## Presentation of the University of Buea

The University of Buea was created in 1992 and chartered in 1993 as the only English-speaking University out of the then six State universities in Cameroon. It started effectively in May 1993 in spite of the economic crisis facing the country in the early 90s, the aura of devaluation of the currency and acute shortage of human, material and financial resources. The University boldly started with 768 students enrolled in three faculties. The University currently has 07 faculties, 1 school and 2 colleges. The entire campus is networked and liked to the internet.

## Mission

The mission of the University of Buea is to provide opportunities for quality education through teaching and research in an environment that is conducive to such pursuits and in ways that respond to market forces.

Conceived in the English-speaking tradition, the University of Buea seeks to foster the essence of that system while situating itself within the larger bilingual and multicultural context of Cameroon.

Its teaching and research programmes emphasize relevance, encourage tolerance and promote creative, critical and independent thinking.

## ORIENTATION

Orientation shall be done at two levels:

- General Orientation
- Academic Orientation in the Faculties and Departments

General Orientation will involve exposition 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

Academic orientation will involve explanation to students (new/returning) about courses offered in the respective programmes and the details of those they need to register for. This orientation will be carried out by the Faculties/Departments during the registration. General orientation for all students, particularly new students, will take place at the end of the registration process before classes begin.

## Step by Step Procedure for Online Registration (Applies to Newly Admitted and Returning Students)

- Payment of registration fee
- Filling of form B

Registration for courses is exclusively online. From the University website (<u>www.ubuea.cm</u>), find the link to course registration on the homepage and follow the ensuing steps to register for courses. Using the University Internet facility and most especially the IT Centre will guarantee a hitch free registration procedure.

#### Section A: General

1. Go to the University Website (www.ubuea.cm) and download your admission letter, which shows your matriculation number and other relevant information.

- 2. Pay your registration fee (60,000F for fresh students, 50,000F for returning students) into your Faculty Account in any of the following banks: BICEC Buea and BICEC Limbe, SCB Limbe, Banque Atlantique (any of its branches Nationwide) or other appropriate structure designated by UB authorities.
- 3. Proceed to the UB Health Centre (situated next to the second gate into the University) and or the Clinical Diagnostic Laboratory at the Faculty of Science and do your medical check. You will obtain an attestation.
- 4. Attend orientation and make sure that you get a ticket (Step 2 and 3 can be done in any order).
- 5. Take your bank receipt, medical attestation and orientation ticket to the Receipt Control Office (behind the Faculty of Arts) and present them to those in charge. You are now ready for registration.

## **REGISTRATION PROCEDURES (FRESHMEN)**

The University of Buea welcomes all freshmen to its campus for this academic year. As a freshman, you are requested to follow the under-mentioned registration procedures very strictly to enable you begin classes effectively. The registration procedures are as follows:

## **Step 1: Payment of Registration Fees**

Payment of registration fees should be done using the online portal through MTN Mobile Money or directly or indirectly at an appropriate financial institution designated by the authorities of the University of Buea. Students should ensure that their fees are paid into their respective Faculty/school bank accounts as indicated on their admission letters.

The deadline for the payment of registration fees by freshmen will be announced by a notice of the Vice-Chancellor and all students are called upon to respect the deadline. Those who will not fulfill their financial obligations by the stipulated deadline will lose their places.

## **Step 2: Verification and Validation of Receipts**

The original receipt and four photocopies, together with the admission letter should be presented for clearance to the Receipts Control Service of the Finance Office located at the rear of the Faculty of Arts building.

The Receipts Control Service will retain the original of the receipt while the four photocopies will be stamped and handed back to the student. This copy marked "STUDENT'S COPY" is to be kept by the student. This copy may be very helpful in case the student loses or misplaces his/her university identity card.

## **Step 3: Compulsory Medical Examination**

The photocopy of receipt marked **"HEALTH CENTRE COPY"** should be attached to the test results and reports from a Government Hospital or University of Buea Health Centre and presented at the Health Centre of the University. The Health Centre will in turn issue an attestation which the student will present at his/her Faculty for registration.

Test results and reports expected at the Health Centre at the time of 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

All these tests should be done either in a Government Hospital or at the Health Centre of the University of Buea. Fresh students who opt to do the tests in the University Health Centre will pay a fee of 5.000FCFA. The test results should be sealed, marked "CONFIDENTIAL" and addressed to the Head of the Health Centre, University of Buea.

## **Step 4: Orientation**

The schedule for Orientation will be published by the respective Faculties. All freshmen must undergo Orientation before they are issued with course registration forms (Form B) by their respective Departments. Students will be issued with tickets to show as proof that they have undergone orientation.

# **Step 5: Course Registration at Faculties**

The photocopy of fees receipt marked **"FACULTY COPY"** should be presented to the Faculty, together with the attestation from the University Health Centre and the Orientation ticket for the issuance of registration forms and subsequent registration for courses. *Students should take note that Faculties will* <u>not register any student without these three documents.</u>

# **Step 6: Production of ID Cards**

The last photocopy of receipt marked **"ID CARD CENTRE"** 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 staff of the University, preferably those in their host Departments.

# HEALTH INSURANCE BENEFITS

Each student of the University of Buea is required to undergo a medical examination at the beginning of each academic year before registration. The examination is **<u>obligatory</u>**.

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 accident	- 500,000FCFA
- Physical disability after accident	- 500,000FCFA
- Medical expenses incurred after accident	- 50,000FCFA
- Funeral expenses (transport, casket)	- 300,000FCFA

To benefit from the insurance policy

- Each student mush have registered in the University of Buea Health Centre for the current academic year;
- Each student must have undergone the annual systematic medical examination
- All medical conditions must have been 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 sit in for any University examination.

The period of the medical examination goes along side payment of fees and registration.

Students are 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.

## **REGISTRATION IN THE FACULTIES**

Students shall return to their respective Faculty Offices, where they shall be given the appropriate forms for the registration of courses.

The registration procedure at the Faculties/Schools will be as follows:

- a) A student shall complete his/her form by indicating a Y or N after the appropriate course and getting them signed by the respective academic staff that have been designated. For those courses not indicated on the forms, students will be required to fill the appropriate Course Code, Title, Credit Value Status, and have the slot signaled.
- b) Heads of Department/Coordinators of Programmes shall appoint members of teaching staff for the purpose of signing in students for the different course grouping offered by the Department/programme.
- c) Full names (as they appear on birth certificates) must be used at all times.
- d) Registration of courses is not complete until all complete forms are submitted personally to the Faculty Office and receipted for by the return of a signed copy of the form (student's copy).
- e) Dean of Faculty/Director of School are to appoint Heads of Department/Programme Coordinators under the leadership of Faculty Office/Secretary General to verify and sign Registration forms on behalf of the Dean/Director.
- f) Students who fail to register for a course shall not be allowed to sit the examination in that course. Where the student sits the examination for a course, the results will be cancelled and in addition he/she may face disciplinary sanctions.

## UNIVERSITY IDENTITY CARDS

During the registration exercise for freshmen, they are expected to report to the Admission and Records Office with their signed Form B, proof of payment of fees and signed health clearance for their identity cards to be issued. The identity cards are valid for the duration of the programme. It is imperative that students keep their cards in good condition and carry them at all times. Replacement cost in case of loss or destruction is 5.000F.

Students whose ID cards have expired will be required to report to the Receipts Control Service with their expired cards, their copy of signed Form B, the original stamped "student's copy" or bank receipt showing full payment of registration fees.

For those who have lost their ID cards, they should present their signed Form B, the original stamped "student's copy" of bank receipt showing full payment of registration fees and a receipt of payment of 5.000F from the Accounting Office for replacement.

# **REGISTRATION PROCEDURE (RETURNING STUDENTS)**

Returning students of the University of Buea are hereby informed that registration procedures are follows:

# **Step 1: Payment of Registration Fees**

Students should pay their registration fees through MTN Mobile Money into their respective Faculty bank accounts at **Banque Atlantique Limbe/UB Campus** or **BICEC Buea** as the case may be. Registration fee for students of Cameroonian Nationality is 50,000FCFA per session. This can be paid in one installment or in two installments of 25,000FCFA each.

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 in a notice by the Vice-Chancellor. However, the deadline for payment of balance of registration fees for those who opt to pay in two installments will not exceed January of each year.

## Step 2: Verification and Validation of Receipts

Students should write their <u>Registration Numbers</u> and <u>programmes</u> at the <u>top right hand</u> corner of the <u>original</u> and <u>three photocopies</u> of their receipts and present them for clearance to the Receipts Control Service of the Finance Office at the rear of the Faculty of Arts building.

The Receipts Control Service will retain the original receipt while the three photocopies will be stamped and handed back to the student. The copy marked "**STUDENT'S COPY**" is to be kept by the student. Students are strongly advised to clip this copy to the student's copy of their Form B and keep for their personal records. These copies may be very helpful in case the student loses or misplaces his/her identification card.

Students who owe registration fees for previous years will have to make such payments in full plus the required penalties before their receipts for the current year are validated.

# **Step 3: Compulsory Medical Examination**

The photocopy of receipt marked **"HEALTH CENTRE COPY"** should be attached to the test results and reports from a GovernmentHospital or University of Buea Health Centre and presented at the Health Centre of the University. The Health Centre will in turn issue an attestation which the student will present at his/her Faculty for registration.

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

- a) Weight and height
- b) Blood sugar level
- c) Blood pressure
- d) Vision
- e) Hearing
- f) Tuberculosis
- g) Urine analysis

All the above tests must be done either in a Government Hospital or at the Health Centre of the University of Buea. Returning students who opt to do the tests in the University Health Centre will pay a fee of 3,000FCFA. The results should be sealed, marked "CONFIDENTIAL" and addressed to the Head of the Health Centre, University of Buea.

# Step 4: Course Registration at Faculties/Schools

The copy of the receipt marked "FACULTY COPY" should be presented to the Faculty, together with the attestation from the University Health Centre for the issuance of Forms B and subsequent registration for courses. Students should take note that Faculties will not issue or sign Forms B without these two documents.

## Note:

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 have lost their university identity cards will have to pay the sum of 5,000F for a new card. Those who show evidence that they were never issued identity 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.

## CODE OF CONDUCT OF ALL STUDENTS

As a corporate institution, the University of Buea accepts the responsibility of providing/ensuring the most congenial atmosphere for the academic, physical and moral development of its students. The following guidelines are set out for this purpose:

- a) The University expects students to conduct themselves decently and responsibly at all times, whether on or off campus.
- b) No student shall engage his/her fellow student or any member of the University or public in physical scuffles.
- c) While it is not required that students appear in suits and tie or expensive clothes, they should be neat and presentable at all times. This applies especially to their appearance in class and in the restaurant.
- d) All students should contribute to the cleanliness of the facilities put at their disposal. They should avoid littering and should make maximum use of the dustbins provided.
- e) No item of furniture should be moved out of the Common Room, Restaurant, Classrooms or Library without permission.
- f) The full cost of lost or damaged property will be borne by the student responsible for such loss or damage.
- g) 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 or assault them. Any student 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.
- h) No student 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.
- i) Students are advised not to smoke as this is dangerous to their health. In any case, no smoking is allowed in the Administrative buildings, Restaurant, Classrooms, Lecture halls, Laboratories and Library.
- j) No liquor may be sold or consumed on the University Campus before noon. Any student found drunk or misbehaving under the influence of alcohol either on or off-campus shall be severely disciplined.
- k) The possession and/or consumption of any dangerous drug is prohibited. Any student found contravening this regulation shall be summarily dismissed from the university.
- Any student found stealing shall be severely disciplined in accordance with the University Regulations. Those found stealing outside the University premises may be handed over to the law enforcement officers.

# **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 courses for which they have been duly registered
- 3. The right to evaluate teaching
- 4. The right to be examined in accordance with the approved rules and regulations governing the award of degrees and diplomas.
- 5. 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 programme at the University upon satisfaction of the requirements.
- 4. The privilege of receiving medical care on campus within the limits of the available resources 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.

# 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 programmes 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 premises which they may rent off-campus in a responsible manner and observe the rules and regulations governing such premises.
- 5. Abstain from doing anything whatsoever that can bring the name of the University into disrepute or embarrass its authorities.
- 6. Pay fees at rates as determined from time to time by the University authorities.

# **Caution Fees**

Caution fees must be paid together with all other Registration fees by all new students before they can register at the University. The caution fee is refundable when the student leaves the University on presentation of the following:

- a) Attestation from the library that the student is not keeping any books belonging to the University;
- b) Attestation from the Sports Officer that the student is not keeping any sports equipment;
- c) Attestation from the Accounting Officer that the student owes no monies to the University;
- d) Attestation from the Director of Students' Affairs that no damage has been caused to the room or furniture assigned to the student and that the furniture in the room is complete.

# 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 absence from class;
- c) Direct or indirect participation in acts likely to jeopardize the smooth functioning 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, punishment 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 Degree and Examination Guidelines, which follow on pages 20 to 36, for more

comprehensive information about the University, its general regulations and the conduct of its academic affairs.

## THE IT CENTRE

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

The IT Centre has been operational since 29 July 2002. The Centre was the first of its kind in the entire South West Region. It has a stable and reliable Internet Connection to the outside world. Until recently, Internet connectivity to the University is ensured by CAMTEL through an optic fibre trunk with an uplink and downlink of 5Mbps respectively.

## Aims of the IT Centre

- Facilitate the teaching and learning process
- Facilitate research for both lecturers and students
- Assure the 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 UB both nationally and internationally
- Make Internet services affordable to students and the entire university community; and
- Show ample proof of UB's involvement in the electronic media, technological know-how and a reliable infrastructure for Information and Communication Technology (ICTs).

## Services offered by the IT Centre

The UB ITC offers wide range of services, which include:

SERVICES	SPECIFICATION	PRICE
Internet Access	60 mins	150F
Printing	Black /white (per page) Color	50F/page 100-500F
Scanning	Picture/Document	150F
Wide Campus Wireless	Staff/Students/Public	200F
Internet	For file transfer and exchan On campus	ige
IT Support	The entire University	

## THE LOCAL CISCO ACADEMY

The University runs a local CISCO Network Academy in collaboration with the Regional Academy at the University of Yaoundé I, the United Nations Development Programme (UNDP) and the CISCO system of the USA. At the end of the programme you become a CISCO Certified Network Associate and an IT Technician.

Courses include CISCO CCNA (Routing and Switching) and IT Essentials. The Academy has a wellequipped laboratory with Internet facility.

## **REGULATIONS GOVERNING THE AWARD OF DEGREES IN THE FACULTIES**

The present general regulations apply to all students of the University, however, students of the Faculty of Health Sciences and ASTI and other specialized faculties have additional provisions that are specific to their disciplines.

## **GENERAL PROVISIONS**

- 1. Instruction at the University of Buea 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 Buea shall consist of 2 semesters of 15 weeks each.
- 5. Each student shall be expected to register for all courses in the programme 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 Faculty Officer who shall duly acknowledge receipt of them.
- 7. Registration for courses 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 student 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.

## 9. COURSE TERMINOLOGY

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

- a) <u>Compulsory</u>: A course specified for a degree/programme which a student must take and pass before graduation.
- b) <u>Elective:</u> A course which a student may choose in order to make up the required additional credits for the award of a degree.
- c) <u>Prerequisite:</u> A course whose knowledge is essential for another specified course
- d) <u>Concurrent:</u> A specified course at the same level which must be taken during the same semester.
- e) <u>Required:</u> 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.
- 10. A prerequisite 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 programme.

# CHANGE OF FACULTY OR DEPARTMENT AND PROCEDURE FOR ADDING OR DROPPING COURSES AND SUSPENSION OF STUDIES

- 11. Students are not permitted to change the major for which admission was offered. Exceptionally, however, changes may be approved as prescribed in article 15 17 below.
- 12. 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.
- 13. 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.
- 14. 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.
- 15. A student authorized to transfer from one Faculty or Department to another shall be credited with those course where a pass mark was obtained which are within the curriculum of the new programmes as Department or Faculty may consider acceptable, but shall not carry forward failed grades obtained hitherto.
- 16. Application for change of programmes shall be considered at the end of the academic year and shall only take effect from the beginning of the next academic year after approval by senate.
- 17. A student who wishes to suspend studies must apply before the end of the semester(s) which the student wishes to suspend.

# SANCTIONS FOR VIOLATION OF REGISTRATION AND COURSE RELATED REQUIREMENTS

- 18. To qualify for suspension of studies, a student must be in academic good standing and also show proof of mitigating circumstances.
- 19. 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.
- 20. A student who is absent for two consecutive sessions without just cause shall automatically forfeit his/her status as a student.
- 21. Any student who registered for a course but failed to sit the corresponding examination 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, don 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.
- 22. For a candidate to qualify 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.
- 23. Students should be duly registered in only one Faculty

#### **DECREES OFFERED**

- 24. A programme of study in a Faculty of the University of Buea shall lead to the award of a degree.
- 25. Faculties may offer the following degrees: Bachelor's degrees Master's degrees, and Doctorate degrees

## **BACHELOR'S DEGREES**

- 26. The duration for a programme of study for the Bachelor's degree shall be 6 semesters or 8 semesters or such other number of semesters as may be prescribed by Senate.
- 27. The number of course credits required for the award of a Bachelor's Degree shall be as approved by Senate on the recommended of the Faculty Board, but shall not in any case be less than 180 credits for a six semester degree programme or 240 credits for an eight semester degree program, in 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.
- 28. The required number of credits to qualify for the major in a discipline shall be 120 in a single honours degree. Students' enrolled in double major degree programme must earn at least 130 credits in each major discipline. The required number of credits to qualify for a minor in a discipline shall be at least 36 and at most 48.

## **COURSE EVALUATION**

29. Performance in courses for Bachelor's Degree programmes shall be recorded according to the following schedule:

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

- 30. 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.
- 31. 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 G.P.A.

COURSE	GRADE	GRADE POINTS	CREDIT VALUE	WEIGHTED POINTS
CHM201	А	6	4.0	24.0
CHM203	B+	6	3.5	21.5
MAT201	В	6	3.0	18.0
CSC201	С	6	2.0	12.0
CPT205	B+	6	3.5	21.0
ENG 101	C+	2	2.5	5.0
ТОТ	AL	32		101.0

#### GPA = 101/32 = 3.16

- 32. 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 credit is earned may not exceed 10% of the total credits required for the degree programme.
- 33. All courses shall be examined by continuous assessment through assignments 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 proportions may not exceed a 50:50 ratio for continuous assessment and final examinations.
- 34. 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 if this average of the marks obtained in the different sittings is higher than 50 percent or 50 percent if the average obtained is less than 50 percent. Only this average mark shall be used to calculate the student's cumulative grade point average (G.PA). The fail mark shall no longer enter into the calculation of the cumulative grade point average (GPA).
- 34. For a student to remain in academic good standing, that is not be asked to withdraw from the degree programme 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 Dean of the Faculty, 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 of credits for those course required for the obtention of their respective degrees.

- 35. A student who fails to obtain 32 credits at the end of 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.
- 36. 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.
- 37. A student with GPA of 3.25 or more at the end of any semester shall qualify to be placed on the 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.

- 38. A student who has taken more than two semesters in excess of the approved period of study to complete a Bachelor's Degree programme shall not be eligible for an honors classification.
- 39. 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 approved in paragraph 24 above.
- 40. A student who is duly registered at the University may seek deferment of studies on condition that such deferment does not exceed four semester; after that, registration will lapse and the candidate wishing would be expected to re-apply.
- 41. All courses taught during each semester shall be examined at the end of the semester. Students shall earn the number of credits assigned to the course for which they have passed the examination following the schedule provided in paragraph 29 above.
- 42. 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.
- 43. Examination results shall be released to students at the end of each examination session. Transcripts shall be issued to students at the end of each session.

#### **Evaluation of Teaching**

44. This form is designed to provide an opportunity for students to evaluate teaching. It's for them to fill it and returned it to the Department concerned, regardless of whether they have favourable or critical things to say. It will be read by the Head of Department, and then by the Lecturer concerned, and will allow the University Administration to make appropriate changes to the course. The student is free to sign the form or remain anonymous.

45. Faculty of		
Course Code:		
Lecturer's Name:		
Your degree Programme:	Year in programme	
Student's Gender: Male	Female	
The student shouldrate each of the	following concerns in terms of the following scale	
5 = Excellent or Very Well, 4 = Very	good or well, $3 =$ Good or fairly well, $2 =$ Average, 1	= Poor, $0 =$ Not
observed /Not available		

- i. Student's overall assessment of the course
- ii. Course outline given by instructor
- iii. Reading list (text books and other materials)provided by instructor
- iv. Instructor's knowledge of the subject
- v. Instructor's preparedness for class
- vi. Presentation of lectures
- vii. Availability of teaching aids
- viii. Use of teaching aids
- ix. Student's academic gains/learning during the course
- x. Student's interest in reading more about the subject
  - as a result of taking of the course
  - x. Student's preparedness for each lecture
- xii.Student's participation in lectures
- xiii. Student's participation in tutorials
- xiv. Relevance of course to your degree programme
- xv. The preparedness of the student in continuous assessment test

5	4	3	2	1	0

16. How often did the lecturerask questions to increase your understanding during class?

Very often often fairly often hardly never

17.Mention any ways in which you think the course can be improved

### 45. CLASSIFICATION OF BACHELOR'S DEGREE

- 4.3 Bachelor's Degree 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
  Second Class (Upper Division) Honors
  Second Class (Lower Division) Honors
  Third Class Honors
  Pass
  2.00 2.24

## **MASTER'S DEGREES**

- 46. The Master's Degree programme is a postgraduate programme designed for specialization in a particular domain.
- 47. The duration of the Master's Degree shall be 4 semesters but shall not exceed 6 semesters
- 48. To be admitted for the Master's Degree, candidates must have at least a Bachelor's Degree with Second Class Honors or any other equivalent diploma.
- 49. The Master's Degree shall be awarded after successful completion of course work based on the course credit system and research work.
- 50. The Master's Degree shall be awarded to candidates who have earned 120 credits including those resulting from research work which shall be defended before a panel. He/she must have a GPA of at least 2.00
- 51. Performance in course for the Master's Degree shall be recorded as follows:

MARK/100	LETTER	GRADE	EVALUATION
	GRADE	POINTS	
80 - 100	А	4.00	EXCELLENT
70 - 79	B+	3.50	VERY GOOD
60 - 69	В	3.00	GOOD
55 – 59	C+	2.50	FAIR
50 - 54	С	2.00	AVERAGE
45 - 49	D+	1.50	BELOW AVERAGE
40 - 44	D	1.00	POOR
00 - 39	F	0.00	FAIL

To earn credit for a course at the Master's Degree level, the student must score at least a C grade. The panel for the defence of the Master's thesis shall be composed of at least three persons chose amongst academic staff in the ranks of lecturers, Associate or Full Professors, designated by the Vice-chancellor on the recommendation of the Dean of the Faculty after consultation with the Head of Department and the Post-graduate Coordinator.

#### **DOCTORATE DEGREES**

- 52. The Doctor of Philosophy (PhD) programme shall be selective and open to holders of a Master's degree or an equivalent qualification.
- 53. The degree of Doctor of Philosophy shall be conferred upon the successful completion of the approved programme of study which shall include the successful defence of thesis written by the candidate.
- 54. 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.
- 55. Performance in course for the Doctor of Philosophy degree programmed shall be recorded as follows:

MARK/100	LETTER	GRADE	EVALUATION
	GRADE	POINTS	
80 - 100	А	4.0	EXCELLENT
70 - 79	B+	3.5	VERY GOOD
60 - 69	В	3.0	GOOD
55 - 59	C+	2.5	FAIR
50 - 54	С	2.0	AVERAGE
45 – 49	D+	1.5	BELOW AVERAGE
40 - 44	D	1.0	POOR
00-39	F	0.0	FAIL

- 56. 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 or two years (2 to 4 semesters) by Senate on the recommendation of the Faculty Board.
- 57. The first year of the Doctorate programme shall be devoted to course work and acquisition of research techniques.
- 58. A student shall be considered as having successfully completed the first year after the obtention of 60 credits; such a student would then be eligible to take the Comprehensive Examination.
- 59. After successfully completing the Comprehensive Examination the candidate shall be expected to deposit the research proposal at the department.
- 60. On the recommendation of the Department, the Dean of the Faculty shall appoint supervisor/supervisors to guide the candidate's research.
- 61. The duties of these supervisors may be assigned to academic staff of the following grades:

Professors Associate Professors Lecturers with terminal qualification (PhD, "Doctorat" or equivalent)

62. The thesis submitted for a defence 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.

# **PROGRAMMES OFFERED**

Current programmes in the various Establishments lead to the following degrees; course descriptions of which are contained in the University Catalogue.

Faculty of Agriculture and Veterinary Medicine Agronomic and Applied Molecular Sciences with 2 specialties Crop Production Plant Health Management Agricultural Economics and Agribusiness Animal Production Fisheries	Degrees B.Sc. B.Sc. B.Sc. Ph.D. Ph.D.
Faculty of Arts English Language Literatures in English Performing and Visual Arts American Literature Comparative Literature African Literature English and French French Studies Teaching of French as Foreign Language History Linguistics Applied Linguistics Theoretical Linguistics	B.A.; M.A.; Ph.D. B.A.; M.A. Ph.D. B.A. M.A. M.A.; PhD PhD B.A. B.A. PhD M.A. B.A.; M.A.; Ph.D. B.A. M.A.; Ph.D. M.A.; Ph.D.
<b>Faculty of Education</b> Curriculum Studies and Teaching Educational Foundations and Administration Educational Psychology Nursery and Primary Education Special Education Guidance and Counseling	B.Ed; M.Ed.; Ph.D. M.Ed.; PhD B.Ed.; M.Ed.; Ph.D. B.Ed.; B.Ed.; M.Ed.; Ph.D. M.Ed.
Faculty of Engineering and Technology Computer Engineering Electrical and Electronic Engineering Mechanical Engineering Civil Engineering	B.ENG B.ENG B.ENG B.ENG
Faculty of Health Sciences Nursing Public Health Medical Microbiology and Parasitology Chemical Pathology Medical Laboratory Science Medicine	BNS, MNE MPH M.Sc. M.Sc. BMLS. MD
<b>Faculty of Science</b> Biochemistry Biochemistry and Clinical Laboratory Technology	B.Sc.; M.Sc.; PhD B.Sc.

Biochemistry and Molecular Biology	B.Sc.
Botany	B.Sc.; M.Sc.; PhD
Chemistry	B.Sc.; M.Sc.; PhD
Cellular and Molecular Parasitology	Ph.D.
Computer Science	M.Sc.; PhD
Crop Protection	M.Sc.
Chemistry and Clinical Laboratory Technology	B.Sc.
Epidemiology and Control of Infectious Diseases	M.Sc.
Environmental Science	B.Sc.; M.Sc.
Clinical Laboratory Technology	B.Sc.
Geology	B.Sc.; M.Sc.; PhD
Mathematics	B.Sc.; M.Sc.; PhD
Microbiology	B.Sc.; M.Sc.; PhD
Molecular Biology	B.Sc.
Molecular Diagnostic Science	M.Sc.
Molecular Parasitology and Vector Biology	M.Sc.
Natural Resource and Environmental Management	M.Sc.
Parasitology	B.Sc.
Physics	B.Sc.; M.Sc.; PhD
Zoology	B.Sc.; M.Sc.; PhD
Zoology and Clinical Laboratory Technology	B.Sc.
Fisheries	PhD.
Animal Production	PhD.
Ammari i foduction	T IID.
Faculty of Social and Management Sciences	
Faculty of Social and Management Sciences Accountancy	B.Sc.: M.Sc: Ph.D
Accountancy	B.Sc.; M.Sc; Ph.D B.Sc.: M.Sc: Ph.D
Accountancy Banking and Finance	B.Sc.; M.Sc; Ph.D
Accountancy Banking and Finance Economics	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D.
Accountancy Banking and Finance Economics Management	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc
Accountancy Banking and Finance Economics Management Master's in Business Administration	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D.
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD.
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology Women and Gender Studies	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology Women and Gender Studies Advanced school of Translators and Interpreters Translation	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc B.Sc.; M.Sc, PhD
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology Women and Gender Studies Advanced school of Translators and Interpreters	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc B.Sc.; M.Sc, PhD
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology Women and Gender Studies Advanced school of Translators and Interpreters Translation	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc B.Sc.; M.Sc, PhD
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology Women and Gender Studies Advanced school of Translators and Interpreters Translation Interpretation	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc B.Sc.; M.Sc, PhD
Accountancy Banking and Finance Economics Management Master's in Business Administration Geography Journalism and Mass Communication Law Political Science Sociology and Anthropology Women and Gender Studies Advanced school of Translators and Interpreters Translation Interpretation College of Technology	B.Sc.; M.Sc; Ph.D B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc MBA B.Sc.; M.Sc; Ph.D. B.Sc.; M.Sc; PhD LL.B, LLM, PhD. B.Sc.; M.Sc B.Sc.; M.Sc B.Sc.; M.Sc, PhD M.A M.A

63. Other degrees may be awarded as the need arises on the recommendation of Senate

64. Professional minors are available in computer Science, Chemical Process Technology, Materials Science, Horticulture, Medical Laboratory Technology, and Library Science.

### **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 himself from the University for upwards of six weeks without official permission;
  - b) A student who fails to attend up to 70% of any tutorials or practical 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 after the examination has started 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 materials which may be permitted by regulations. Students are warned that if not otherwise indicated, lecture notes, cellular phones, textbooks, jotters, bags, calculators 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 10minutes to the commencement of each examination. They are also advised to keep strictly to the sitting arrangements to avoid confusion. Chairs arranged in examination halls should not, under any circumstances, be removed by any student.
- 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 is not permitted. All rough work must be done in the answer books, crossed neatly through and submitted along with the answer booklet ..
- 10. Students must use their registration number for each examination.
- 11. Before handing in their scripts at the end of the examination, students must satisfy themselves that they have inserted in the appropriate places, their registration numbers and the numbers of the questions answered.
- 12. It is forbidden to make distinctive marks of any kind on the answer booklets. Only blue or black ink is allowed for writing on examination answer booklets.
- 13. Students must not leave the examination hall during the first 30minutes and the last 50 minutes of any examination.
- 14. Students must remain seated until invigilators have completed collection of answer booklets.
- 15. Students are required to sign against, their registration numbers on the attendance sheet.

# **Examinations Misconduct and Disciplinary Sanctions**

- 16. In conformity with decree N° 93/027 of 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 student, staff or any persons whosoever to impersonate a student in any University examination. Any student or staff or the University found guilty under this regulation shall be subjected to disciplinary sanction but this does not preclude prosecution by the law enforcement authorities.
- 17. Any student or staff who attempts in any way to unlawfully have or give pre-knowledge or an examination question or to influence the marking of scripts or the award of marks by the examiner shall be subject to disciplinary sanction.
- 18. If any student is suspected of cheating, 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 24 hours of the examination.
- 19. Any student suspected to have cheated, received assistance or assisted another student shall be required to submit written statement to the invigilator immediately after the paper. Failure to make such a statement shall be regarded an admission of guilt.
- 20. The Dean/Director shall promptly set up a disciplinary panel made up of :

-	The Dean/Director	Chairperson
-	Vice-Dean/Deputy Director	Vice-Chairperson
-	1 member designated by the Dean	Member
-	1 member designated by the Vice-chancellor	Member
-	1 representative of Faculty Students' Association	Member

The report of such investigation with a recommendation of sanctions shall be submitted to the Vicechancellor.

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 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 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 in charge 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.
- 21. 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, the Board of Examiners and any official of the University authorized to handle the paper, he/she may order the suspension of the examination or the cancellation of 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.
- 22. Any student or member of the academic staff may lodge a petition with the Vice-Chancellor through the Dean of Faculty or Director of School if they feel that the examination has been improperly conducted. The Vice-Chancellor shall investigate the complaint and report the result

of the investigation to senate which shall take actions as it may deem appropriate, including withholding results or deprivation of the award of a degree/diploma etc.

### **Absence from Examination**

- 23. Students must present themselves at such University Examination for which they have registered under these regulations. 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 cases, shall be deemed to have failed that examination. Mis-reading of the timetable and such lapses on the part of the students shall not be accepted as a satisfactory explanation for absence.
- 24. A student who falls ill during an examination shall report in writing to the Dean or Faculty/Director of School.
- 25. 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 he so desires. Approval for make-up examinations shall be given by senate on the recommendation of the Faculty Board.

#### THE LIBRARY

#### **1. General Regulations**

i. The Buea University 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 University Archives Departmental Libraries University Bookshop University Press

- ii. These regulations shall apply to all constituent parts or the Buea University 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 Buea Council;
  - b. Current members of staff of the University of Buea and its affiliated schools;
  - c. Registered students of the University of Buea 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 Buea;
  - f. Members of other institutions affiliated with the University of Buea;
  - 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 any body 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 holders.

vii. Exhibitions in the Buea university Library (BUL)are open to the public.

## 2. Opening Hours

i). Main Library facilities are available as follows:

<i>Semester period:</i> Mondays through Fridays: Saturdays:	8a.m. – 9p.m 8a.m – 3p.m
<i>Vacations:</i> Mondays through Fridays	8a.m – 3p.m.
Public Holidays	Closed

#### \*Certain services may be available on Saturdays

ii). Any modification of the above opening hours will be displayed throughout the University Library and in key areas on campus before the date of operation.

iii) Other University Libraries where and when they exist are open at such hours as displayed in each.

#### 3. Loan Facilities and Conditions for Borrowing

- (i). Subject to the terms set out in this section, the following persons may borrow from the library:
  - a). Those stipulated in categories (a), (b), (c), above
  - b) Other persons who, on application to the librarian, may in exceptional circumstances receive authorization to borrow.

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

#### 4. Printed Items

- a) Printed items listed in the library's catalogue or databases are normally available for borrowing unless they form part of the reference collection, or other collection designated "Not to be taken out of the library". In special circumstances some of these items may be borrowed by arrangements with the Librarian.
- b) All periodicals may not normally be borrowed.

#### 5. Non Book Materials (Audio-Visual)

- a) All loans shall be authorized by a member of the library staff at the circulation desk. Users shall present their current library cards and borrower's ticket(s) each time they wish to borrow material.
- b) 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.
- c) 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 item(s) borrowed.

## 6. Loan Periods

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

- a) 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.
- b) Items may be renewed if not requested for by another user
- c) 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 issue of the recall notice.
- d) Failure to return the recalled items within the specified time may result in the imposition of a fine as provided under paragraph (7) below.
- e) All items borrowed must be returned within the loan period stipulated. Failure to do so may result in the imposition of a fine provided for in paragraph (7) below

#### 7. 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 100F CFA per item per day.
- iii. Failure to pay the fine imposed for late return may result in the suspension of library privileges.

## 8. Damaged or lost items

Where an item is lost, return damaged, or not returned after the specified period, the borrower will be charged double the cost of three items, together with appropriate administrative costs. 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.

## 9. Admission to Degree, etc.

Students who on completion of the programme 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.

## 10. 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 point.
- 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 other 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.

#### 11. Other Library services

Charges may be levied on services provided by the library such as inter-library loans, photocopying, binding, lamination, access to information technology on online databases, telecommunication (email, facsimile or telephone) when and where these facilities exist. The charge will be set by the Librarian in consultation with the Senate Library and Publication Committee. Rates may be applied according to the category of users.

#### **12.** 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 and drinking is prohibited in the library
- d) Reading areas designated for use in conjunction with specific collection or subject areas must be used for consulting 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 of equipment or misuse of furniture, is strictly forbidden.
- f) Users may not deface, mutilate, or write on any library book or materials in their keeping. Such defected or mutilated items should be brought to the attention of library staff immediately,
- g) Any user(s) discovered to have pilfered 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 15 minutes by an absent reader will be removed and the space allowed to other user 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 security attendant or other library staff designated at exit. The library is not responsible for any valuable left in such bags in the property/classrooms.
- 1) 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 in the library is prohibited.

#### 13. Enforcement

- i. 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 form the library. In the case of defacement and/or mutilation of library item(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 authority (DVC/RCB) who may then refer it to the University Disciplinary Committee for sanction.
- ii. In the case of non-University of Buea users who are members of an institution or establishment, they shall immediately be barred from using the library, and will be requested to replace materials they have damaged, or stolen. They may be open to legal sanction(s).

#### MATRICULATION HYMN

We all have come from far and wide To Fako's fertile fields to seek The towering heights of academy We hope someday we'll thrive We know beginnings to be hard We need hard work, abounding faith To take us through the times ahead Until someday we'll triumph

With gladsome heart and hopefulness And teaches all so full of cheer The lecture halls shall transformed To places so cheerful And learning shall be full of fun We hope the future shall be bright Someday we shall all stand up here And shout out we made it

Then shall the world outside do brave Our knowledge put to test And our achievements all appraise And life's journey begin Then shall we look back on past years When we stood to take the oath And subscribed to cherished principles Quality, excellence

Our community shall be proud Our endeavors will all acclaim When hope and steadfastness have thrived And proudly we shall stand Looking back at those yesteryears When we all did humbly begin To build the Varsity of Buea God Bless we all made it Dear parents, friends and well wishers Our plea goes up aloud to you Your support we so dearly need To make our dreams come true For someday we all do know that This child together we shall wean Celebrate its maturityIts coming of age

(Lyrics by Hansel NdumbeEyoh) Buea, May 1993

### **UB ANTHEM**

O Cameroon, Our glorious home Of mountain ranges, of plains and sea; May God be with thee.

And we your proud children, How thankful we should be, To enroll in UB, The Place to Be.

Though masters of our fate, And our own destiny, We pledge our loyalty, And service to UB.

O Cameroon, Our glorious home, Of mountain ranges, of plains and sea; May God be with thee.

Composed by Ndumbe Mosaso

## **MATRICULATION OATH**

#### The Registrar shall say:

In the belief that the University of Buea stands for excellence, truth, moral rectitude and for the integrity of the individual and the nation; That the University of Buea exists to serve the social, cultural and political institutions of Cameroon; That the University of Buea exists to improve the quality of life of Cameroonians by preserving existing knowledge through teaching and developing new knowledge through research; We call on all registered students of the Faculties of Arts, Education, Health Sciences, Science and Social and Management Sciences to rise and take the matriculation oath of the University of Buea.

#### The Students shall rise and say:

"I do on my honor promise to obey the rules and regulations guiding student conduct and discipline in the University of Buea; I understand that the University of Buea expects its students to be honest in all their academic work and agree to adhere to this commitment to academic honesty and to the general regulations governing academic programmes".

# The Vice-Chancellor shall say:

"In the name of the Chancellor of the University of Buea and by virtue of the powers vested in me as Vice-Chancellor, I declare all these students duly matriculated at the University of Buea for the current academic year".