

University of Medical Sciences and Technology:

# Handbook

of Academic Regulations and  
Procedures 2025



UMST vice chancellor  
message 2025





# A Message from the Vice-Chancellor

Dear Students, Faculty, Staff, and Esteemed Partners of the University of Medical Science and Technology, Rwanda Branch, It is with profound pleasure that I welcome you to the University of Medical Science and Technology (UMST). This prospectus serves as an introduction to our dynamic academic environment and the transformative opportunities available.

## ◀ Vision and Mission

UMST's vision is to be a globally esteemed leader in medical and technological education, research, and innovation, dedicated to advancing human health. Our mission is to educate and empower the next generation of healthcare professionals, scientists, and innovators through a rigorous learning environment, pioneering research, and an unwavering commitment to societal impact. We cultivate critical thinkers, compassionate caregivers, and ethical leaders who will shape the future of medicine and technology.

## ◀ Strategic Priorities

Our strategic priorities ensure UMST remains at the forefront of medical and technological innovation:

**Enhancing Teaching and Learning:** We are committed to pedagogical excellence, utilizing

innovative methodologies and integrating advanced technologies.

**Fostering Research and Innovation:** We promote groundbreaking research addressing global health challenges and driving technological solutions.

**Promoting Internationalization:** We foster global collaborations and partnerships to broaden horizons and enrich cross-cultural learning.

**Strengthening Community Engagement:** We are dedicated to serving our local and national communities through knowledge transfer, public health initiatives, and responsive healthcare.

## ◀ Academic Excellence and Research

UMST embodies academic excellence. Our comprehensive curricula, imparted by esteemed faculty, are meticulously designed to challenge and inspire. We offer cutting-edge facilities, including simulation laboratories, contemporary classrooms, and advanced research centers, ensuring access to premier resources. We cultivate a dynamic learning environment that promotes critical thinking, innovative problem-solving, and interdisciplinary collaboration, equipping you for impactful careers.

Our commitment to research and innovation is fundamental. UMST is a hub of pioneering research, from unraveling disease complexities to developing revolutionary medical devices and digital health solutions. Our faculty and students engage in impactful projects contributing significantly to global health knowledge and societal benefit. We encourage your participation in these cutting-edge research initiatives.

## Student Experience and Community Impact

We prioritize holistic and enriching student experience. Beyond academics, UMST offers diverse support services, including academic advising, career counseling, and wellness programs. Our vibrant campus life provides numerous opportunities for personal development, leadership, and engagement through extracurricular activities and community outreach. We are dedicated to creating an inclusive and supportive environment where every student can thrive.

UMST is deeply committed to community engagement. We recognize our responsibility to contribute positively to the health and well-being of the wider community. Through various outreach programs, health campaigns, and partnerships, our students and faculty actively address societal challenges and make a tangible difference.

## Welcome and Call to Action

To our prospective students, I extend a heartfelt welcome. The journey at UMST will be challenging, inspiring, and profoundly transformative. Embrace every opportunity, engage with your studies, and be inspired by the intellectual curiosity and collaborative spirit that defines our university.

I encourage you to explore this prospectus thoroughly, delve into programs aligning with your aspirations, and envision yourself as a vital part of the UMST community. This is your moment to embark on a path that will shape your future and equip you to contribute meaningfully to the world. We look forward to welcoming and supporting you in realizing your full potential.

Sincerely,

**[Prof. Samir Shaheen]** Vice-Chancellor,  
*University of Medical Science and Technology*





# Locations & contact:



## ● SUDAN

The University is in El Riyadh (Khartoum State), Square No. 13, east of Khartoum Airport.

**P. O. Box** 12810, Khartoum, Sudan

**Telephone:**

**Fax:**

**E-mail:** [admission.office@umst-edu.sd](mailto:admission.office@umst-edu.sd)

**Website:** [www.umst-edu.sd](http://www.umst-edu.sd)



## ● RWANDA

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## ● TANZANIA

Bahari Beach, Simba Street, Plot No. 196 B Tegeta, Dar es Salaam.

**Telephone:** +250794435423

**Email:** [academic@umst.org](mailto:academic@umst.org)

**Website:** [umst.org](http://umst.org)

## ◀ Recognition of the University

The University of Medical Sciences & Technology is recognized by:

- The Ministry of Higher Education & Research in the Sudan.
- The World Health Organization (WHO).
- The General Medical Council of the U.K.
- The General Dental Council, U.K.
- The Arab Association Union.
- Equivalence of UMST's Bachelor of Pharmacy Degree in the United States.
- American Medical Residency Certification Board
- Medical Board of California
- Recognition of the Medical Board of California for the Postgraduate Training or a
- Physician's and Surgeon's Certificate.
- Sudan Engineering Council.
- Ministry of higher education- Rwanda (HEC).
- Medical and Dentistry Council- Rwanda.

## ◀ Affiliated Institutes:

1. The Academy Charity Teaching Hospital (ACTH)
2. Yastabshiroon Medical Hospital (Riyadh, Khartoum)
3. Yastabshiroon Centre for Obstetrics and Gynecology (Well-Woman Clinic Riyadh, Khartoum)
4. Alzaytouna Specialist Hospital
5. The University Printing Press
6. Sudan Medical and Scientific Research Institute (SUMASRI)
7. Sudan Education and Development Institute (SEDI)
8. Reproductive and Child Health Research Unit (RCRU)
9. Algamaa Center for Media, Documentation and Art Production (ALCMDAP)
10. Dr. Alawia Imam's Pharmaceutical Development Centre
11. Medical Broadcasting Media
12. Al Tamayouz Emergency & Trauma Center
13. Alzaytouna Charity Center







**UMST**  
UNIVERSITY  
Sustained Excellence

# FACULTY OF MEDICINE

# Foreword and Introduction

This Handbook of Academic Regulations and Procedures sets out the foundational regulations and procedures governing student enrollment, registration, assessment, grading, progression, and graduation at the University of Medical Sciences and Technology (UMST). It is thoughtfully organized into several key chapters, encompassing Academic Regulations, Marks and Standards, Programme-Specific Regulations, Supporting Procedures, Research Postgraduate Academic Regulations, and the integral Code of Conduct.

Additionally, this Handbook provides essential guidance on additional topics pertinent to academic success at UMST, including Policies on Academic Integrity, Support Services, and Student Rights and Responsibilities. The comprehensive structure ensures that students are well-informed about their roles within the academic community. This Handbook aims to empower students to navigate their academic journey effectively and to uphold the standards that indorse the university's mission of excellence.



## Our Vision:

To create a brilliant and bright future for UMST from which the students, faculty, staff, the nation, and the world will benefit. UMST values excellence, quality, and service. UMST continuously seeks to foster innovation and creativity.









# Regulations Governing Admission to the University

## **Article 1: General Conditions**

- i. Applying to the University for Undergraduate Study Courses is (electronic) through the Admission Office at the Ministry of Higher Education announced for.
- ii. It can also be directly to the University, and the applicant will be advised to apply (online) to the Ministry of Higher Education.
- iii. Application must be accompanied by the applicant's Secondary School Certificate.
- iv. Possession of a School Certificate, or equivalent qualification with appropriate detail, establishes eligibility only, and not a right of acceptance by the University. If there are more qualified candidates than places available, excellence in the relevant subjects will be considered in addition to undergoing an interview before decisions of acceptance are made final.
- v. Application for admission to a preliminary year of the University should reach the Admission Office not later than the end of the fourth week of the first semester of the year in which the applicant wishes to be admitted to the University.

1. An accepted student who fails to report to the University within the first week of admission, may, subject to the availability of places, be denied the chance of admission.
2. No candidate shall be admitted to the University until s/he has:
  - a. Signed the registration form.
  - b. Signed an undertaking to abide by the University's rules and regulations.
  - c. Paid all fees and deposits, as required by the University.
- vi. All students will be required to undergo an interview and a medical examination before admission to the University and certified physically fit.
- vii. A dismissed student from another University will not be permitted to apply to join any of UMST faculties.

## **Article 2: Requirements**

All candidates admitted to the University must be satisfied:

- a. The minimum entrance requirements as set out in Article (3) hereunder.
- b. The requirements for entrance to a faculty as set out in Article (4) hereunder.
- c. Signed an undertaking to have been vaccinated against HEPATITIS B.





### **Article 3: Minimum Entrance Requirements to the University**

The minimum entrance requirements for admission to the University are either a Sudanese

Secondary School Certificate or its equivalent with at least seven passes in seven subjects obtained at one and the same examination.

### **Article 4: faculty Requirements:**

***Subjects required for admission to the faculties of:***

**(1) Medicine (2) Dentistry (3) Pharmacy (4) Medical Laboratory Sciences (5) Nursing Sciences (6) Radiological Sciences (7) Anaesthesia:**

In case of Sudan Secondary School and Arabic Certificate: Religious Studies, Arabic Language, English Language, Additional Mathematics, Biology, Chemistry and Physics.

Foreign certificate: (e.g. IGCSE/GCSE/Canadian, etc.), a pass in each basic sciences subjects (Biology, Chemistry, Physics, Mathematics and English Language) plus any other two subjects which qualify a candidate for admission. (Obtained at one and the same examination).

***Subjects required for admission to the faculties of:***

**(1) Computer Science and Information Technology**

**(2) Engineering (Biomedical, Electronics (Control & Communications), Electrical Engineering and Architecture):**

In case of Sudan Secondary School and Arabic Certificate: Religious Studies, Arabic Language, English Language, Additional Mathematics, Physics, Chemistry plus any other subject from (Computer – Engineering or Biology (for Biomedical Engineering) Foreign certificate: (English Language, Additional Mathematics, Chemistry, Physics, Biology, plus, any other two subjects which qualify a candidate for admission. (Obtained at one and the same examination).

**(3) Printing and Packaging Technology:**

In case of Sudan Secondary School and Arabic Certificate: Arabic Language, English Language, Physics, Chemistry, and Computer.

Foreign certificate: English Language, Chemistry and Physics.

***Subjects required for admission to the faculties of:***

**(1) Business Administration (2) Economic, Social and Environmental Studies (3) Mass Communication (4) Law:**

In case of Sudan Secondary School and Arabic Certificate: (Religious Studies, Arabic Language, English Language, Mathematics, plus any other three subjects which qualify a candidate for admission.

Foreign certificate (e.g. IGCSE/GCSE/Canadian, etc.): (English Language, Mathematics, plus any other five subjects which qualify a candidate for admission. (Obtained at one and the same examination)).

### Transferring to the University:

Applications from students transferring from other universities may be accepted depending on availability of places.

Applications for candidates holding university degrees are not acceptable.

Candidates applying to be transferred to the University should fulfill the following requirements:

- i. S/he was not dismissed from another university for academic reasons or misconduct.
- ii. His/her School Certificate should fulfill the minimum requirements for admission to the University as well as the requirements of the faculty to be admitted to.
- iii. Date of sitting for the School Certificate should be the same as that of the batch s/he is joining or maximum two years earlier.
- iv. S/he should hold a certificate of promotion from class to class in the university last registered with.

## Guidelines for Medical & Dental Students

### All students who wish to be admitted to the University of Medical Sciences Faculty of Medicine or Faculty of Dentistry will:

- Have a high level of commitment to enter a caring profession.
- Demonstrate an interest in people and their health and the importance of health and cultural issues in society.
- Have achieved high academic standards and have shown qualities of self- motivation.
- Show a sense of personal responsibility and a wide range of personal interest.

### During the medical / dental course, the student will:

- Be educated in multi Faculty College with the rich cultural opportunities offered by the Sudan. To be written as follows: “Be educated in multi – cultural environment of Sudan”.
- Study medicine in Khartoum, a community of wide ethnic, cultural and socio – economic diversity.
- Develop an inquiring and critical approach to learning. Understand the scientific principle of medicine.
- Learn about patients in a variety of settings, in the hospital, health centre and the community.
- Learn the essentials of good clinical

practice which will be based on the core knowledge,

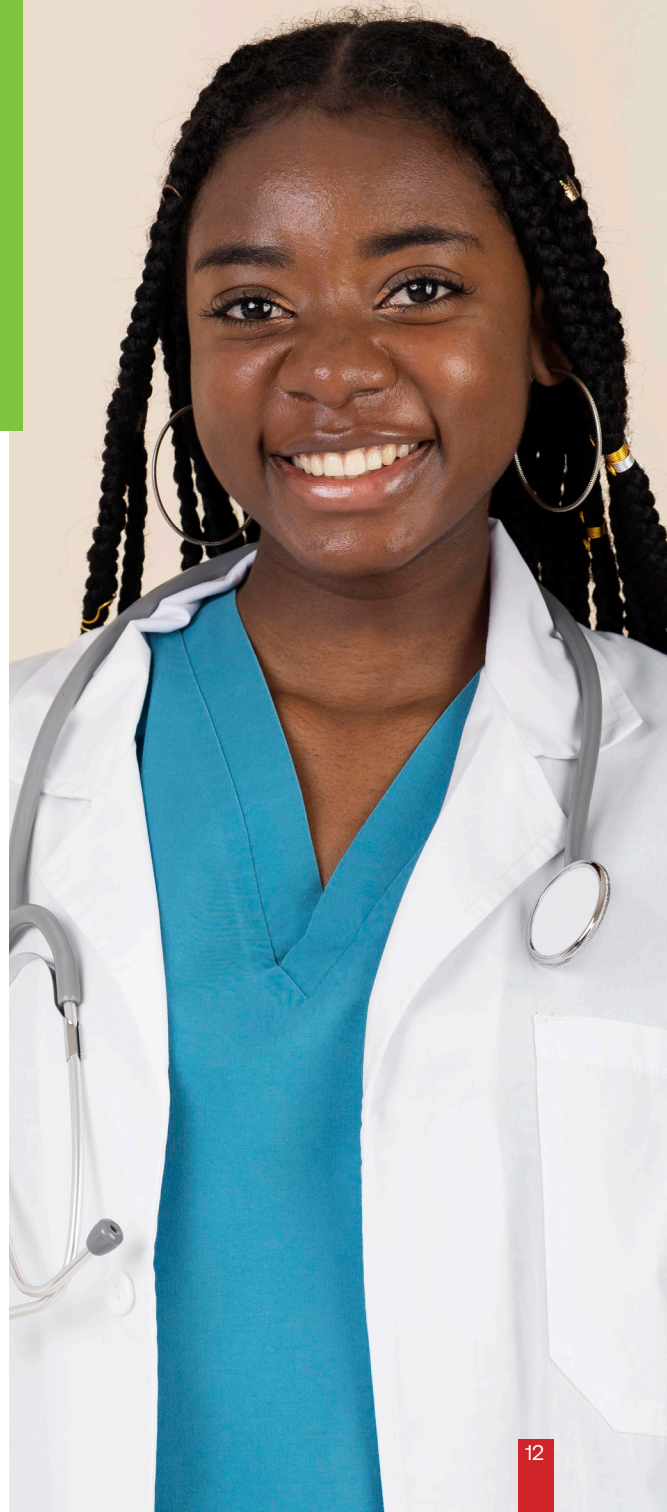
- skills and attitudes required for the safe practice of medicine.

### **The student will learn about:**

- Health and its promotion. The scientific basis, presentation, management and prevention of common diseases and the impact of illness on the patient and patient's family.
- The environmental and social basis of health and illness in the context of population.
- How to investigate a patient, and determine the cause of illness in a community and how to research in disease and promotion of health.
- How to base judgment on scientific evidence and not on impression.

### **The student will develop skills by:**

- Learning to communicate effectively with patient relatives and professionals.
- Becoming proficient in essential clinical examination skills.
- Becoming proficient in essential practical procedures.
- Becoming proficient in research methodology, evaluating a scientific publication and drawing valid conclusions that may assist in future decision making.





# CHAPTER ONE



# 1. Academic Regulations

## 1.1 Academic Governance at University of Medical Sciences and Technology

- 1.1.1 The University Senate holds ultimate responsibility for academic policy and standards throughout the University of Medical Sciences and Technology.
- 1.1.2 Each faculty within the University maintains a dedicated Faculty Board. Each Faculty Board, operating under the distinguished chairmanship of its respective Dean, is directly responsible for the comprehensive academic affairs pertinent to that faculty.
- 1.1.3 Faculty Boards function as essential sub-committees operating under the authority of the Senate.
- 1.1.4 Each faculty convenes a Faculty Examination Board specifically tasked with reviewing student academic performance.
- 1.1.5 Faculty Examination Boards are mandated to establish and execute all appropriate arrangements necessary for the efficient processing of their students' academic records and progress.

## 1.2 Assessment

- 1.2.1 The University of Medical Sciences and Technology operates a semester credit continual assessment system, designed to

provide continuous feedback to students on their academic performance.

- 1.2.2 Students shall be assessed in the set of programs undertaken each semester. The University will provide examinations at the conclusion of each semester and during designated annual repeat periods. Supporting procedures will be adopted to ensure the efficient administration of these examinations.
- 1.2.3 The University defines assessment as a broad term encompassing a series of processes designed to measure the outcomes of students' learning. This includes the knowledge acquired, understanding developed, and skills or abilities gained. Assessment can be categorized as either coursework or examination, and may serve diagnostic, formative, or summative purposes.
- 1.2.4 Coursework is defined by the University as a form of assessment that evaluates performance in, but is not limited to, areas such as practical work, essays, exercises, seminar papers, reports, presentations, class tests, projects, the production of artifacts or designs, theses, dissertations, and any other similar work, as well as other means of assessing performance that have been approved or prescribed by the Senate for any specific program of study.
- 1.2.5 Examination is defined by the University as a form of in-person assessment where

students provide written or oral responses to either seen or unseen questions under centrally arranged and formally managed examination conditions.

1.2.6 Vice chancellor and deputy vice chancellor holds overall responsibility for the proper conduct of assessments throughout the University and shall, in particular, ensure that:

- a) Appropriate assessment processes are established and maintained for each student.
- b) Any necessary reasonable accommodations, including but not limited to alternatives to printed material and/or examination booklets, additional time, special facilities and/or arrangements, special assistance such as readers, and/or other approved special forms of assessment, are in place for each eligible student.
- c) Examinations and/or coursework are meticulously prepared by internal examiners and formally approved by external examiners.
- d) Maximum security protocols are strictly implemented in all matters pertaining to assessment to ensure the highest level of academic integrity.
- e) Examinations and/or coursework are assessed by internal examiners, and the results for each candidate, once

approved by the external examiners, are made available for meetings of the Senate.

- f) Accurate records pertaining to coursework, along with all associated materials, are diligently maintained and made available as required, particularly to external examiners.
- g) Proper arrangements are made for convening meetings of the Senate and Faculty Examination Boards in strict accordance with the provisions outlined below.
- h) The recommendations generated by meetings of Senate are transmitted to the Senate in a timely manner.

1.2.7 Upon commencing a program, the academic staff member(s) responsible for teaching it shall provide students, either via handout or electronically, with: the program's learning outcomes, indicative grade descriptors corresponding to each grade, the criteria upon which assessment will be based, the minimum performance standard required, and the weighting assigned to each assessment instrument associated with the program(blue-print). The academic staff member shall also clearly indicate the repeat assessment instrument(s) for the program.

1.2.8 The academic staff member responsible for teaching a program is responsible for preparing the assessment instruments

for that program and for fulfilling the requirements of external examiners at times and in the manner approved by the Senate.

1.2.9 The academic staff member responsible for a program shall administer, or arrange for the administration of, assessment instruments associated with the program in the manner prescribed by the Academic Council.

1.2.10 A grade that accurately reflects the quality of a student's performance in a particular program shall be awarded at the end of each semester for that program. The permissible program grades are specified within the University's Marks and Standards.

1.2.11 The academic staff member responsible for teaching a specific program bears the responsibility for assessing and grading students on the program material.

1.2.12 Each Faculty Board shall convene meeting(s) of its Faculty Examination Board to review student performance prior to the Senate meeting. Adequate representation of academic staff members is required at such meetings.

1.2.13 A meeting of the Senate will take place following the final program grade submission deadline. At this meeting, all recommendations for

program grades and progression decisions will be thoroughly reviewed.

1.2.14 In instances where the Senate is satisfied with the recommended program grades and progression decisions, these will be approved. Notwithstanding this approval, the final grade or progression decision may be amended in accordance with the University's Code of Conduct.

1.2.15 In cases where the Senate is not satisfied with the recommended program grades and progression decisions, these matters shall be referred to the Head of Department concerned. The Head of Department is then responsible for implementing the decisions of the Senate within a specified timeframe and for informing the Vice Chancellor & Deputy Vice Chancellor of academic and research of the outcome within that timeframe.

1.2.16 Only program grades and progression decisions officially approved by the Senate shall be released to students. Individual staff members who have access to program grades and progression decisions prior to their approval by the Senate are strictly prohibited from releasing them or using them to make decisions regarding a student.

1.2.17 Once the Senate has approved all program grades and progression

decisions for the semester, each student will be provided with a transcript reflecting their current academic performance.

1.2.18 It is each student's responsibility to utilize this transcript to monitor their own progress and to take any necessary action to ensure compliance with the required standards of quality and performance.

1.2.19 Should a student believe they have been assigned an incorrect program grade; they may formally request a recheck of the grade in accordance with the procedures established periodically by the University.

### 1.3 Examiners

1.3.1 Academic staff members who are assigned assessment functions shall be formally recognized as internal examiners.

1.3.2 In cases where the teaching of a program is shared by multiple academic staff members, the appropriate Head of Department shall officially nominate one academic staff member to serve as the internal examiner for that specific program.

1.3.3 The role of the internal examiner shall encompass the following responsibilities:

a) To prepare, in direct consultation or through course directors and/or Heads of Department, appropriate assessment

instruments that align with internationally established and accepted academic practices and reflect internationally acceptable academic standards.

b) To duly consider and incorporate comments and amendments proposed by the external examiner(s).

c) To submit the agreed examination papers in a timely manner and in sufficient quantities to Academic Registry.

d) To propose the program grades to be awarded to each candidate.

e) To attend and actively contribute to the deliberations of the appropriate Senate Examination Boards.

1.3.4 Upon the recommendation of the Academic Council, external examiners are formally appointed by the Governing Authority. This appointment ensures that internal examiners can properly and effectively discharge their duties, and it supports the University's quality assurance processes as mandated by relevant educational and training acts.

1.3.5 External examiners are appointed by the Senate to function with independence and impartiality, fulfilling the remits of: Examiner of the Outcome & Standards, Auditor of the Process, and Consultant to the Curriculum.



1.3.6 The comprehensive policy governing external examiners, including a more detailed outline of their remit, roles and responsibilities, duties, visits, reporting requirements, interactions, appointments, fees and expenses, administrative supports, and general operational aspects, is available in its entirety on the University of Medical Sciences and Technology Policy Hub.

1.3.7 In the event of an unresolved matter between the external and internal examiners, the Senate shall adjudicate on the matter in question, and its decision shall be final and binding.

## 1.4 Examination Boards

1.4.1 An Examination Board shall be convened by each faculty. This Faculty Examination Board shall then formulate recommendations to be submitted to the Senate Examination Board.

1.4.2 Senate Examination Boards are responsible for making recommendations to the Senate regarding the awards to be conferred upon students who have successfully completed the University's programs of study.

1.4.3 The dates for Senate Examination Board meetings shall be determined by the Provost & Deputy President, who is responsible for convening such meetings at appropriate times.

1.4.4 The Senate Examination Board shall be comprised of vice chancellor and deputy vice chancellor or their designated nominee (who will serve as chairperson), all internal examiners who participated in the assessments for the award(s) under consideration at the Examination Board meeting, and all external examiners relevant to the subjects and awards to be reviewed at the meeting.

1.4.5 The external examiners are fully entitled to contribute to and participate in the deliberations and decisions of the Examination Board meetings.

1.4.6 Upon approval by the respective Faculty Examination Boards, candidates' proposed awards will be formally presented at the Senate Examination Board meeting.

1.4.7 Meetings of Senate Examination Boards should facilitate a full and frank discussion of any individual cases before a final recommendation is made to the Academic Council.

1.4.8 Decisions made by the Senate Examination Board shall be submitted as recommendations to the Academic Council. The Senate reserves the right to adopt, modify, or reject such recommendations.

1.4.9 At the meeting of the Senate Examination Board, a final results record shall be presented and formally

endorsed. This record shall document the cumulative performance of each candidate and, in relation to each candidate's overall result, shall indicate the level of award or note if the student is not presenting, has been deferred, has failed, or is being recommended for a postgraduate award by research and thesis. In the case of a candidate who is deferred or has failed, any recommended exemptions should be clearly indicated on the broadsheet of results.

1.4.10 Every effort must be made by the internal and external examiners to reach an agreement on final program grades prior to the Examination Board meeting. Should a grading disagreement remain unresolved between examiners before the Examination Board meeting, an examiner who continues to dissent at the meeting has the right to have their dissenting opinion formally appended to the final results record.

1.4.11 The final results record shall be signed by the chairperson and secretary of the meeting, as well as by all examiners (external and internal) present at the meeting. This signed record shall be forwarded by vice chancellor and deputy vice chancellor to the Senate at the earliest possible opportunity following the Examination Board meeting.

1.4.12 Any dissenting opinion by an examiner that has been appended to the final results record shall be brought to the

attention of the Academic Council, whose decision in relation thereto shall be final.

1.4.13 The proceedings and deliberations of Senate Examination Boards are to be held in the strictest confidence. Under no circumstances shall any person attending a meeting of a board disclose to any other person a decision of the board, or any document, information, or opinion considered, conveyed, or expressed at the meeting.

1.4.14 Nevertheless the confidentiality outlined in 1.4.13, in the event that an Senate meeting is not immediately pending and where unanimous agreement has been reached by internal and external examiners, the Senate Examination Board may decide to permit the publication of the decisions and awards being recommended to the Academic Council. It is understood that awards recommended by the Senate Examination Board are provisional, and the Senate retains the ultimate right to amend all such awards.

## 1.5 Examination Scheduling

1.5.1 Academic Registry shall schedule and administer a standard examination period of not more than 2 to 3 hours for each program requiring a formal examination. (Requests for special exemptions for examinations of longer duration may be submitted to the Senate via an application to the Office of the vice chancellor & Deputy vice chancellor)

1.5.2 Should a student identify a provisional examination timetable clash (two examinations scheduled for the same time) related to their registered programs, they must notify Academic Registry immediately. Where a clash is determined to be a result of registration issues, Academic Registry may adjust the provisional examination timetable or implement alternative arrangements to resolve the conflict.

1.5.3 All end-of-semester examinations shall be conducted in strict accordance.

## **1.6 Preparing/Printing Examination Materials**

1.6.1 Academic staff members are required to comply with all procedures and deadlines established by their academic department regarding the typing, preparation, and printing of examination materials. For examinations, these procedures and deadlines shall be designed to meet the requirements outlined in sections below.

1.6.2 Sufficient copies of the examination paper (and any necessary additional examination material) must be delivered to Academic Registry at least five working days prior to the first examination.

1.6.3 All examination papers shall prominently display standard header information.

## **1.7 Academic Staff Attendance at Examinations**

1.7.1 The academic staff member responsible for a program, or their designated nominee, shall be present at the scheduled examination venue for the first 30 minutes of the examination's scheduled time to address any student queries. If the final schedule lists multiple examination venues for the program, the academic staff member or their nominee must attend the main venues indicated on the final examination schedule. The academic staff member or their nominee is required to present valid UMST staff identification to the Exam Venue Coordinator prior to entering the examination venue.

1.7.2 If an examination paper containing inaccurate information is distributed to students in an examination venue, the academic staff member must immediately bring this to the attention of the Exam Venue Coordinator.

## **1.8 Grading**

### **1.8.1 Grading Lists**

1.8.1.1 A grading list, enumerating each student enrolled in a program for the current semester, shall be dispatched by Academic Registry to the academic staff member responsible for that program by the end of Week 13 of the semester.

1.8.1.2 The academic staff member responsible for the program shall ensure that:

- a) The final grade achieved by each student in the program is accurately submitted on the grading list.
- b) The name, ID number, and grade of any student not initially included on the list but who has been assessed in the program during the current semester are submitted using the Program Grade Entry Additional Students document.

## 1.8.2 Submission of Grades

1.8.2.1 The academic staff member responsible for the program shall review the completed grading list and submit final grades to the SI records system. Following the submission of grades for a program, an email confirmation detailing the grade distribution and average Quality Point Value (QPV) for the program will be automatically dispatched.

## 1.9 Examination Rules and Regulations

1. Each semester is characterized by mid-semester examinations and concluding assessments. There will be mid-semester evaluations and final examinations. Additionally, substitution and supplementary examinations are conducted at the conclusion of each academic year.
2. The student who is required to undertake a supplementary examination is permitted to

participate in a compensatory assessment.

3. The examination schedules should be announced at least two weeks before the starting date of the examinations.
4. Each faculty should announce lists of registered students who are eligible to sit for exams two weeks before the starting date of the examinations. A copy of these lists should be submitted to the administration of examinations.
5. The instructor of the course will submit the exam to the head of the department concerned for review and then hand it over to the coordinator of the faculty.
6. The faculty coordinator is required to submit the examinations to the examinations officer two weeks prior to the announced date marking the commencement of the examinations.
7. A board of examiners shall be held in each faculty after the final examinations, chaired by the Dean of the faculty, and shall submit the marks, recommendations and reports of the results to the faculty board.
8. The results of all subjects should be meticulously discussed on the faculty board.
9. The results of the students will be submitted to the Senate for final approval.
10. The results of the exams may not be published until they have been approved by the Senate.
11. The student has the right to appeal to the dean, should they have any doubts regarding their results at any level across all subjects.
12. The review committee ought to be composed of three staff members,

distinct from the individual responsible for evaluating the students.

13. The examination committee shall submit the appeal to the pertinent faculty, which shall subsequently convene a committee to scrutinize the evaluation process and deliver the findings to the designated dean within a maximum timeframe of 72 hours.
14. The result of the remark shall be final and shall be approved by Academic Affairs.

### 1.9.1 Instructions for students:

1. No student is allowed to sit for exams unless he/she is registered in the relevant faculty for the academic year concerned.
2. Students are debarred from sitting for the final exam if their attendance is less than 25%.
3. A student who has registered but subsequently remains absent from class for a duration exceeding 25%, and extending up to 40% with a valid justification, will be afforded the opportunity to take a substitute examination for the course.
4. The student who has registered but is absent for more than 25% of the classes without a valid excuse will receive a grade of zero and will be required to sit for a supplementary examination in the course.
5. A student who misses the final exam without an excuse is given zero and sits for the supplementary exam.
6. A student who is absent for more than 25% of the semester across all courses without a valid excuse will be required to repeat the academic year.

7. A student who is absent without an excuse for one semester will be dismissed from the university.
8. The faculty board permits students who have fulfilled the requisite study period but are unable to partake in examinations due to illness or other justifiable reasons to undertake substitute examinations, provided that the student submits a medical report in accordance with the established regulations governing the issuance of medical documentation.
9. A student who is on sick leave is not allowed to sit for any exam during the period of sick leave
10. The students may be afforded the opportunity to repeat the same academic year not more than two times.
11. The student is permitted to extend their duration of study, not exceedingly twice the time originally allocated for the completion of the degree.
12. The student is permitted to withdraw for a maximum duration of four successive semesters without the necessity of providing a rationale.
13. The students will be readmitted to the same semester from which they withdrew after filling the designated form.



### 1.9.2 Instructions for students in the examination room:

1. No student is allowed to enter the examination hall until the university card is valid.
2. Students are allowed to enter the examination hall five minutes prior to the start of the exam.
3. No student is allowed to enter the exam hall half an hour after the beginning of the exam.
4. No student is allowed to leave the examination hall before half time elapses from the beginning of the exam.
5. Students are not allowed to leave the examination room only for absolute necessity and are accompanied by an invigilator.
6. Students must sit inside the examination hall on the seats allocated to them.
7. A student is not allowed to enter the exam room with any book, paper, any written or printed, document, or an advanced scientific calculator. she/he is not allowed to have any assistance from anyone in the exam hall.
8. Examinees who are in need of anything should direct their request to the invigilators and are not permitted to borrow anything from their colleagues or leave their places without the permission of the invigilators.
9. The student must carefully follow the instructions written on the booklet or question/answer sheet.
10. The student must clearly write her / his name, index number and any other information in the designated places on the booklet or question sheet.
11. The student is not allowed to write on any paper other than the answer sheet.
12. A student is not allowed to remove any papers from the answer booklet.
13. A student is not allowed to smoke, eat or drink inside the examination hall except water.
14. A student is not allowed to use mobile phones in the examination room, and it must be put off before the start of the exam.
15. Students should bring all the necessary tools needed to perform the exam. They are not allowed to exchange tools in the examination hall.
16. No student is allowed to leave the exam hall in the last five minutes of the exam.
17. Students must stop writing and arrange their papers as soon as they are ordered to do so by the invigilator and not leave their seats until the invigilator receives the answer books.
18. The instructor may, at his discretion, extend the exam.

### 1.9.3 Violations and penalties:

#### 1.9.3.1 Cases of fraud:

1. This indicates cooperation during the exams by speaking, exchanging papers, carrying papers or any material related to the exam, hiding the answer sheet or not handing it to the invigilator at the end of the exam, impersonation or any other behavior that is not permitted during the exam.
2. If a student is caught in any of the cases of fraud, she/he is allowed to complete the examination after withdrawing the seized material if any. The invigilator shall mark on the answer sheet and write a report on the case to the administration of the exams, which in turn has to forward it the Dean of the faculty concerned.
3. The Secretary of Academic Affairs shall constitute a central committee representing the concerned colleges to deal with cases of fraud.
4. The students must stand before the Central Committee. The committee may also use the testimony of lawyer, the invigilator and witnesses (if any).
5. If the student does not appear before the Committee of Inquiry, despite her/his being announced, a verdict may be issued in absentia.
6. The Dean of the faculty shall submit the result of the investigation to Academic Affairs for the report thereon.
7. If it becomes clear to the Academic Affairs that the student concerned has committed a violation of this regulation a penalty or more of the following should be inflicted on her/him:

- A. A written Warning.
  - B. Flunking the subject, and to be granted zero.
  - C. Suspension of the student from the study for a period determined by Academic Affairs.
  - D. final dismissal from the university.
8. Announcing the violation and punishment in ads boards, and in all cases the student's guardian should be notified through the Dean of the faculty concerned.

#### 1.9.3.2 Misconduct:

Misconduct encompasses:

- A. Failure to comply with the directions of invigilators inside the examination hall.
- B. Inflicting damage upon the answer sheet, documents, and equipment.
- C. Disruptions during the examination.
- D. Articulating profane language or inscribing such expressions on answer sheets, documents, or equipment.

#### 1.9.3.2 Penalties.

1. In the event of any behavior that jeopardizes the integrity of the examinations or contravenes the safety protocols for both examinees and supervisors, the student shall be prohibited from continuing the examination and shall be referred to the Disciplinary Committee for appropriate sanctions.
2. To investigate instances of misconduct, the Dean of Student Affairs shall establish a committee.

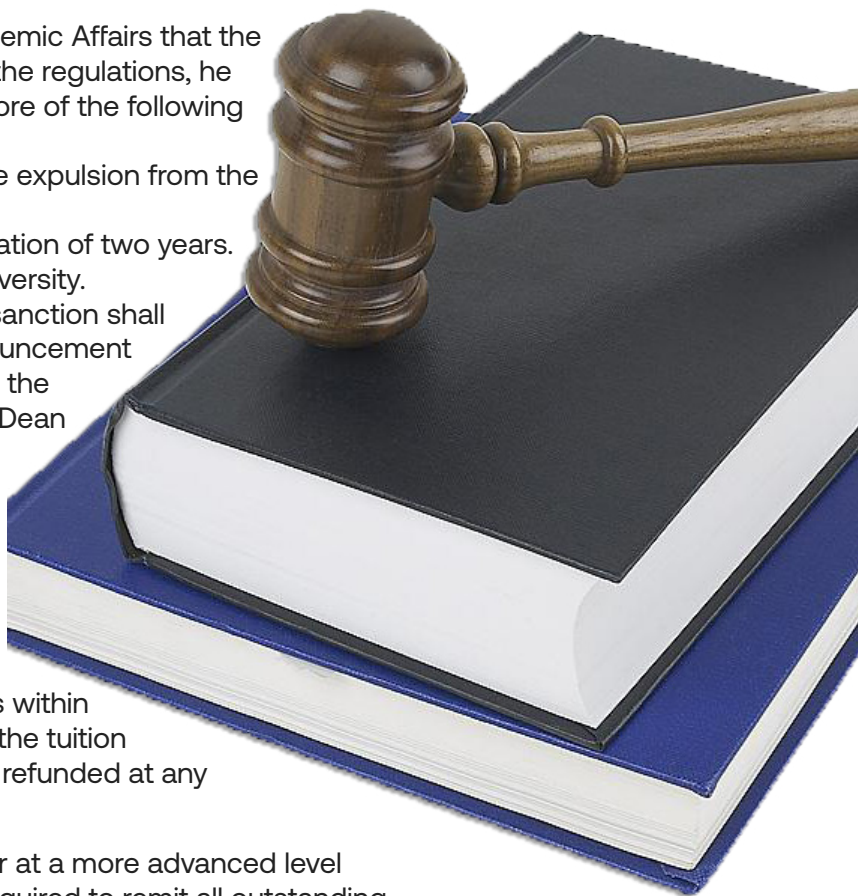
3. The invigilator, the student, and any witnesses shall be interrogated by the Committee of Investigation in a discrete manner.
4. Should the student fail to appear before the Committee of Investigation, it shall be noted that a verdict will be rendered in absentia.
5. The Dean of Student Affairs shall present the findings of the investigation to the Secretary of Academic Affairs for the subsequent report thereon.
6. Should it become evident to the Academic Affairs that the student in question has contravened the regulations, he or she shall be subjected to one or more of the following sanctions:
  - A. A formal admonition preceding the expulsion from the university.
  - B. A provisional suspension for a duration of two years.
  - C. Conclusive expulsion from the University.
7. The infraction and its corresponding sanction shall be prominently displayed on the announcement board. In all instances, the guardian of the student shall be duly informed by the Dean of Student Affairs.

#### **1.9.3.3 Regulation of Students resigning from university:**

1. A first-year student may apply for resignation from the university after completing the registration procedures. The student will refund her/his tuition fees within (15) days from the date of payment while the tuition fees of applying to registration will not be refunded at any case.

2. A student who is in their second year or at a more advanced level and seeks to tender their resignation is required to remit all outstanding installments up to the date of resignation.

#### **1.9.4 Performance Standards**



1.9.4.1 The quality and standard of a student's academic performance shall be quantitatively expressed as a numerical average of that performance across all credited programs attempted. This average, termed the Quality Credit Average (QCA), shall be calculated on both a semester and a cumulative basis for each program or for each distinct part of a program.

1.9.4.2 The Senate meeting, convened each semester to review program grades and progression decisions, shall confirm or amend all Faculty Examination Board recommendations concerning students' cumulative performances to date. The Senate will then report its findings to the subsequent meeting of the Academic Council.

1.9.4.3 The minimum academic performance standard required for each semester, unless explicitly specified otherwise by the senate, is the achievement of a cumulative QCA of 2.50, accompanied by the awarding of full credits in all prescribed programs of the program to date.

1.9.4.4 Students who successfully achieve the minimum performance standard at the conclusion of each academic year shall be eligible to proceed to the next year of their program of study or to graduation.

1.9.4.5 The Senate reserves the right

to terminate a student's enrollment should the student's academic performance consistently fail to meet the established minimum standard. A student who believes that the Senate did not adequately consider exceptional extenuating circumstances in their case may appeal the termination of studies decision at the time and in the manner specified periodically by the University.

1.9.4.6 The Senate may formally acknowledge the exceptional academic performance of an individual student in a particular semester by including the student's name on a prestigious list known as the President's List. Such students will receive a congratulatory letter directly from the President of the University.

## **1.9.5 Academic Awards**

1.9.5.1 Senate shall be convened to meticulously review student performance at the culmination of the final semester of the final year of a program.

1.9.5.2 Vice chancellor and deputy vice chancellor are responsible for convening Senate Examination Board meetings at appropriate times to formulate recommendations for the Senate regarding the awards to be conferred upon students who have successfully completed their programs of study and have formally requested such consideration.





1.9.5.3 The Senate shall recommend to the Senate that a student who achieves at least the minimum standard, in accordance with the marks and standards periodically specified by the University, be conferred with the relevant academic award.

1.9.5.4 The Senate shall recommend to the Senate the appropriate classification of the award to be conferred on each eligible student, in strict accordance with the marks and standards periodically specified by the University. Notwithstanding the Academic Council's approval of the relevant award or its final classification, these may be subject to amendment in accordance with the University's Code of Conduct.

1.9.5.5 Should the Senate determine that a student does not qualify for an award, the student shall be formally informed in writing of the nature and extent of any additional or outstanding work required from them. Such a student may then register to complete the specified requirements at the times and in the manner periodically specified by the University. Further consideration by a Senate Examination Board for such cases shall be contingent upon a new application.

## **1.10 Implementation, Interpretation, and Review**

1.10.1 The vice chancellor & Deputy vice chancellor holds the responsibility for ensuring that all these regulations are meticulously implemented. It is the shared responsibility of both students and staff to take all appropriate

steps to comply with the relevant requirements specified within these academic regulations. To facilitate this, comprehensive student orientation programs and staff induction initiatives will be provided, introducing students and staff, respectively, to the regulations and to available sources of information and assistance for compliance.

1.10.2 The marks and standards associated with these academic regulations are periodically specified by the Academic Council. Programme-specific regulations, which apply exclusively to particular programs of study, are also periodically specified by the Academic Council. Furthermore, supporting procedures designed to ensure compliance with the academic regulations and their associated marks and standards are likewise periodically specified by the Academic Council.

1.10.3 In the event of any dispute arising in the interpretation of the academic regulations, marks and standards, or associated procedures, vice chancellor and deputy vice chancellor or their designated nominee shall serve as the final arbiter.

1.10.4 Vice chancellor and deputy vice chancellor or their nominees shall, from time to time, convene the Academic Regulations Committee (ARC) for the express purpose of reviewing the application and interpretation of the academic regulations, associated marks and standards, and supporting procedures, with a view to making appropriate recommendations to the Academic Council.

# CHAPTER TWO





## 2. Scholarships and prizes policy and procedures

### 2.1 Introduction:

2.1.1 This document sets out UMST's policy and procedures for the award and approval of

scholarships and prizes. The University makes available various types of scholarships and

a wide range of student prizes to reward excellence and achievement in performance.

2.1.2 The policy and procedures stated in this document repeal all present scholarships and prize regulations.

### 2.2 Glossary:

#### 2.2.1 Scholarship:

2.2.1.1 A scholarship is an award to a student made on the basis of meritorious academic

performance and/or other grounds, to assist the student to continue with his or her studies, to

undertake further studies or undertake some other academic activity.

#### 2.2.2 Studentship:

2.2.2.1 A Studentship is a financial grant for academic study.

#### 2.2.3 Prize:

2.2.3.1 A prize is an award to a student for meritorious performance in some aspect of a study programme.

#### 2.2.4 University Scholarship/Prize:

2.2.4.1 A University scholarship/prize may be won by students from any of the Faculties of the University.

#### 2.2.5 Donated Scholarship/Prize:

2.2.5.1 A donated scholarship/prize may be won by students from any of the Faculties of the University as recommended by the donor.

### 2.3 Studentships:

#### 2.3.1 General Regulations for Studentships on Admission:

2.3.1.1 The University offers annually studentships for Sudanese students nominated by Higher Education administration applying for admission to any Faculty in the

University who memorizes the Holy Quran. The studentship covers the tuition fees for the whole study course.

#### 2.3.1.2 Criteria:

a. Candidate should apply by a fresh school certificate.





- b. Candidate's school certificate should fulfill the minimum requirements for admission to the University as well as requirements of the faculty to be admitted to.
- c. Candidate should submit an application accompanied by the memorizing of the Holy Quran certificate.
- d. To maintain the continuation of studentship for the whole study course, the candidate must pass a memorizing test at the beginning of each academic year.

## 2.4 Scholarships:

### 2.4.1 General Regulations for Scholarships for the Best Students:

2.4.1.1 The awarding authority is the Senate of the University.

2.4.1.2 The University offers at the end of each academic year (from first year to the semifinal year) a scholarship for exemption from tuition fees in the subsequent academic year in all faculties to the best overall student who scores the highest cGPA (best aggregate) in his/her final examination.

### 2.4.2 Eligibility for a Scholarship:

2.4.2.1 A scholarship may be awarded to a student provided that:

- a. He/she has passed all subjects of the final examination.
- b. His/her cGPA is not below 4.00 (where GPA is applicable).

c. He/she has not scored less than B+ in any of the subjects.

d. He/she has not repeated the year at which the scholarship is awarded.

### 2.4.3. Establishing New Scholarships:

2.4.3.1 Proposals for new University/donor scholarships should be submitted by the Faculty Board concerned to the Senate for approval.

2.4.3.2 When new scholarships are obtained from a donor, he should be asked to sign an agreement empowering the University to amend the terms of the award, including the re-allocation of the award to another programme in the same or a related subject area, should the original programme associated with the award be discontinued.

### 2.4.4 Amendments to Existing Scholarships:

2.4.4.1 Amendments to existing scholarships should be submitted by the Faculty Board concerned to the Senate.

2.4.4.2 Amendments to scholarships funded by a donor should be made with their agreement.

### 2.4.5 Approval of Scholarships Regulations:

2.4.5.1 Scholarships regulations shall be approved by the appropriate Faculty Board, before sending them to the Senate for final ratification.

### 2.4.6 Registration of a Scholarship:

2.4.6.1 When approved by the Senate, the Office of the Director of the Academic Affairs shall

record the scholarship and its regulations in the Register of Prizes published in the Academic Manual.

#### **2.4.7 Notification:**

2.4.7.1 The Dean of the appropriate Faculty shall notify both the winner(s) of the scholarship and the donor (when applicable) of the result.

#### **2.4.8 Cancellation of a Scholarship:**

2.4.8.1 Upon the termination of a student's enrolment for any reason, or his/her withdrawal, any entitlement to ongoing scholarship funding shall cease. In such circumstances, the University may also require repayment (in part or full) of any scholarship payments already made.

However, no repayment will be required of any amounts paid for a period in respect of which a student can demonstrate (to the satisfaction of the Senate through the Faculty Board concerned) the devotion of reasonable efforts towards the requirements of his/her degree.

### **2.5 Prizes:**

#### **2.5.1 Awarding Authority:**

2.5.1.1 The awarding authority of all prizes is the Senate of the University at the recommendation of the Faculty Boards.

#### **2.5.2. Approval of Prizes Regulations:**

2.5.2.1 Prizes regulations shall be approved by the appropriate Faculty Board, before sending them to the Senate for final ratification.

#### **2.5.3 Registration of a Prize:**

2.5.3.1 When approved by the Senate, the Academic Secretary shall record the prize and its regulations in the Register of Prizes published in the Academic Manual.

#### **2.5.4 General Regulations for Prizes:**

2.5.4.1 At the time of nomination for a prize a candidate must be a registered student of the Faculty concerned.

2.5.4.2 The nominating Faculty Board may determine other conditions not explicitly specified.

2.5.4.3 A prize or award may be divided between where there are candidates of equal merit.

2.5.4.4 Subject prize may only be awarded on the main specialization subjects of the Faculty concerned and not on the supporting subjects.

2.5.4.5 A prize or award may be withheld in a particular year if in the opinion of the nominating bodies there is no candidate of suitable merit.

2.5.4.6 The University may withdraw or cancel without notice any or all offers of prizes or awards.

2.5.4.7 Each prize should contain the following information:

- a. The name of the prize.
- b. The frequency of the prize is awarded.
- c. The value of the prize, and the form which it takes.



- d. Description of eligible candidates.
- e. The person or body responsible for assessing candidates.
- f. The criteria for assessment.
- g. Presentation formalities.

### **2.5.5 Types of Prizes:**

2.5.5.1 A university prize may take the form of one or more of the following: money, certificate, cup and shield.

2.5.5.2 A university prize is offered to the student attaining:

- a. Best performance in a subject.
- b. Best final year student.
- c. Best graduation project.

2.5.5.3 A donor prize may be a voucher, money, a subscription, goods, or other as negotiated between the donor and the faculty.

### **2.5.6 Value of a Prize:**

2.5.6.1 It is expected that the prize will confer significant prestige, or significant value, upon the prize winner.

2.5.6.2 The monetary value of a university prize may be revised from time to time. The current values are as follows:

- a. Best performance in a subject (Semesters 1-4): SDG 20,000.
- b. Best performance in a subject (Semesters 5-final Semester): SDG 30,000.

- c. Best graduation project: SDG 40,000.
- d. Best final year student: SDG 50,000.

2.5.6.3 The total number and value of subject prizes for all faculties is determined according to the following criteria:

- a. For faculties following a 5-year study course, the total number of subject's prizes for each academic year should not exceed 15 prizes.
- b. For faculties following a 4-year study course, the total number of subject prizes for each academic year should not exceed 12 prizes.

### **2.5.7 Eligibility for a Prize:**

2.5.7.1 Best Performance in a Subject: A prize is awarded to the student who scores the highest mark in a subject, provided that the subject's grade is not below (A) and the student passes all subjects.

2.5.7.2 Best Final Year Student: A prize is awarded to the final year student who achieves the highest GPA (aggregate where applicable), provided that the cGPA is above 4.00 and that the grade achieved in each subject is not less than (B+).

2.5.7.3 Best Graduation Project: A prize is awarded to the student who presents the best graduation project, provided that the grade achieved is not less than A and the student passes all subjects.





2.5.7.4 The candidate for any prize should not be repeating the subject or other work upon which the award of the prize is based.

### **2.5.8 Donor Funded Prizes:**

2.5.8.1 Donor funded prizes are originated by faculties through direct contacts with interested parents, individuals or companies.

2.5.8.2 Prizes may be funded by a donor on an annual basis, or by means of a sinking fund, or by an endowment administered by the University.

2.5.8.3 For those prizes which involve a monetary award, the Dean of the Faculty concerned shall be responsible for administering the funds relating to this award. This includes prizes funded annually, and those funded by a sinking fund, or by an endowment, or other.

### **2.5.9 Notification**

2.5.9.1 The Dean of the appropriate Faculty shall notify both the winner(s) of the prize and the donor (when applicable) of the result.

### **2.5.10. Prize Presentation:**

2.5.10.1 Prizes won by students shall be presented at the relevant ceremony. Prize winners unable to attend the ceremony may collect their prize from the relevant Faculty.

2.5.10.2 Subject to the approval of the University, a prize donor may stipulate that a prize be awarded at a function organized by the donor.

### **2.5.11. Establishing New Prizes:**

2.5.11.1 Proposals for new University/donor prizes should be submitted by the Faculty Board concerned to the Senate.

2.5.11.2 When new prizes are obtained from a donor, he should be asked to sign an agreement empowering the University to amend the terms of the award, including the re-allocation of the award to another programme in the same or a related subject area, should the original programme associated with the award be discontinued.

### **2.5.12. Amendments to Existing Prizes:**

2.5.12.1 Amendments to existing prizes should be submitted by the Faculty Board concerned to the Senate.

2.5.12.2 Amendments to prizes funded by a donor should be made with their agreement.



# CHAPTER THREE



# 3. Marks and Standards

## 3.1 Bachelor’s Degrees, Diplomas, and Certificates

3.1.1 The award of a bachelor’s degree, diploma (whether undergraduate or postgraduate), or certificate (whether undergraduate or postgraduate) is conferred at various honours levels. To qualify for the award of a bachelor’s degree, diploma, or certificate, a candidate must:

- a) Satisfy all the assessment and other specified requirements for the program of study.
- b) Achieve a minimum final cumulative QCA of 2.00, with full credits awarded in all prescribed programs of the program of study.
- c) Fulfill any additional programme-specific regulations as stipulated for particular programs.

3.1.2 Awards will be granted with one of the following classifications:

Award Classification	Cumulative QCA
First Class Honours	3.40
Second Class Honours Grade 1 (2.1)	3.00
Second Class Honours Grade 2 (2.2)	2.60
Third Class Honours	2.00

3.1.3 Nevertheless the provisions of the section above, the Senate Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1, or 2.2 classification, provided they satisfy all other requirements for the proposed award.

3.1.4 In the case of programs structured with a Part 1 and Part 2, the final award and its classification shall be determined solely based on the candidates’ performance in Part 2 of such programs. If Part 2 extends over more than two years, a relative weighting of 1:2:2 shall be applied to years 1, 2, and 3 of Part 2, respectively. For all other programs, the award of the degree shall be based on the candidate’s full cumulative performance across the entire program.

3.1.5 For students pursuing joint or dual awards, it is expected that at least 30% and not more than 70% of the taught credits within the program of study will be offered by the University of Medical Sciences and Technology.

## 3.2 Taught Master’s Degree

3.2.1 A master’s degree awarded through coursework and dissertation (or equivalent) may be conferred with an honours classification (first class, second class, or third class honours). To be eligible for the award of a master’s degree with honours classification, a candidate must:

- a) Satisfy all the assessment and other requirements explicitly set for the program of study.



- b) Have achieved a minimum grade of C3 in the dissertation component of the program.
- c) Achieve a minimum final cumulative Quality Credit Average (QCA) of 2.00, with full credits obtained in all prescribed elements of the program of study.

3.2.2 In the case of taught master’s degree programs that offer an optional graduate diploma exit award, a student who chooses to avail themselves of the graduate diploma exit award may not register to complete the outstanding requirements for the related master’s award within the 12-month period immediately following the end of the final semester containing programs required to qualify for the graduate diploma.

3.2.3 For a linked graduate diploma/master’s degree program where the taught element, in whole or in part, constitutes a graduate diploma program, a student must attain a minimum Honours 2.2 standard in the taught component to be eligible for progression to the master’s component of the program.

3.2.4 All cases referred to in section 3.2.2 shall require the formal approval of the appropriate faculty postgraduate studies committee for progression to the master’s component of the program in question.

3.2.5 The classification of honours awards for Taught Master’s Degrees shall be determined as follows:

Award Classification	Cumulative QCA
First Class Honours	3.40
Second Class Honours Grade 1 (2.1)	3.00
Second Class Honours Grade 2 (2.2)	2.60
Third Class Honours	2.00

3.2.6 Notwithstanding the provisions of section 3.2.1 above, the Senate Examination Board may consider a candidate whose final cumulative QCA is not more than 0.10 less than the QCA required for a first class, 2.1, or 2.2 classification, provided they satisfy all other requirements for an honours award, for the award of a master’s degree at the appropriate honours classification.

### 3.4 Master’s Degree (by Research and Thesis)

3.4.1 A master’s degree awarded by research and thesis is considered to be of honours standard and is conferred without further classification. Upon successful completion, the thesis is nominally valued at 180 European Credit Transfer and Accumulation System (ECTS) credits.

3.4.2 For successful candidates, the broadsheet of results presented to the Senate Examination Board should be clearly annotated with ‘Recommended’ and bear the signature of the internal supervisor(s). The external examiner concerned must either endorse the broadsheet



of results or, prior to the Examination Board meeting, have formally conveyed their recommendation for the award of the relevant master's degree to the candidate in their report to the Provost & Deputy President.

### 3.5 Professional Doctorate

3.5.1 The professional doctorate is conferred upon a candidate who has diligently followed a prescribed program of study and research. This program may also encompass an experiential and/or professional placement component.

3.5.2 The degree of professional doctorate is awarded without further classification. Upon successful completion, the professional doctorate is nominally valued at 270 ECTS credits.

3.5.3 Students must satisfactorily complete all elements of the taught program and achieve a cumulative QCA of 3.00 or higher to be considered for the award of the professional doctorate.

3.5.4 For successful candidates, the broadsheet of results should be clearly annotated with 'Recommended' and bear the signature of the internal supervisor(s).

The external examiner concerned must either endorse the broadsheet of results or, prior to the Examination Board meeting, have formally conveyed their

recommendation for the award of the degree of professional doctorate to the candidate in their report to the Provost & Deputy President.

### 3.6 Doctor of Philosophy – Traditional Program

3.6.1 The degree of Doctor of Philosophy (PhD) represents the highest academic qualification awarded by the University. It is conferred upon successful candidates based on the strength of an original body of scholarship, prepared and presented in accordance with internationally accepted academic standards and in the form of a doctoral thesis.

3.6.2 The degree of PhD is awarded without further classification. Upon successful completion, the thesis is nominally valued at 270 ECTS credits.

3.6.3 For successful candidates, the broadsheet of results should be clearly annotated with 'Recommended' and bear the signature of the internal supervisor(s). The external examiner concerned must either endorse the broadsheet of results or, prior to the Examination Board meeting, have formally conveyed their recommendation for the award of the PhD degree to the candidate in their report to the Provost & Deputy President.





### 3.7 Doctor of Philosophy – Structured PhD

3.7.1 A Structured PhD degree is awarded based on the successful completion of a comprehensive, structured program encompassing research, academic study, and personal and professional development.

3.7.2 Candidates who wish to pursue a Structured PhD program will:

- a) Be assigned a primary supervisor (or supervisors) and a Supervisory Panel, which will actively participate in the annual progression assessment process.
- b) Undertake a thorough training needs analysis and diligently maintain a Personal Development Plan (PDP).
- c) Complete discipline-specific programs, acquire research skills, and participate in generic and transferable skills courses as agreed upon in their PDP, accumulating a minimum of 30 ECTS credits.

3.7.3 The combined total credits from the taught and research components of a Structured PhD will be no fewer than 300 and no more than 360 ECTS credits. Within these overall limits, the credits for the Structured PhD are allocated as follows:

- a) A research thesis equivalent to 270 ECTS credits.

- b) Technical/discipline-specific courses, ranging from a minimum of 20 to a maximum of 80 ECTS credits.
- c) Research, transferable, and generic skills courses, ranging from a minimum of 10 to a maximum of 50 ECTS credits (graded on a pass/fail basis).

# CHAPTER FOUR





## 4. Research Postgraduate Academic Regulations

### 4.1 Introduction

4.1.1 In addition to the provisions of this chapter, research postgraduate students and their supervisors are directed to the general academic regulations, marks and standards, programme-specific regulations, supporting procedures, and code of conduct contained in this handbook. Furthermore, the UMST Doctoral College website [Insert UMST Doctoral College Website Link] provides comprehensive codes of practice that underpins the research postgraduate process.

4.1.2 For the purposes of these regulations, the Provost & Deputy President's nominees include the Assistant Deans for Research. Vice chancellor and deputy vice chancellor may also delegate some or all of their functions to the Associate Vice President for the Doctoral College.

4.1.3 The academic regulations detailed herein shall apply to all postgraduate studies pursued via research and thesis mode at the University of Medical Sciences and Technology. These regulations are applicable in every

faculty and department throughout the University. In instances of any discrepancy between these regulations and other documents, these regulations shall supersede the conflicting provisions. Regulations specifically pertaining to taught master's programs are addressed in Marks and Standards.

4.1.4 The Senate may approve changes to these regulations periodically. Any updated regulations will take effect from their date of approval and will be made available in electronic format on Policy Hub.

4.1.5 An individual faculty within the University may stipulate specific regulatory requirements that exceed those outlined herein. Provided such proposed additional requirements do not conflict with or compromise the University's general regulations detailed below, they may be implemented by the faculty concerned, contingent upon approval by the Academic Council.

4.1.6 Any additional requirements approved by the Senate shall be implemented by the faculty that proposed them, in conjunction with the University's overarching academic regulations. Such requirements may only be rescinded by a formal decision of the Academic Council.

4.1.7 Various references are made throughout these regulations to the completion of Postgraduate Research





(PGR) forms. These PGR forms are integral to the efficient administration of the postgraduate process, from admission through to graduation. These forms are accessible on the University of Medical Sciences and Technology's Postgraduate Research Forms page.

4.1.8 Research postgraduate students are expected to develop and diligently maintain a personal development plan (PDP) that establishes clear goals and timelines for achieving their research targets. The PDP will also serve as a record of completed generic and transferable skills programs. This plan must be mutually agreed upon and signed by both the students and their supervisor.

#### **4.2 Higher Degrees (Master's by Research and Thesis, PhD, Professional Doctorate)**

This section will detail the application process, admission requirements, and criteria for entry into Master's by Research and Thesis, PhD, and Professional Doctorate programs at the University of Medical Sciences and Technology. It will draw from UMST's existing policies on postgraduate courses and regulations to create a unified policy.

#### **4.3 Supervisory Panel and Supervision**

This section will outline the composition and responsibilities of the supervisory panel for research students, the roles of

primary and co-supervisors, and policies regarding changes in supervision. It will integrate elements from existing UMST policies on academic supervision.

#### **4.4 Research Student Progression**

This section will detail the annual review process for research students, including the purpose and composition of Research Review Panels, the submission requirements for progress reports, and the possible outcomes of the review (e.g., satisfactory progress, required amendments, transfer recommendations). It will synthesize existing UMST policies on student progression rates.

#### **4.5 Thesis Specifications**

This section will provide detailed guidelines for the preparation and submission of Master's and Doctoral theses, covering format, length, referencing styles, and specific requirements for article-based theses, adapted for the UMST context.

#### **4.6 Copyright and Intellectual Property**

This section will address the University's policy on copyright ownership of theses and intellectual property rights arising from research conducted at the University of Medical Sciences and Technology. It will integrate elements from existing UMST policies on publication and intellectual property.







#### 4.7 Examination Procedures (Research)

This section will meticulously describe the procedures for the research examination, including the nomination and appointment of examiners, the conduct of the viva voce examination, and the criteria for examination outcomes (e.g., pass, pass with minor/major corrections, resubmission, fail). This will be informed by existing UMST examination procedures.

#### 4.8 Appeals (Research)

This section will outline the formal process through which research postgraduate students can appeal decisions related to their academic progression, thesis examination, or other matters affecting their research studies. This will align with the general Student Grievance and Appeal Procedure.

#### 4.9 Review and Interpretation (Research Regulations)

This section will detail the process for the periodic review and interpretation of the research postgraduate academic regulations, ensuring their continued relevance and clarity.



# CHAPTER FIVE



# 5. Code of Conduct

## 5.1 General Principles and Types of Offence

5.1.1 This Code of Conduct and all matters contained therein shall govern the conduct of, and apply to, all individuals studying at the University of Medical Sciences and Technology, whether on a full-time, part-time, or any other basis.

5.1.2 Any student found to be in breach of this Code of Conduct will be subject to appropriate disciplinary action by the University of Medical Sciences and Technology.

5.1.3 Examples of major offenses, which are not exhaustive, include (but are not limited to):

- a) Cheating in any examination or other assessment.
- b) Plagiarism.
- c) Bullying or harassing any other member of the Campus Community or any other person present on the University Campus.
- d) Sexually harassing any other member of the Campus Community or any other person on the University Campus.
- e) Engaging, during one's program of study, in conduct that may be harmful

to others while on campus or during cooperative education placement, school placement, clinical practice placement, research placement, student exchange program, or any other off-campus assignment that constitutes part of the program of study.

- f) Engaging, during one's program of study, in the misuse of University property, the property of any other member of the Campus Community, or the property of any other person or organization to whom they are accountable while on cooperative education placement, school placement, clinical practice placement, research placement, student exchange program, or any other off-campus assignment that constitutes part of the program of study.
- g) Forging, altering, or misusing any University document, record, stamp, identification mark, seal, or identification card (including documents/records stored on electronic media).
- h) Engaging in conduct is likely to bring the University into disrepute.
- i) Engaging in any form of industrial espionage or improperly publishing, using, or misusing any University information, facility, or system.









- j) Using or possessing any offensive weapon on campus or during university-related activities.
- k) Furnishing any false or misleading information to the University during one's program of study.
- l) Breach of the University's Anti-Bribery and Corruption Policy.
- m) Breach of the University's Policy on Measures to Avoid Conflict of Interest.
- n) Breach of the University's Policy and Procedures of Non-Discrimination Values.
- o) Breach of the University's Policy and Procedure Against Bullying and Harassment.
- p) Consuming, handling, or promoting narcotic or intoxicating substances inside or outside the University.
- q) Displaying, carrying, or possessing any weapon or anything that might pose a threat to his/her safety or the safety of others.
- r) Resorting to or inciting the use of violence and force within the University, by action or in saying.
- s) Wearing an outfit that violates public morals within the university as per the General Appearance and Dress Regulation.
- t) Demonstrating a lack of respect for faculty and staff, or fellow students, in action or in words.
- u) Dealing in or possessing any material that violates public morals, or committing a behavior, act, or uttering a flagrant statement that violates public morals within the vicinity of the University.
- v) Consuming food, beverages, or narcotics inside the classroom, laboratories, library, or sites of theoretical or practical tuition.
- w) Collecting any financial or in-kind donations inside or outside the University without permission from the Students Deanship.
- x) Damaging or misusing property of the University or properties of employees or fellow students, or exposing them to damage.
- y) Committing any act contrary to the requirements and instructions of health, safety, and security within the University.
- z) Issuing wall papers, posting advertisements or flyers, or gathering signatures without the permission of the Deanship of Student Affairs.
- aa) Carrying out any political activity within the University.
- bb) Venturing within the Administration Offices without reasonable cause or prior permission.
- cc) Committing an act, behavior, or statement within the scope of the University that is inconsistent with the laws of the country, the University law, its regulations and rules,

or any orders or directives issued by it according to these regulations or others.

- dd) Using the mobile phone or similar devices or leaving them open in the classrooms, the library, or the laboratories, or causing inconvenience in any of these places with unnecessary speech or action.
- ee) Participating in or inciting strikes, demonstrations, and protests within the University, either by word or deed.
- ff) Objecting to a lecturer or a technician during presenting a theoretical or practical subject, either by word or deed.
- gg) Violating housing rules in residential complexes.
- hh) Violating any of the students' travel rules, internally or externally.
- ii) Committing a violation that breaches university norms, behavior, and traditions.
- jj) All types of smoking or nonsmoking tobacco is extremely prohibited.

## 5.2 Discipline Committee and Procedures

This section will detail the structured process for addressing breaches of the Code of Conduct, drawing from the “Students Conduct and Accountability Regulations”. It will cover the formation of an Investigation Committee and an Accountability Committee, the steps involved in investigation, formal notification of charges to the student, the student’s right to representation, and the procedures for hearing cases and imposing penalties.

### 5.2.1 Investigation Committee

A committee shall be formed to investigate in the event of violations of the code of conduct, and the committee shall submit its recommendations to the Accountability Committee formed under these regulations. The Investigation Committee will consist of the following:

- The Director of Academic Affairs as Chairperson.
- Representative of the Faculty of Law, Member / Convenor.
- Representative of the concerned Faculty, member.
- Any member or other members added by the University Administration.

### 5.2.2 Accountability Committee

The Accountability Committee is formed for summary violations that are raised by the investigation committee to consider imposing the penalties stipulated in these regulations. The Accountability Committee consists of the following:

1. Dean of Student Affairs as Chairman
2. Dean of the Faculty of Law, Member
3. Dean of the concerned Faculty, Member
4. A representative of the Senate, Member
5. Dean of the College of Graduate Studies, Member
6. Student representative member
7. Any member or other members added by the University Administration

### 5.2.3 Accountability Procedures

- The Dean of Students Affairs is designated to impose the penalties mentioned in the Article above and he may not impose more than one penalty for one violation. His decision may be appealed to the President of the University, whose decision is final.
- The Accountability Committee is responsible for applying all kinds of penalties and it may impose more than one penalty for one violation. The decision is issued by the majority of members, provided that the students representative vote is disregarded.
- The Dean of Student Affairs must write a report of the violation stating the facts and the evidence that lead to conviction.
- The student concerned with the violation is given sufficient opportunity to defend him/herself.
- The student may appeal the decision of the Accountability Committee to the President of the University within a period of no more than one week from the date of his/her knowledge of the decision.
- In the event that the Accountability Committee imposes any penalties, they must be submitted to the University President for approval or to take any action he deems appropriate under these regulations.
- The Dean of Students Affairs shall notify the guardian of the student concerned of any penalties imposed on him/her according to the regulations.

- Penalties are issued according to the type and nature of the violation without being restricted to the hierarchy of penalties mentioned in these regulations.

### 5.2.4 Penalties

In the event that any of the violations mentioned above regarding a student's behavior is proven, one or more of the following penalties shall be imposed according to nature and gravity of the violation:

1. Draw attention.
2. A written undertaking not to repeat the violation.
3. First warning.
4. Second warning.
5. Final warning.
6. Temporary suspension from studying.
7. Denial of participation in the University activities.
8. Dismissal from studying for one semester (the semester in which the violation occurred)
9. Dismissal from the University for more than one semester.
10. Final dismissal from the University.
11. Payment of compensation for damage to the University property or its employees, covering the damage.
12. Keeping the mobile phone or similar devices for a year or more.
13. Announcing violations and penalties before the students or on public boards inside the university.

# CHAPTER SIX





## 6. Other Important Policies

### 6.1 Libraries Regulation

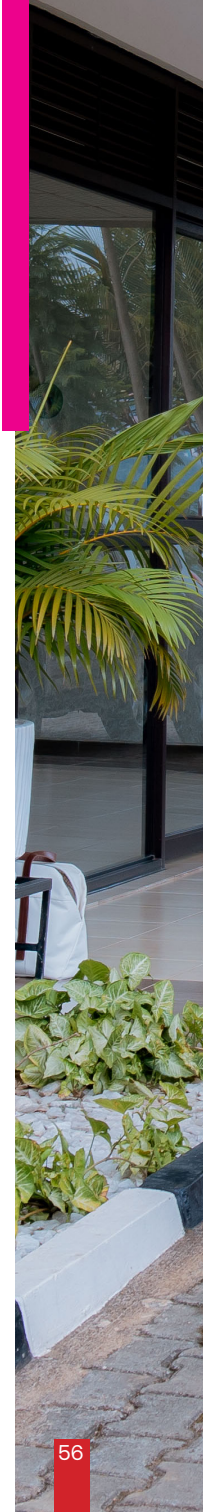
This policy governs the use of university libraries. **Work Controls in Libraries:**

1. A valid library card must be shown upon entering any of the libraries and also when requesting any service.
2. Mobile phones are not allowed and must be turned off before entering.
3. Entry is not permitted for those wearing disruptive shoes or carrying tools/machines that make sounds.
4. Moving library furniture, or operating lights/ventilation/air-conditioners without permission is prohibited.
5. Writing on prints, walls, tables, and chairs is not permitted.
6. Consuming food, sweets, drinks, and beverages inside or in front of the libraries is not allowed.
7. Leaving empty bottles, food leftovers, and waste in the hall in front of the libraries is prohibited.
8. Chatting is not permitted inside or in front of the libraries.

9. Bags are not allowed inside libraries or left in front of the entrance.
10. Students will be given a locker key for personal belongings while in the library and with a library card, to be returned by 10 PM.
11. Beneficiaries must guard their personal belongings and not leave valuables unattended.
12. Beneficiaries must register their own books, notes, and electronic means of transmitting knowledge at the counter before entering and present them for review before leaving.
13. Tearing any part of a book, magazine, or thesis for personal benefit is strictly forbidden and is punishable.

#### Loaning Procedures and Controls:

- **External Loaning:** Loaning a publication, book, or program for use outside the library, to be preserved and returned by the specified date.
- **Internal Loaning:** Granting a printout from reserved publications for use inside the library only, returned to the counter during the day.







- Publications with duplicate copies are loaned for one day, renewable with librarian approval.
- Internal loaning requires a library card and return to the counter the same day. Publications cannot leave the library except for photocopying with librarian approval if the machine is not working.
- Only one book can be borrowed at a time.
- Loaning is personal; third-party cards are not accepted.
- The borrower is responsible for the integrity of the loaned material.
- The substitute for a lost or damaged publication will be recovered from the borrower.
- Loaning items between beneficiaries is not permitted.
- The loan period for students is one day for publications; other holdings are not available for loan. Exceeding the loan period incurs penalties.
- Rare publications, dictionaries, single-copy books, and manuscripts are not available for loan.

### **Penalties:**

- Denial of loan upon delayed return of borrowed material.

- For delays of three or more days without excuse, the Chief Librarian will recommend to the Deanship of Student Affairs to temporarily or permanently prohibit the student from entering libraries, or impose other penalties.
- Repeated delays in returning borrowed publications will lead to a recommendation to deprive the student from using libraries for a longer period.
- A replacement card for a lost library card can be obtained after paying prescribed fees.

## **6.2 University Card Regulations**

This policy outlines the regulations for the issuance and use of the University Card.

- Every student must obtain a University Card upon registration each academic year.
- The card records student data including name, photo, phone, blood type, faculty, batch, serial number, issuance, and expiration dates. It is mandatory for all students, including postgraduates.
- Students are not allowed to enter the University domain without showing their card.
- The card is used for monitoring daily lecture attendance and is the only accepted method.



- It is used for entry to examination halls, libraries, borrowing, and all other transactions requiring University identity.
- The card must be submitted to the Deanship of Student Affairs upon graduation, dismissal, resignation, suspension of studies, or transfer.
- Lost or malfunctioning cards must be reported to the Registrar for a replacement. The student is responsible for the loss and must return a found lost card.
- Fees apply for replacement cards if damage or loss is due to the student.
- A replacement card requires a letter from the faculty registrar or program coordinator explaining the reason.
- An old card becomes void once a new one is issued; the student is responsible for any use of the old card thereafter.
- No student or person is allowed to use another student's card. Violators will be punished.
- Replacement card fees are determined by the Secretary of Scientific Affairs.
- Violations of these regulations are considered breaches of the Student Conduct and Accountability Regulations and are punishable accordingly.

### 6.3 General Appearance and Dress Regulation

This policy outlines the dress code for all students. **Female Students Dress Code:**

- Full commitment to dress modestly in accordance with Sudanese traditions, customs, and values.
- Not to wear excessive make-up.
- Every student must sign this Regulation and abide by it to avoid disciplinary procedures.

#### Male Students Dressing Rules:

- The most appropriate uniform is regular trousers and shirts.
- If wearing a T-shirt, it must be plain (without writing or drawings) that contravene acceptable norms, beliefs, and traditions.
- Jeans should be of normal trousers shape (e.g., "Baggie" or "skinny" is inappropriate).
- Refrain from wearing rings and bracelets of all kinds.
- Hair must be cut/trimmed in a decent and courteous manner.
- Wearing slippers and similar footwear is forbidden.



- Every student must sign this regulation and abide by it to avoid disciplinary procedures.

#### **Penalties:**

- Violations are considered breaches of the Student Conduct and Accountability Regulations and are subject to its provisions and penalties.

### **6.4 Policy on Measures to Avoid Conflict of Interest**

This policy defines conflict of interest as a situation where a university decision-maker has a significant financial or other interest in a decision. The University of Medical Sciences and Technology aims to identify and avoid such conflicts through quality checks rooted in its values and ethical commitment. It outlines examples of conflict in areas like shareholder influence, employment, vendor relationships, assessment, and disciplinary panels, and specifies measures for avoidance, including required disclosures and clear responsibilities for reporting.

### **6.5 Anti-Bribery and Corruption Policy**

The University of Medical Sciences and Technology maintains a zero-tolerance stance towards bribery and corruption, committing to the highest standards of ethical conduct and integrity in all academic and business activities. This policy defines bribery and corruption, outlines the responsibilities of all individuals associated with the University, provides guidance on recognizing and dealing with such issues, and sets procedures for investigation

and penalties. It emphasizes the importance of honest and professional conduct in all dealings.

### **6.6 Policy and Procedures of Non-Discrimination Values**

This document establishes uniform concepts and conventions across the University of Medical Sciences and Technology to ensure an environment free of discrimination and harassment against any member of the University community, including students, staff, applicants, visitors, and community members, based on age, sex, race, ethnic origin, nationality, color, religion, choice of thought, or disability. It defines discrimination, outlines procedures for policy distribution, establishes an ethical committee, and details processes for complaints, investigations, and ensuring confidentiality. Retaliation against complainants or witnesses is strictly prohibited.

### **6.7 Policy and Procedure Against Bullying and Harassment**

This policy asserts that every employee or student at the University of Medical Sciences and Technology is entitled to be treated with dignity and respect. It defines bullying and harassment (including sexual harassment) and outlines the University's values of behavior, including support, diversity, and teamwork. It encourages individuals to address such situations and details a procedure ranging from informal mediation to formal investigation by an internal or external disciplinary authority, ensuring legal precautions and support for victims. Annual incident reports are filed, and the President emphasizes the policy's importance.

## 6.8 Student Grievance and Appeal Procedure

This procedure ensures fairness, allowing students to appeal decisions or actions perceived as unfair. It outlines a sequential appeal process: for academic questions (from course coordinator to President), for misconduct (Dean of Student Affairs to President), for issues involving administrators (Principal directly or via Faculty Dean), and for cases of discrimination, insult, or issues involving handicapped or underage individuals (President directly). All complaints are treated confidentially, with prompt responses, full understanding, and adequate investigation, ensuring protection against retaliation. If necessary, appeals can be taken to the Ministry of Higher Education.

## 6.9 Regulations of Suspension of Studies and Resignation

This policy outlines the conditions and procedures for suspension of studies and resignation from the University.

### Suspension of Studies Controls:

1. **Illness:** Possible if impossible to continue studying, confirmed by medical authorities approved by the University Administration.
2. **Social Disasters:** Possible if student is unable to continue studying due to social disasters, subject to evaluation by a University President-formed committee.

3. **Duration:** Suspension is for one academic year only. Failure to resume studies with the immediately following batch will result in dismissal.
4. **Fees during Suspension:** Upon requesting suspension, the student must have registered and paid full tuition, training, and other fees. The right to recover these paid fees is forfeited, and the tuition fee regulations.
5. **Resumption of Studies:** If a student suspends for any semester, upon resumption, they continue with the same semester with the next batch and pay registration, tuition, training, and other fees determined for that batch.
6. **Approval:** Suspension requires written approval from the Director of Academic Affairs, the Dean of the Faculty, and the student's guardian.
7. **Frequency:** Suspension should not exceed one time during the study period.
8. **Notification:** Student must not stop studying until notified in writing by the Director of Academic Affairs of the approval.
9. **First Year Students:** First-year students are generally not allowed to suspend studies except for compelling reasons decided by the University Administration.

## Conditions of Resignation:

1. A first-year student may submit resignation after completing registration procedures.
2. Second-year students and above may submit resignation without being obliged to complete academic year registration procedures.
3. Students resigning after the specified registration period are not entitled to recover registration, tuition, training, or other fees.

**General Provisions:** In cases of suspension of studies and resignation, the procedures stipulated in the University and higher education regulations are followed.

### 6.10 Special Needs (People of Determination) Policy

This policy reaffirms the University of Medical Sciences and Technology's belief that physical or other disabilities should not hinder a student's ability to receive and excel in university programs. Its core aim is to support disabled students in leading normal lives and studies without direct or indirect discrimination. It addresses physical limitations (e.g., ramps, medical examination, career advice), other disabilities (e.g., blindness, hearing difficulties), and ensures respect and maximum support. The policy mandates

an academic support plan for physically-challenged students, regularly monitored and evaluated by course committees in cooperation with academic supervisors and the Students' Affairs Deanship. Accessible utilities and activities are ensured, promoting inclusivity.

### 6.11 Policy for Students Under the Age of 18 Years

This policy outlines the special considerations for students under 18 admitted to the University of Medical Sciences and Technology, recognizing them as a vulnerable group. It emphasizes collaboration with parents and guardians due to the adult environment of the University. Key points include: no denial of entry based on age, parental consultation, mandatory signing of an "Undertaking" to abide by rules, record-keeping of accommodation, prohibition of alcohol, addictive drugs, and sexual relationships for all students, and restrictions on holding senior offices for legal accountability. Suspicions of abuse are investigated, and disciplinary actions align with national child protection laws. Academic advisors mentor these students, and confidentiality regarding age is maintained.

### 6.12 Policy and Procedures of Student Counselling

This policy details the University of Medical Sciences and Technology's free and confidential student counseling







services, designed to help students understand and resolve difficulties, cope with crises, develop personal insight, improve relationships, make decisions, and manage inner conflicts. Counselors are non-judgmental, respectful, patient listeners, qualified (preferably with a psychology degree), and address educational, social, and psychological/psychiatric problems. Confidentiality and information release are handled sensitively.

### 6.13 Student Representation Policy (SRP)

This policy confirms that students are central to the learning process at the University of Medical Sciences and Technology and ensures their representation in the University's philosophy, planning, and decision-making processes. It aims to ensure that every student is informed and can contribute to enhancing their program and learning experience transparently. The policy outlines areas and levels of representation (e.g., University Council, College Board, Curriculum Committees), key principles for a collaborative culture, and acknowledges that certain committee business requires confidentiality. Student representatives are treated as full and equal members with voting rights, and training is provided on leadership and university regulations.

### 6.14 Policy for Fees, Scholarships, Exemptions, Discounts, and Refunds

This policy outlines the regulations concerning tuition and registration fees at the University of Medical Sciences and Technology,

incorporating details on scholarships and their conditions from the "Regulations Organizing Scholarships" document.

### Determining the Tuition Fees:

- Tuition fees for various academic degrees are determined by the University Administration.
- No student is registered except after paying the prescribed registration fees and tuition fees.

### Tuition Fees Payment:

- Every student, upon registration for any new academic year, must pay registration and prescribed tuition fees in a single payment (cash or immediately payable check), in the currency determined by the University. Installment payments are not permitted.
- Students repeating an academic year must pay registration, tuition, and training fees determined for the batch they join.
- If a student is accepted at any time during the academic year, all registration, tuition, and training fees must be paid in full.
- Students transferring from one faculty to another (with University approval) must pay full tuition and training fees for the new faculty.

- If a transfer occurs during the academic year and fees were paid for the original faculty, the student pays the difference if the new faculty's fees are higher, or is reimbursed if lower.
- Students transferring from another university to UMST after the first year will pay first-year tuition fees, plus transfer, registration, training, and other fees.
- All fees must be paid in the currency determined by the University Administration.

### **Registration Fees:**

- Registration fees are non-refundable after payment.
- Registration and tuition fees must be paid in full for all academic years within one week from the study commencement date.
- Failure to pay within this week will result in the student's name being removed from University rolls permanently, and the nomination for new students will be canceled.
- A re-registration fee applies if a student's registration is canceled due to violation of regulations and the University agrees to re-register them, along with any administrative fees.
- Registration fees and other University-determined fees must be paid in the currency determined by the University.

### **Training Fees:**

- Students bear the full training fees.
- Training fees are paid in advance before training commences, in full, without installments.
- The value of training fees is determined by the institutions receiving UMST students for training.
- Failure to pay training fees in advance forfeits the right to training for that period; the student must then perform training with the next batch and pay their full prescribed fees.
- Training fees are non-refundable after payment.

### **Failure to Pay Due Fees:**

- If any check for tuition, training, registration, or other fees bounces, the student's name will be removed from all University rolls 24 hours after the check failure, and the student will be suspended. Study can only resume after all prescribed fees, including bounced checks, are paid. The suspension period counts as absence.
- If 15 days pass from the bounced check date without payment, the student's registration will be permanently canceled, and re-registration will not be allowed.

- The University is not obligated to notify the student or guardian of bounced checks and reserves the right to take legal action.
- Students and guardians must review checks before submission. Checks are considered bounced if the account is closed, signature doesn't match, or for other reasons causing the bounce.
- All checks for tuition, training, registration, or other fees are immediately payable; post-dated checks are not accepted.

### **Refund of Tuition Fees:**

- Students may recover paid study fees if they submit resignation within two weeks of registration, with a 20% deduction for expenses and administrative procedures.
- Tuition fees are refunded in the currency of payment after the 20% deduction.
- The right to refund is forfeited if resignation submission exceeds the two-week period.
- Tuition fees are not refundable if the student is dismissed for academic reasons, absence, suspension of studies, repeating the year, or violation of university rules, even if they attended for one day.

- If a student's studies are approved for suspension, they must pay full registration, tuition, training, and other fees for the suspended year, and then pay the full fees for the batch they join upon resumption.

### **Administrative Fees for Re-marking:**

- Students requesting re-marking must pay administrative fees as determined by the University.
- If re-marking validates the grievance, the fees will be refunded, and the academic record adjusted. If not, fees are not returned.

### **General Provisions (Fees):**

- If the Tuition Fees Regulation conflicts with any other regulation regarding fees, the Tuition Fees Regulation shall prevail.

## **6.15 Students' Attendance Policy**

Attendance is a fundamental aspect at the University of Medical Sciences and Technology. Students attending less than 85% of any course will not be permitted to sit for the first round of examinations and will be graded as "Failure for Absenteeism" (FF\*). Attendance before formal registration is not considered. Students with an FF\* grade may sit for supplementary examinations if offered. Attendance is recorded electronically at the beginning of each instructional activity by IT officers, and manually by student coordinators as a double-check

in small class groups. The policy emphasizes shared responsibilities between student coordinators and course coordinators, outlining duties such as obtaining student lists, warning students at 15% absence, performing final attendance checks, formally notifying barred students, informing sponsors, and suggesting future remedial sessions or substitute exams.

### **6.16 Career Advice – General**

This section provides general career advice for all University of Medical Sciences and Technology students, emphasizing the adoption of University values such as leadership, diversity, fairness, commitment, perseverance, integrity, and teamwork. It encourages maintaining contact with the institution as active alumni and staying in touch with teachers and colleagues for future reference and employment. It also advises on fostering good interpersonal relations, admitting mistakes, demonstrating improvements in communication, and being mindful of verbal and non-verbal expressions. Practical advice includes learning and practicing interview skills, observing professional dress and appearance, avoiding procrastination on graduate studies, taking career planning seriously, ensuring English language proficiency (e.g., IELTS), and building a comprehensive CV. It also stresses the importance of avoiding grammatical and spelling errors in all communications.

### **6.17 Academic Course: Approval, Provision, Assessment, and Moderation**

This document details the University of Medical Sciences and Technology's principles

for the approval, provision, and assessment of learning courses, in accordance with the Scientific Council Powers and Competence. It emphasizes that each course is fundamental and must justify its weight and sequence in the curriculum. Courses are suggested by the College Boards, approved by the Scientific Council, and can utilize intensive or longitudinal instruction. The document also outlines academic process responsibilities, including the President, Scientific Council, Dean, Course Committee, and Course Coordinator. It covers introducing new students to programs, curriculum outlines, ethical fundamentals, and the implementation of courses with clear objectives, self-directed learning, evidence-based practices, and adherence to ethical principles.

### **6.18 Plagiarism Policy**

The University of Medical Sciences and Technology recognizes plagiarism as a significant academic problem and addresses it comprehensively. This policy defines plagiarism and outlines the responsibilities of colleges and departments in educating students (undergraduate and postgraduate) about academic writing principles, correct use of resources, and citation. It stresses academic integrity, explains the nature of plagiarism, and specifies penalties. The policy mandates that information on plagiarism and disciplinary actions be included in the Student Handbook and that departments ensure students understand the seriousness of the issue. The University may use reliable software



for detection and display informational posters. Cases of plagiarism are handled by a committee of experts, and penalties can range from written warnings and grade reduction to suspension or expulsion, with approval from the Scientific Council. Staff who commit plagiarism also face disciplinary action.

### **6.19 Research Policy and Ethical Guidelines**

This policy establishes the University of Medical Sciences and Technology's research environment, enabling academic staff and postgraduate research students to conduct high-standard research projects and training programs. It supports ethical research practices, provides guidelines for integrity, and emphasizes the importance of publishing research outputs. The policy details staff research responsibilities, including planning, securing funding, collaborating, and disseminating results. It also addresses the management of postgraduate research degrees and the public availability of research outputs, with provisions for confidentiality where "good reason" exists. The ethical guidelines apply to all UMST staff, students, and researchers, covering research involving human subjects and animals, emphasizing compliance with established ethical principles and review processes.

### **6.20 Policy on Use of Information and Communication Technology**

This policy governs the use of Information and Communication Technology (ICT) facilities at the University of Medical Sciences and Technology. It outlines the availability of free electronic resources, Wi-Fi, and the fully operational Learning Management System (LMS) for registration, instruction, and assessment. The LMS supports interactive sessions, which proved effective during challenging periods. The policy highlights that instructional sessions are uploaded for independent learning, and academic supervisors communicate with students via email. Students receive results through email. Plans include full LMS implementation (admission, registration, orientation, instructional methods, assessment, and result dispatch), website upgrades for communication channels, and enhanced utilization of the e-library (Koha system, repositories, free resources).

### **6.21 Policy on Collaboration with other Institutions**

This policy outlines the University of Medical Sciences and Technology's commitment to collaborating with other institutions to enhance educational and cultural experiences. It emphasizes that no institution possesses all the best practices, fostering a spirit of mutual learning. The policy details



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established collaborations (e.g., with specific universities and medical organizations), formal Memoranda of Understanding (MOUs), and areas of cooperation such as human genetics, molecular biology, and nanotechnology. It also mentions collaborations under consideration. The policy outlines the responsibilities for joint award programs, including student recruitment, progression, thesis examination, and research project management, ensuring protection of intellectual property and adherence to agreed-upon terms. It ensures that students on joint award programs spend a minimum fee-paying year at UMST and outlines processes for application, enrollment confirmation, and sharing of examination reports.

### 6.22 Staff Selection and Recruitment Criteria

This policy outlines the criteria and procedures for the selection and recruitment of staff at the University of Medical Sciences and Technology. It ensures a transparent and fair hiring process, from identifying the need for staff to advertisement, shortlisting, interviews, and appointment. It references essential supporting documents like employment regulations, recruitment plans, vacancy announcements, job descriptions, and interview evaluation forms. The policy emphasizes the verification of qualifications and experience before appointment and promotion, requiring prospective staff members to provide all necessary documentation for credential verification. Responsibilities are shared among academic staff, HR management, and the Principal of the University.

### 6.23 New Staff Orientation Programme Policy and Procedures

This policy aims to provide comprehensive training opportunities for all newly appointed staff at the University of Medical Sciences and Technology. The orientation program is a mandatory two-day event, covering both academic and non-academic staff. Day 1 focuses on induction by the HR Department and Health and Safety Officer, reviewing the University's mission, values, strategic plan, HR handbook (including policies on equal employment opportunity, non-discrimination, harassment, holidays, confidentiality, safety, and health), and an introduction to the University website, email accounts, and electronic communication policies. Day 2 involves direct supervisors introducing job descriptions, office personnel, and a guided tour of facilities. The HR Manager and supervisor are responsible for the orientation, adapting it to specific program levels.

### 6.24 Staff Appraisal Policy and Procedure

This policy details the process for regular performance evaluation (appraisal) of staff at the University of Medical Sciences and Technology. It outlines the objectives of appraisal, which include continuous improvement, professional development, and career advancement. The policy defines the responsibilities of both appraisees and appraisers, emphasizing preparation, constructive feedback, and the setting of future goals. The appraisal process is linked to professional development plans and aims to foster a culture of excellence and accountability.

### 6.25 Employee Exit Interview Policy and Procedure

This policy ensures a structured approach to employee departures from the University of Medical Sciences and Technology. It states that exiting employees will be informed of their rights and benefits, and that accurate records regarding the termination of employment will be collected. The policy mandates the use of an “Employee Exit Interview Form” to gather feedback, which helps the University understand reasons for departure and identify areas for improvement. This process ensures a smooth transition and provides valuable insights for human resource management.

### 6.26 Acquisition of Teaching and Learning Resources (Library Policy)

This policy outlines the University of Medical Sciences and Technology Library’s central role in supporting the curriculum needs of all programs and contributing to the overall learning experience. It details the procedures and criteria for the acquisition of teaching and learning resources, including books, journals, electronic databases, and other educational materials. The policy aims to ensure that the library’s collection is comprehensive, up-to-date, and directly aligned with the University’s academic mission and research priorities. It also emphasizes the importance of providing access to relevant resources for both students and staff.

### 6.27 Policy for Adverse Events (Health, Safety and Environment)

This policy outlines the University of Medical Sciences and Technology’s procedures for handling adverse events related to health, safety, and the environment on campus. It defines “adverse events” and establishes protocols for reporting, investigation, and response to minimize harm and prevent recurrence. The policy emphasizes the responsibility of all staff and students to adhere to safety guidelines and report any incidents promptly. It also specifies procedures for “In Case of Fire,” covering emergency evacuation, fire prevention, and the roles of designated personnel during fire incidents.

### 6.28 Purchasing Process Flowchart

This section provides a clear and detailed flowchart outlining the sequential steps and assigned responsibilities within the University of Medical Sciences and Technology’s purchasing process. It covers all stages from the initial approval of the annual purchasing budget to the selection of suppliers, preparation and signing of purchase orders, receiving and inspection of materials, and finally, the close of the request. The flowchart is designed to ensure transparency, efficiency, and proper financial controls in all procurement activities. It also references the “Purchase Requisition Form (PRF)” as a key supporting document.



### 6.29 Maintenance Request Procedure

This section details the procedure for submitting and managing maintenance requests within the University of Medical Sciences and Technology. It includes a “Maintenance Request Form” to be used for reporting issues related to equipment or system failures, identifying the location of the work, and describing the requested service. The procedure outlines the process for registering requests in a logbook, determining if corrective maintenance is needed, contacting contractors, managing spare parts, and reporting on job completion. Responsibilities are assigned to various units, including UMST staff, Engineering Unit, Security Officer, and contractors, ensuring a structured approach to facility upkeep.

### 6.30 Staff Activity and Development Policy and Practice

This policy outlines the activities and responsibilities of staff in teaching, research, and service at the University of Medical Sciences and Technology and details the University’s staff development initiatives and their implementation. It emphasizes that staff roles are detailed in Job Descriptions and various University regulations. The policy highlights the importance of professional development and continuous improvement, incorporating early training opportunities for new staff. It references the Staff Induction (Orientation) program (Day One), covering detailed presentations on the University’s mission, values, strategic plan, HR handbook, and IT systems. It also explicitly refers to other

vital policies related to legal compliance, conflict of interest, anti-bribery, non-discrimination, bullying, harassment, and plagiarism, underscoring the comprehensive framework for staff conduct and development.

### 6.31 University of Medical Sciences and Technology Graduates (Alumni) Policy

This policy outlines the University of Medical Sciences and Technology’s vision for its graduates, aiming to foster sustained engagement and strong connections between alumni, the University, and each other. The policy encourages alumni to register in the alumni portal, update their credentials, experience, current affiliation, publications, and achievements. It also promotes establishing contacts and sharing media with colleagues. A key aspect is encouraging alumni to plan and execute “give-back” contributions in areas such as teaching, research, community responsibility, student training, graduate employment, and career advice. The responsibility for managing this policy rests with the Dean in each Faculty, through the Alumni Committee.

# Appendix



## Appendix: Undergraduate Faculties and Degrees

The University of Medical Sciences and Technology offers a wide range of undergraduate programs, as detailed below:

No.	Faculty	Degree	Duration of Course
1	Medicine	M.B.B.S.	5 Academic Years
2	Dentistry	B.D.S.	5 Academic Years
3	Pharmacy	B. Pharm.	5 Academic Years
4	Medical Laboratory Sciences	B.Sc.	4 Academic Years
5	Radiological Sciences	B.Sc. (Honours)	4 Academic Years
6	Faculty of Computer Science and Information Technology: 1. Computer Sciences 2. Information Technology 3. Information System	B.Sc. (Honours)	4 Academic Years
7	Engineering: 1. Biomedical Engineering 2. Electronics Engineering (Communications) 3. Electronics Engineering (Control) 4. Electrical Engineering 5. Architecture Engineering	B.Sc. (Honours)	5 Academic Years
8	Nursing Sciences	B.Sc.	4 Academic Years
9	Business Administration: 1. Finance 2. Accounting 3. Marketing 4. Business Administration	B.Sc.	4 Academic Years
10	Anaesthesia	B.Sc.	4 Academic Years
11	Law	LL.B. (Honours)	4 Academic Years
12	Economic, Social and Environmental Studies: 1. Applied Economics 2. Environmental Studies 3. Sociology 4. International Relations and Strategic Studies 5. Applied psychology	B.Sc. (Honours)	4 Academic Years
13	Mass Communication: 1. Public Relations Track 2. Radio and TV Track 3. Journalism Track	B.Sc.	4 Academic Years
14	Printing and Packaging Technology: 1. Printing Technology 2. Packaging Technology	B.Sc.	4 Academic Years
15	School of Nursing Technology	Nursing Technology Diploma	3 Academic Years

# Appendix: Postgraduate Courses

The University offers postgraduate courses leading to the following degrees:

1. Ph.D. in Nursing Sciences.
2. Doctorate of Business Administration (DBA)
3. M.Sc. Nursing Sciences.
4. M.Sc. Public & Tropical Health
5. M.Sc. Tropical Medicine Infectious Diseases.
6. M.Sc. Family Medicine.
7. M.Sc. Pharmacology.
8. M.Sc. Pharmaceutical Technology.
9. M.Sc. Pharmaceutical Analysis & Quality Control.
10. M.Sc. Medical Laboratory.
11. M.Sc. Diagnostic Medical Imaging.
12. M.Sc. Medical Diagnostic Ultrasound.
13. M.Sc. Biomedical Engineering.
14. M.Sc. Electronic Engineering.
15. M.Sc. Advanced Ultrasound- Obs. & Gyne.
16. M.Sc. Development Studies.
17. M.Sc. Business Administration (MBA).
18. M.Sc. Information System.
19. M.Sc. Infection Prevention Control.
20. Diploma in Mass Communication.
21. Diploma in Infection Prevention & Control.
22. Diploma in HIV / AIDs.
23. Diploma in Research Methodology.
24. Diploma in Development Studies.
25. Master by Research
26. Ph. D. by Research in Applied Sciences.
27. Ph. D. by Research in Humanities. Ph. D. & M.Sc. by Research



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