congenital atmosphere for the academic, physical and moral development of its students. The following guidelines are an excerpt from Article 8 of the UBa student Guide set out for this purpose:

1. The University expects students to conduct themselves decently and responsibly at all times, whether on or off campus.
2. No student shall engage his/her fellow student or any member of the University or public in physical scuffles.
3. While it is not required that students appear in suits and ties or expensive clothes, they should be neat and presentable at all times. This applies especially to their appearance in class and the restaurant.
4. All students should contribute to the cleanliness of the facilities put at their disposal. They should be avoid littering and should make maximum use of the dustbins provided.

5. No item of furniture should be moved out of the Common Rooms, Restaurant, Classrooms, or Library without permission.

6. The full cost or damaged property will be borne by the student(s) responsible for such lose or damage.

7. The junior staff of the University (messengers, drivers, security men, yardmen, etc.) are responsible officers of the University: Students should not, on any account, insult, disrespect or assault them. Any Student(s) aggrieved by any employee of the University shall make a report of such grievance to the Director of Students Affairs who shall take the matter up with the appropriate quarters of the University.

8. No student(s) may be absent from class without prior authorization except for reasons of health which should be justified. Students are to be punctual to class, show due respect to their teachers and maintain order and quiet in the class.

9. Students are advised not to smoke, as this is dangerous to their health. In any case, no smoking is allowed in the Administrative building, Restaurant, Classroom, Lecture halls, Laboratories and Library and on Campus.

10. No liquor may be sold or consumed on the University Campus. Any student found drunk or misbehaving under the influence of alcohol either on or off-campus shall be severely disciplined.

11. The possession and/or consumption of any dangerous drug is prohibited. Any student found contravening this regulation shall be summarily dismissed from the University.

12. Any student found stealing shall be severely disciplined in accordance with the University Regulations in force. Those found stealing outside the University premises may be handed over to the law enforcement officers.

2.1 RIGHTS, PRIVILEGES AND OBLIGATIONS OF STUDENTS

For students to achieve their goals in the University, they are entitled to some undeniable rights. For the University Community at large to facilitate the attainment of these goals students owe the University some obligations in exchange for the privileges which the institution offers.

A) Rights

1) The right of membership to the University Community

2) The right to receive tuition in the course for which they have been duly registered

3) The right to be examined in accordance with the approved rules and regulations governing the award of degrees and diplomas.

4) The right to be heard in accordance with the rules governing the fundamental rights of freedom of speech and natural justice.

B) Privileges

1) The privilege of using the name of the University to protect themselves in all honesty and lawful transactions.

2) The privilege of using University facilities to enhance the attainment of their ultimate objectives in the University.

3) The privilege to be certified at the end of their degree program at the University upon satisfaction of the requirements.

4) The privilege of receiving medical care on campus within the limits of the available recourses provided they have been duly registered at the University Health Centre.

5) The privilege of living in the University Halls of Residence on the payment of the prescribed accommodation fees.

6) Privileges to eat in the University restaurant.

C) Obligations

Consequent upon the rights and privileges the university confers on students as members, they are obliged to:

1) Observe the rules and regulations governing academic programs such as registering for courses as well as sitting for examinations at the appropriate times (see general regulations governing first degrees and regulations on examinations)

2) Respect and obey constituted authorities of the University.

3) Show consideration for other students and for staff of the University.

4) Treat all University property with care.

5) Observe rules and regulations of the University Halls of Residence if they live in one or when visiting the same.

6) Treat premises which they may rent off-campus in a responsible manner and observe the rules and regulations governing such premises.

7) Abstain from doing anything whatsoever that can bring the name of the University into disrepute or embarrass its authorities.

8) Pay fees at rates as determined from time to time by the University authorities.

2.2   DISCIPLINE

Students are reminded that the following acts constitute a breach of discipline:

a) Any acts incompatible with the rules governing University property and dignity;

b) Unauthorized absences from school

c) Direct or indirect participating in acts likely to jeopardize the smooth function of the University such as rows, acts of violence, destruction of property, deliberate organization of the boycott of classes, disturbance at lectures, unwanted demonstration on campus or highways;

d) Any acts of subversion;

e) Examination fraud.

It should be recalled that in keeping with the provision of the decree No 93/027 of 19 January 1993 laying down common provisions for all universities, consequences for breach of discipline range from a simple warning to outright dismissal.

Students are advised to read these regulations in conjunction with the University's general Regulation governing the award of Degrees and Examination Guidelines.

3   REGULATION GOVERNING THE AWARD OF DEGREES IN

COLTECH

The General Provisions are extracted from the UBa Student Guide for general regulations that apply to all students of The University of Bamenda. In addition to these, additional provisions that are specific to COLTECH are presented.

3.1   GENERAL PROVISIONS

1. Instruction at the University of Bamenda shall be organized on the Semester Course Credit System. Students shall be required to take approved combinations of courses as the Senate, on the recommendation of the appropriate Faculty Board, may from time to time determine.

2. Courses shall be evaluated in terms of course credits. One credit shall be the equivalent of ten hours of student's effort or 15 hours of student's effort in Engineering corresponding to 60 contact hours.

3. Each course shall be assigned 6 credits, except as otherwise approved by Senate on the recommendation of the Faculty Board.

4. A session at the University of Bamenda shall consist of 2 semesters of 15 weeks each.

5. Each student shall be expected to register for all courses in the program which he/she intends to pursue in an academic year at the beginning of the first semester. Such courses shall be entered on the prescribed Registration forms and shall be lodged with the Faculty Officer.

6. Registration for a course shall not be deemed complete until a student has personally handed over all the completed registration forms to the Heads of Department and the Division of Admission and Students' Records (DAR) who shall duly acknowledge receipt of them.

7. Registration of courses are done online, and should be completed by the deadline prescribed by Senate on the University Calendar. Students shall not write examinations in courses for which they are not duly registered.

8. In accordance with the philosophy of the University which aims, among other things, at providing a broad-based and balanced education, the University requires that the students be knowledgeable in the science and humanities, as well as in Cameroon's two languages. Each student shall consequently be required to pass in a General Study's course (Civics and Ethics) as well as courses in the Use of English, Functional French, Sports and Information Technology skills.

3.1.1 Course Terminology

1. The following terminology shall be used for the different categories of courses:

   a) **Compulsory:** A course specified for a degree/program which a student must take and pass before graduation.

   b) **Elective:** A course which a student may choose in order to make up the required additional credits for the award of a degree.

   c) **Prerequisite:** A course whose knowledge is essential to another specified course.

d) **Concurrent:** A specified course at the same level which must be taken during the same semester.

e) **Required:** A course specified by a Department which students must take. The minimum standard to be attained by students offering such a course is D to earn credit

2. A prerequisite requirement shall be fulfilled by attaining a pass in the course. However, a student who fails the course but scores a minimum of D in it shall be deemed to have met the prerequisite requirement, but will not earn any credit for the course if it is compulsory for his/her program.

3. The term **"Conversion"** will be used to describe (or precede) studies that qualify students for admission into a study level (e.g. Conversion Masters for students with professional Masters degrees who wish to be admitted into academic Ph.D. degree programs).

3.1.2 Change of Faculty or Department and Procedure for Adding or Dropping Courses and Suspension of Studies

1. Students are not permitted to change major for which admission was offered. Exceptionally, changes may be approved as prescribed in articles 15-17 below:

2. Students who wish to change any course for which they registered may do so upon completion of the form designed for the purpose during the prescribed period.

3. The time limit within which students shall be allowed to drop or add courses on their list of registered courses shall be two weeks from the start of classes.

4. Students who wish to change department within the same faculty or to transfer to another Faculty shall be required to fulfill the requirements for entry into the new Department, except as otherwise recommended by the Faculty Board and approved by Senate.

5. A student authorized to transfer from one Faculty or Department to another shall be credited with those courses where a pass mark was obtained which are within the curriculum of the new programs as the Department or Faculty may consider acceptable, but shall not carry forward failed grades obtained hitherto.

6. Application for change of programs shall be considered at the end of the academic year and shall take effect from the beginning of the next academic year after approval by Senate.

7. A student who wishes to suspend studies must apply before the end of the semester(s) which the student wishes to suspend.

8. To qualify for suspension of studies, a student must be in academic good standing and also show proof of mitigating circumstances.

3.1.3 Sanctions for Violation of Course Registration and Related Acts

1. A student who abandons his/her studies for four consecutive weeks without just cause shall be suspended. Such a student shall have to apply to Senate for re-admission.

2. A student who is absent for two consecutive sessions without just cause shall automatically forfeit his/her status as a student.

3. Any student who registered for courses but fails to sit the corresponding examinations for no just cause shall score zero in the course(s) for which he/she registered. Students who for justifiable reasons, such as ill-health, do not sit for end of course examination shall be given I grade (incomplete). They will be allowed to re-sit the examination at the next opportunity.

4. For a candidate to quality to sit for an examination in a course, he/she must have attained at least seventy percent (70%) attendance at lectures, tutorials and practical in that course.

3.2 DEGREES OFFERED

1. A program of study in the College of Technology (COLTECH) shall lead to the award of a degree.

2. COLTECH offers the following degrees:

   ♦ Bachelor's degrees (B.Sc. and B. Tech.)

   ♦ Master's degree (M.Sc. and Professional Maters), and

   ♦ Doctorate degrees (Ph.D.)

3.2.1 Bachelors Degrees

1. The duration for a program of study for the Bachelor's degree shall be 6 semesters (for the Engineering streams culminating with a Bachelors of Technology (B.Tech) or 8 semesters (for the B.Sc.) as prescribed by Senate.

2. The number of course credits required for the award of a Bachelor's Degree shall be as approved by Senate on the recommendations of the Faculty Board, but shall not in any case be less than 180 credits for a six semesters degree program or 240 credits for an eight semesters degree program, addition to

general University requirements. He/she must have at least a Grade Point Average (GPA) of 2.00 on a scale of 4.0.

➢ **Course Evaluation**

1. Performance in courses for Bachelor's Degree programs shall be recorded according to the following scheduled:

Table 6: Performance Evaluation

MARK/100	LETTER GRADE	GRADE POINTS	EVALUATION
80-100	A	4.00	Excellent
70-77	B+	3.50	Very Good
60-69	B	3.00	Good
55-59	C+	2.50	Fair
50-54	C	2.00	Average
45-49	D+	1.50	Below Average
40-44	D	1.00	Poor
0-39	F	0	Fail

2. The final aggregate mark for a course shall be a whole number. Letter grades and grade points shall be awarded on the basis of the final aggregate mark.

3. In order to determine the Grade Point Average of a candidate, the appropriate grade points assigned to the corresponding letter grade is multiplied by the credit value of the course. The products are added for all courses registered for and the sum divided by the total number of credits registered for. The quotient so obtained is the GPA.

Table 7: Calculation of GPA

COURSE	GRADE	GRADE POINTS	CREDIT VALUE	WEIGHTED POINT
ABAP2101	A	6	4.0	24.0
APAP 2031	B+	6	3.5	21.5
AEAP 2014	B	6	3.0	18.0
FBTP 2012	C	6	2.0	12.0
CPTP 2051	B+	6	3.5	21.0
ENG 1501	C+	2	2.5	5.0
TOTAL		**32**	**18.5**	**101**

GPA=101/32=3.16

4. To earn credit for a course the student must score a minimum, of 50% (c) in that course if this is compulsory. Students may gain credit in the case of an elective/required course if they score 40% (D). In any event, the total number of D grades for which credits is earned may not exceed 10% of the credits required for the credits required for the degree program.

5. All courses shall be examined by continuous assessment through assignment and/or tests and examination. The grades obtained through such continuous assessment shall constitute 30%. However, Faculties may propose different proportions for particular courses, subject to the approval of Senate. In any case, the proportion may not exceed a 50:50 ratio for continuous assessment and final examinations.

6. If a student obtains a pass mark in a course after re-sitting the course once or any subsequent number of times, the final mark given shall be the average of the marks obtained in the different sittings. Only this average mark shall be used to calculate the student's cumulative grade point average (GPA).

7. For a student to remain in academic good standing, that is not be asked to withdraw from the degree program in his/her Faculty, the following conditions must be satisfied:

   - In each semester, the student shall register for courses totaling not less than 24 credits and not more than 32 credits.

   - In exceptional cases and with the approval of the Director and/or the College Board of COLTECH, a student in good standing may be allowed to register for courses totaling up to, but not exceeding 38 credits. The only exception to the minimum credit load shall be for students who have completed the normal period of study for a particular number only for those courses required for obtaining their respective degrees.

8. A student who fails to obtain 32 credit at the first session (2 semesters), 64 credits by the end of the second session (4 semesters), 96 credits by the end of the third session (6 semesters) or 128 credits by the end of the fourth session (8 semesters) may be asked to withdraw from the university.

9. At the end of each semester, any student with GPA of less than 2.0 shall be put on probation and shall be warned in writing by the Dean of the Faculty. Any student with a GPA of less than 1.0 in two consecutive semesters shall be required to withdraw from the university.

10. A student with GPA of 3.25 or more at the end of any semester shall qualify to be placed on Dean's List of excellence while any student with a GPA of 3.5 and above shall qualify to be placed on the Vice Chancellor's list of excellence on condition that the student carried a full load and was not subject to any sanction.

11. A student who has taken more than two semesters in excess of the approved period of study to complete a Bachelor's Degree program shall not be eligible for an honours classification.

12. The authorization of Senate shall be obtained in all cases of consideration for a pass degree for any student who has spent more than four semesters in excess of the number approval in paragraph 24 above.

13. A student who is duly registered at the University may seek deferment of studies on condition that such deferment does not exceed four semesters. After that, registration will lapse and the candidate wishing to return would be expected to re-apply.

14. All courses taught during each semester shall be examined at the end of that semester. Students shall earn the number of credits assigned to the course for which they have passed the examination following the scheduled provided in paragraph 29 above.

15. Re-sit examinations in selected courses shall be offered to regularly registered students at the end of the examination sessions according to a schedule approved by Senate.

16. Examination results shall be released to students online at the end of each examination session. Students can download result slips from the online platform. Only one Transcript shall be issued to each student after successful completion of studies, and after effective graduation.

3.2.1.1 Classification of Bachelors Degrees

Bachelor's Degrees shall be classified as follows:

- First Class Honors
- Second Class (Upper Division) Honors
- Second Class (Lower Division) Honors
- Third Class Honors
- Pass

The class of degree awarded shall be based on the final Cumulative Grade Point Average as follows:

- First Class Honors	3.60-4.00
- Second Class (Upper Division) Honors	3.00 - 3.59
- Second Class (Lower Division) Honors	2.50 - 2.99
- Third Class Honors	2.25 – 2.49
- Pass	2.00 – 2.24

3.2.2 Masters Degrees

1. The Master Degree program is a postgraduate program designed for specialization in a particular domain.

2. The duration of Master's Degree shall be 4 semesters (2 academic years) but shall not exceed 6 semesters (3 years).

3. To be admitted for Master's Degree, candidates must have at least a Bachelor's Degree with Second Class Honors or any other equivalent diploma.

4. The Master's Degree shall be awarded after successful completion of course work based on the course credit system and research work.

5. The Master's Degree shall be awarded to candidates who have 120 credit including those resulting from research work which shall be defended before a panel. He/she must have a GPA of at least 2.00.

6. The program of study leading to award of a Master's Degree in the Faculties/Schools shall be approved by the Senate. Such a program shall lead either to the award of a Professional or a Research Master's Degree. The two degrees are differentiated based on the weighting of research and internship as shown in the table 6 below:

Table 8: Distribution of Credits by type of Master Program

YEAR	ACTIVITY	Distribution of credits by type of Master program	
		Research Masters	Professional Masters
Year 1	Course Work	60	60
Subtotal for Year I		**60**	**60**
Year 2	Research leading to Thesis	42	24
	Research methodology and Writing Skills	06	06
	Seminar/Entrepreneurship/Production/ Internship/Industrial Attachment	12	30

Subtotal for Year II	60	60
TOTAL	120	120

7. Performance in a course for Master's Degree shall be recorded as follows:

Table 9: Performance Evaluation in a course for Master's Degree

MARK/100	LETTER GRADE	GRADE POINTS	EVALUATION
80-100	A	4.00	EXCELLENT
70-79	B+	3.50	VERY GOOD
60-69	B	3.00	GOOD
55-59	C+	2.50	FAIR
50-54	C	2.00	AVERAGE
45-49	D+	1.50	BELOW AVERAGE
40-44	D	1.00	POOR
0-39	F	0	FAIL

8. To earn credit for a course at the Master's level, the student must score at least a C grade. The panel for the defense of the Master's thesis shall be composed of at least three persons chosen amongst academic staff in the ranks of lecturers, associate or full professor, designed by the Vice Chancellor on the recommendation of the Director after consultation with the head of department and the Director of Studies.

9. Candidates on the Conversion program will have to undertake one year of courses and research work to be qualified to commence a Masters Degree Program

3.2.3 Doctorate Degrees

1. The Doctor of Philosophy (PhD) program shall be selective and open to holders of a Master's degree or an equivalent qualification.

2. The degree of Doctor of Philosophy shall be conferred upon the successful completion of the approved program of study which shall include the successful defense of thesis written by the candidate.

3. After the successful completion of two to four semesters of course work based on the course credit system and on passing the Comprehensive Examination, a candidate may be issued an attestation to that effect.

4. Performance in course for the Doctor of Philosophy degree programs shall recorded as follows:

Table 10: Performance Evaluation in course for PhD Degree Programs

80-100	A	4.0	EXCELLENT
70-79	B+	3.5	VERY GOOD
60-69	B	3.0	GOOD
55-59	C+	2.5	FAIR
50-54	C	2.0	AVERAGE
45-49	D+	1.5	BELOW AVERAGE
40-44	D	1.00	POOR
0-39	F	0	FAIL

5. The duration of studies for the Doctor of Philosophy Degree shall be 3 years and a maximum of 5 years. This period may be extended by one to two years (2 to 4 semesters) by Senate on the recommendation of the Faculty Board.

6. The first year of the Doctorate program shall be devoted to course work and acquisition of research techniques.

7. A student shall be considered as having successfully completed the first year after earning 60 credits. Such a student would then be eligible to take the Comprehensive Examination.

8. After successfully completing the Comprehensive Examination the candidate shall be expected to deposit the research proposal to the department.

9. On the recommendation of the Department, the Director shall appoint supervisor/supervisors to guide the candidate's research.

10. Candidates on the Conversion program will have to undertake one year of course and research work to gain full admission into an academic PhD Program.

11. The duties of these supervisors may be assigned to academic staff of the following grades:
    ➢ Professors
    ➢ Associate Professors
    ➢ Lecturers with terminal qualification (PhD, "Doctorate" or equivalent)

12. The thesis submitted for a defense shall constitute an original contribution to knowledge and shall be defended before a duly appointed panel. Such a panel shall comprise a chairperson, an external examiner, an internal examiner and the supervisor.

3.3 PROGRAMS OFFERED

Current programs in the College of Technology lead to the following degrees (Table 9), course descriptions of which are contained in the College Program book: Other degrees may be awarded as the need arises on the recommendation of Senate.

TABLE 11: Current Programmmes offered in COLTECH

Program Title	Code	Degree type	Duration	Minimum Entry Requirements	Fees
Agribusiness Technology	ABT	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, DIPET I or 2, or an equivalent diploma.	350000
	ABT	BSc	1 year	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	350000
	ABT	BSc	4 years	Competitive entrance examination	50000
Agribusiness Marketing Management	ABT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	ABT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Agribusiness Project Management	ABT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	ABT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Integrated Development and Management Studies	ABT	Professional Masters	2 years	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	500000
Environmental Engineering	AEE	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, DIPET I or 2, or an equivalent diploma	350000
	AEE	BSc	1 year	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	350000
	AEE	BSc	4 years	Competitive entrance examination	50000
	AEE	MSc	2 years	Relevant BSc or equivalent certificates	50000
	AEE	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Agricultural Engineering	AEE	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, DIPET I or 2, or an equivalent diploma	350000
	AEE	BSc	1 year	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	350000

	AEE	BSc	4 years	Competitive entrance examination	50000
Water Resource Engineering	AEE	MSc	2 years	Relevant BSc or equivalent certificates	50000
	AEE	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Animal Production Technology	APT	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, Senior Agricultural Technician Diploma or an equivalent diploma	350000
	APT	BSc	1 year	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	350000
	APT	BSc	4 years	Competitive entrance examination	50000
Reproductive Physiology and Animal Health	APT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	APT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Animal Nutrition and Feeding	APT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	APT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Crop Production Technology	CPT	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, Senior Agricultural Technician Diploma or an equivalent diploma.	350000
	CPT	BSc	1 year	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	350000
	CPT	BSc	4 years	Competitive entrance examination	50000
Agronomy	CPT	MSc	2 years	Relevant BSc or equivalent certificates	50000
Food Science and Technology	NFBT	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, or an equivalent diploma	350000
	NFBT	BSc	1 year	Relevant B-Tech, Professional Bachelor or other equivalent Professional certificate	350000
	NFBT	BSc	4 years	Competitive entrance examination	50000
Food and Bioresource Technology	NFBT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	NFBT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Nutritional Sciences	NFBT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	NFBT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000

Forestry and Wildlife Technology	FWT	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, Senior Forestry/wildlife Technician diploma or an equivalent diploma	350000
	FWT	BSc	4 years	Competitive entrance examination	50000
Wildlife Resources Management	FWT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	FWT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Forest Resources Management	FWT	MSc	2 years	Relevant BSc or equivalent certificates	50000
	FWT	PhD	3-5 years	Relevant MSc or equivalent certificates	50000
Software Engineering	CEN	UDT	2 years	Competitive entrance examination	50000
	CEN	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, DIPET I or 2, or an equivalent diploma	350000
	CEN	B-Tech	3 years	Competitive entrance examination	50000
Computer Networks and System Maintenance	CEN	UDT	2 years	Competitive entrance examination	50000
	CEN	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, DIPET I or 2, or an equivalent diploma	350000
	CEN	B-Tech	3 years	Competitive entrance examination	50000
Electrical Power Engineering	EEE	UDT	2 years	Competitive entrance examination	50000
Electronic Engineering	EEE	UDT	2 years	Competitive entrance examination	50000
Electrical and Electronic Engineering	EEE	B-Tech	1 year	Relevant HND, BTS, University Diploma of Technology, DIPET I or 2 or an equivalent diploma	350000
	EEE	B-Tech	3 years	Competitive entrance examination	50000

EXAMINATION GUIDELINES

1   All students who are duly registered for courses in a given semester are eligible to sit for examinations in those courses except students in the following categories:

    a.   A student who absents his/herself from the University for upward of six weeks without official permission;

    b.   A student who fails to attend up to 70% of any tutorials or practical's in a course.

2   Students must acquaint themselves with the instructions governing examinations.

3   Students must be punctual for their papers. Students arriving later than half an hour (30 minutes) after the start of the examination shall not be admitted into the examination hall.

4   Students must bring with them to the examination hall their own ink, pen, ruler, eraser and pencil; and any other materials which may be permitted by the regulations guiding specific examinations. Students are warned that if not otherwise indicated, lecture notes, cellular phones, textbooks, jotters, bags etc. are not allowed in the examination hall.

5   To ensure order in the examination hall, seats will be arranged according to the number of groups taking examinations at each particular time and candidates are not expected in the hall earlier than 10 minutes to the commencement of each examination. They are also advised to keep strictly to recommended sitting arrangement to avoid confusion. Chairs arrange in examination halls should not, under any circumstances, be removed or moved to another position by any student; without the permission of the chief invigilator.

6   Once inside the examination hall; communication between students is strictly forbidden.

7   Silence must be observed in the examination hall. The only permissible way to attract the attention of the invigilator is by raising a hand.

8   Smoking in the examination hall is strictly forbidden.

9   The use of scrap paper or any unauthorized material is not permitted. All rough work must be done in the answer booklet, unless otherwise specified.

10   Student must use their registration number for each examination.

11   Before handing in their scripts at the end of the examination, student must crosscheck themselves that they have inserted their registration number and written their names, course titles/codes, etc. in the appropriate spaces, provided for in the question answer.

12   It is forbidden to make distinction marks of any kind on the answer booklet. Only blue ink is allowed for writing on examination answer booklet.

Student must not leave the examination hall during the first 30 minutes and the last 50 minutes of an examination.

13   Student must remain seated until invigilators have completed collection of answer booklets.

14   Students are required to sign against their registration numbers on the attendance sheet.

4.1   EXAMINATION MISCONDUCT DISCIPLINARY SANCTIONS.

1. In conformity with No 93/027of 19 January 1993 Fixing common regulations to all universities, particularly in its articles 61, 62,63,64, 65 and 66, it shall be an offence for any person whoever to impersonate a student, staff or any persons in the university. Anyone found guilty under this regulation shall be subjected to disciplinary sanction but this does not preclude prosecution by the law enforcement authorities.

2. Any student or staff who attempts in any way to unlawfully have or give pre-knowledge of an examination question or to influence the marking of scripts or the award of marks by the examiner shall be subject to disciplinary sanction.

3. If any student is suspected of cheating, receiving assistance or assisting other students or of infringing any other examination regulation, a written report of the circumstances shall be submitted by the invigilator to the Dean/Director within 24hours of the examination.

4. Any student suspected to have cheated, received assistance or assisted another student shall be required to submit a written statement to the invigilator immediately after the paper. Failure to make such a statement shall be regarded as an admission of guilt.

    5. The Director shall promptly set up a disciplinary panel made up of:
       - The Director   **Chairperson**
       - Vice Chancellor/Deputy Director   **Vice Chairperson**

- 1 Member designated by the Director **Member**
- 1 Member designated by the Vice-Chancellor **Member**
- 1 Representative of COLTECH Students' Association **Member**

The report of such investigation with a recommendation of sanction shall be submitted to the Vice Chancellor for action.

Where the Vice Chancellor is satisfied that a student has committed a breach of any of these regulations, such a student shall be deemed to have committed an examination offence. Depending on the gravity, and the Vice Chancellor may;

a) Give public notice of the fact that an offence has been committed by that student;

b) Give a written warning to the student which may be accompanied with partial or total suspension of all forms of aid or assistance from the University;

c) Suspend the student from any University examination for the session in question together with suspension of all aid or assistance;

d) Recommend to the Minister of Higher Education that the student be suspended temporarily from the University for one or two sessions;

e) Recommend to the Minister in charge of Higher Education that the student be dismissed from the University and not be allowed to attend any other University institution in the country.

6. Where the Vice Chancellor has reason to believe that the nature of any question or the content of any paper may have been known before the date and time of the examination to any persons other than the examiner(s) of the paper, he/she shall designate the Board of Examiners and any official of the University authorities to handle the paper or the setting of a new paper and shall report the matter to Senate. The Vice Chancellor shall take any disciplinary measure against the staff/student as provided for by the regulations in force.

7. Any student or member of the academic staff may lodge a petition with the Vice Chancellor through the Director of School, if they feel that the examination has been improperly conducted. The Vice Chancellor shall investigate the complaints and report the result of the investigation to Senate.

4.2   ABSENCE FROM EXAMINATION

1. Students must present themselves at University Examinations for which they have registered. Students who fail to do so for reasons other than accidents or illness duly justified by a medical report from the University's Chief Medical Officer or exceptional case, shall be deemed to have failed that examination. Mis-reading of the time table and related lapses on the part of the students shall not be accepted as a satisfactory explanation for absence.

2. A student who falls ill during an examination shall report in writing to the Director of School.

3. A student who is absent from an examination on account of illness confirmed by medical evidence from the Head of the University Health Services shall take the regular examination on the following occasion without repeating the course concerned if s/he so desires. Approval for make-up examinations shall be given by Senate on the recommendation of the Faculty Board.

STUDENT SERVICES AND ANTHEMS

5.1   THE LIBRARY

5.1.1   General Regulations

i. The University of Bamenda Library shall comprise such premises and library collections and resources as may be designated from time to time including;

    The Main Library

    Faculty/School/Libraries

    Departmental Libraries

    University Archives

    University Bookshop

    University Press

    Online/ digital resources

    Etc.

ii. These regulations shall apply to all constituent part of the University of Bamenda Library, except where other provisions are included within these regulations or published in the library concerned.

iii. The library is open for the purpose of study and research to:

a. Members of the University of Bamenda Council;

b. Current members of staff of the University of Bamenda and its affiliated schools;

c. Registered students of the University of Bamenda and its affiliated schools;

d. Other students taking courses in the University

e. Graduates and retired staff members in good standing with the University of Bamenda;

f. Members of other institutions affiliated with the University of Bamenda.

g. Persons who can prove to the librarian or any authorized personnel that they are engaged in academic research.

iv. All users must possess valid (current) library cards and identity cards. These must be presented to any library official upon entering the library and on request. Admissions may be refused to anybody who does not do so. Authorization to use the library is not transferable.

v. Applicants for a library card who are not members of the University community may be required to present evidence of status and or a letter of recommendation.

vi. The Librarian in consultation with the Senate Library and Publications Committee will from time to time prescribe fees to be charged to certain categories of card holder.

vii. Exhibitions in the University of Bamenda Library (UBaL) are open to the public.

5.1.2   Opening Hours

Main Library facilities are available as follows:

Semester period

Mondays through Fridays: 8 a.m. – 9 p.m.

Saturdays   8 a.m. – 3 p.m.

Vacations:

Mondays through Fridays: 8 a.m. – 3 p.m.

Sundays and Public Holidays: Closed

Note that certain services may not be available on Saturdays (please contact the Librarian for more detailed information)

Any modification of the above opening hours will be displayed through the University library and in key areas on campus.

Other University Libraries where and when they exist are open at such hours displayed in each of the Libraries.

5.1.3   Loan Facilities and Conditions for Borrowing

i. Subject to the terms set out in this section, the following persons may borrow literary material from the library:

   a) Those stipulated in categories (a), (c), above

   b) Other persons who apply to the librarian, may in exceptional circumstances, receive authorization to borrow.

ii. Users must return all books to the library before embarking on substantial leave of absence away from the University or from their reference address.

1.   Printed Items

i. Printed items listed in the library's catalogue or databases are normally available for borrowing unless they form part of the reference collection designated "Not to be taken out of the library." In special circumstances some of these items may be borrowed by arrangement with the librarian.

ii. All periodicals may not normally be borrowed.

2.   Non Book Materials(Audio-Visual)

i. All loans shall be authorized by a member of the library staff at the circulation desk. Users shall present their current library card and borrower tickets(s) each time they wish to borrow material.

ii. Items in the reserve (short loan) collection may not be removed from the collection unless issued on loan by a member of the library staff at the circulation desk. Borrowing from the Reserve Collection is normally restricted to registered students and academic staff of the university.

iii. No item on loan may be transferred from one user to another. The user in whose name the loan is made is solely responsible for the safe keeping and due return of the items(s) borrowed.

5.1.3.1   Loan Period

Loan period for any category of material or users shall be determined from time to time by the Librarian in consultation with the library committee.

i.   Five books may be borrowed at a time for up to two weeks by any authorized user except for short loan or reserve collection items.

ii.   Items may be renewed if not requested for by another user

iii. Any item(s) on loan is recalled at any time if required by the library for another user or for placing on the reserve collection and the user(s) must return the item(s) within three days of the issues of the recall notice.

iv.   Failure to return recalled items within the specific time may result in the imposition of a fine as provided under paragraph (7) below

v.   All items borrowed must be returned within the loan period stipulated. Failure to do so may result in the imposition of a fine as provided for in paragraph (7) below.

5.1.4   Fines

i.   Fines shall be charged at rates determined from time to time by the Librarian and in consultation with the Senate Library and Publications Committee.

ii.   The present fine is 100FCFA per item per day.

iii. Failure to pay the fine imposed for later return may result in the suspension of library privileges.

1. Damaged or Lost Item

Where an item is lost, returned damaged, or not returned after the specific period, the borrower will be charged double the cost of the item together with appropriate administrative cost. An item charged for as above remains the property of the library.

Failure to pay may result in the suspension of library privileges and other administrative sanctions as stipulated elsewhere by the University Senate, including legal proceedings.

2. Admission into a Diploma or DegreeProgram

Students who on completion of the program fail to return all borrowed items to the library or fail to pay all outstanding charges and fines may find their admission to a higher degree or the award of a diploma or certificate withheld until such items are returned and the fines paid. Evidence to this effect is provided for by the signature of the Librarian on the "Clearance Form", at the end of the period of study.

5.1.5   Use of material within the library

a) Library materials on open access shelves may be removed for use within the library without referring to library staff. After use, such items should be left on the reading space provided or designated collection points.

b) Library materials not on open access may be consulted by filling a slip provided at the circulation desk for this purpose, this slip must be presented to the library staff on duty.

c) Special rules apply to non-book materials and other book items so designated.

d) Users are not permitted to bring along any personal textbooks or printed matter into the library. All such books and items shall be deposited at the property room. The library shall not accept responsibility for such property.

e) No book or other library property may be taken out of the library without authorization.

5.1.6   Other Library Services

Charges may be levied on services provided by the library such as interlibrary loans, photocopy, binding, lamination, access to information technology on Online database, telecommunication, (e-mail, facsimile or telephone) when and where these facilities exist. The charge will be set by the Librarian in consultation with the Senate Library and Publications Committee. Rates may be applied according to the category of users.

5.1.7   Conduct within the Library

a) Noise, disturbance or behavior contrary to the University rules and regulations is strictly forbidden in any area of the library.

b) Smoking is not allowed in any area of the library

c) Eating is not allowed in any area of the library

d) Reading areas designated for use in conjunction with specific collection or subject areas must be used for consultation works from such collections or subject areas only.

e) Users must take good care of library materials, equipment and furniture in their custody. The altering of the arrangement of furniture, fitting or equipment or misuse of furniture, fittings or equipment is strictly forbidden.

f) Users may not defile, mutilate, or write on any library book or materials in their keeping. Such defiled or mutilated items should be brought to the attention of library staff immediately.

g) Any user(s) discovered to have stolen part or a whole library item will immediately be suspended from using the library, and the case transmitted to the competent administrative authority of the University for Sanction which may include legal pursuit.

h) The use of electronic equipment other than belonging to the library is prohibited.

i) The distribution of hand bills, newspapers, or any other material other than those sanctioned by the library and University authorities is forbidden within the library.

j) Users may not reserve reading places. Any books or materials placed on a reading space for more than 15minutes by an absentee will be removed and the space allowed to other users by a library staff. No personal effects may be left overnight in the library.

k) All users are expected to leave their bags or cases in the property room. Such bags and/or cases may be searched by the attendant or other staff designated at exit. The library is not responsible for any valuable left in such bags in the property/classrooms.

l) The taking of photographs and the making of visual or sound recording within the library are not permitted without prior authority of the Librarian.

m) The speaking of Pidgin English or any other languages other than the official languages (English and French) in the Library is prohibited.

5.1.8 Enforcement

f) Failure to comply with the above regulations may in the first instance be dealt with by the Librarian or an authorized representative, who may impose temporary suspension from the library. In the case of defacement and/or mutilation of library items(s) there may be an imposed fine for each offence up to the maximum sum determined by Senate in accordance with

the provisions of the University rules and regulations. In case of theft, the user will be barred from using the Library, the case reported to the competent University Disciplinary Committee for Sanction.

g) In the case of non-University of Bamenda users who are members of an institution or establishment, they shall immediately be barred from using the library, will be requested to replace materials they have damaged or stolen. They may be open to legal sanction(s).

5.2   THE I.T CENTER

The information Technology Centre (IT Centre) of the University of Bamenda is the nerve of the computing power in the University of Bamenda, and serves also as a gateway to the external world. The center has an added advantage over similar centers around the country in that it simultaneously runs a fully equipped ultra-modern Cyber center where Internet and office automation services are available for use in teaching, research and training purpose.

5.2.1   Aims of the IT Centre

- Facilitate the teaching and learning process
- Facilitate research for both lecturers and students
- Assure development and maintenance of the IT infrastructure of the University
- Ease communication with the outside world
- Promote and upgrade individual knowledge in Information and Communication Technology
- Reflect the dynamic and well-kept image of UBa both nationally and internationally
- Make Internet services affordable to students and the entire University community; and
- Show ample proof of UBa's involvement in the electronic media, technological know-how and a reliable infrastructure for Information and communication Technology
- Coordinate online transactions for the College, through the Focal point

5.3   The University of Bamenda Printing Press

COLTECH students are informed that the University of Bamenda runs a printing press. Its services include (but are not limited to) general designing, editing, printing and binding of books, theses and dissertations, student assignments, etc. More information on these affordable services can be gotten from the printing press, which is located on the main campus of the university.

5.4   The University of Bamenda Restaurant

The University of Bamenda also runs a restaurant, where students can savor a variety of African and exotic meals at affordable prices, especially during working hours. Please contact the authorities of the canteen for more details.

5.5   COLTECH Students' Association Service Center

The COLTECH Students' Association runs a service center for students of the College and beyond, at affordable prices. Here students can type and bind documents, make photocopies, etc. Information on other issues (e.g. how to manage studies, social events, practical/tutorials, etc) can be found at the COLTECH students' service center. COLTECH students are strongly encouraged to make optimal use of the facilities and opportunities and information provided by this service center.

5.6   Anthems

5.6.1   UBa Anthem

1. Upon the Western Highlands,
    Where the air is fresh with culture.
    Blessed with beautiful hills and valleys,
    Lies a Spring of Knowledge.
    Dream of our fathers; now our heritage.
    The University of Bamenda,
    The University of the Future.
    See the whole world is part of it.
    We the whole world of it.
    We are happy to reap the reward:
    Knowledge, Probity, Entrepreneurship;
    What a wonderful gift to our land Cameroon!

2. We pledge to love and cherish,

The school to move and flourish.

Full with plenty of skills and values,

In the Spring of Knowledge.

The Fortress of integrity and peace,

The University of Bamenda

The University of the Future.

Tis the school of the apt and bright,

We are ready to sow the values:

Knowledge, Probity, Entrepreneurship

In the school, or the school so blessed with its hosts.

Refrain

Yes our treasure lies amidst the green

In God we trust to see us through,

Host the best, trained so true,

Oh, emblem of peace, acknowledge by its pride,

Knowledge, probity, entrepreneurship.

5.6.2   Matriculation Anthem

Lord, Lead the Freshman to success

1. For the freshmen of knowledge

   Lord, we pray their success in values

   For all these freshmen of knowledge

   Freshmen of honour

   Let your footsteps be guided by morals

   University, citadel of values

2. Yearn for success and also, uphold values for you all

   Freshmen of college, learn with probity

   May God bless you in tour endeavour

   As you strive for knowledge, probity

3. As you delve in the one, there lies the success

   Freshmen of college, be bright fair, be educated men

4. Nurture yourselves with incessant research, to be full of

   Knowledge, success in values for

   Lord, we pray their success in values

For all these freshmen of knowledge

Freshmen of honour

For the freshmen of knowledge.

Music/Lyrics: Desmond Nji Atanga