



جامعة العلوم الطبية والتكنولوجيا  
UMST University of Medical  
Sciences & Technology  
P. O. Box 12810, Khartoum, Sudan

T. +249 183 228614  
F. +249 183 224799  
E. administration.office@umst-edu.sd  
W. www.umst-edu.sd

# GENERAL

## EXAMINATION REGULATIONS

### **SECTION I: (GENERAL)**

1. (i) The Senate of the University may award degrees, diplomas and certificates to those students who shall satisfy their faculty requirements for such awards. Honours degrees where appropriate shall be awarded in four classes (1<sup>st</sup>, Upper 2<sup>nd</sup>, Lower 2<sup>nd</sup> and 3<sup>rd</sup>.) Diplomas and certificates shall be awarded with Pass, or Pass with Credit, or Pass with Distinction.
1. (ii) The Bachelor of Medicine and Bachelor of Surgery (M.B.,B.S.) degree and the Bachelor of Dental Surgery (B.D.S.) degree shall be awarded without classes. However, where a student has performed well in a particular subject, the words " Pass with Distinction or Credit " shall appear in the academic transcript against the appropriate subject.
1. (iii) In order to be eligible for the award of a degree, diploma or a certificate of the University, a candidate shall have completed residence in the University of at least 50% of the total prescribed period.
1. (iv) Withdrawal of a Degree  
The University reserves the right to withdraw a degree even though it has been awarded should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such case the degree will be withdrawn promptly upon discovery of falsification.
1. (v) The permissible period for registering for any academic year for the enrolled students shall be the first two weeks after the date of commencement of study. A student who does not register by the end of that period shall not be allowed to register and his/her name shall be removed from the students' list.
2. The academic year shall be divided into two semesters in each semester courses shall be offered. Each semester shall not be less than 20 weeks of actual contact hours.
3. (i) Examinations shall be held at the middle of each semester, called mid-semester examinations and at the end of each semester, called semester examinations. Supplementary and substitute examinations shall be held once a year, before the beginning of the new academic year. In the Faculties of Medicine and Dentistry, where semesters are grouped into phases, there shall also be Phase Examinations.

- 3. (ii)** At any mid-semester examination, 30% of the grade of the student shall be taken towards the end of semester examination except in the Preparatory College where 25% shall be taken out of the continuous assessment towards the final semester one exam.
- 3.(iii)** If a student after sitting for semester 1 examinations in the Preparatory College of the medical field faculties fails in any number of the first semester subjects, he/she shall be allowed to sit for supplementary examinations in the subjects he/she has failed. These subjects include: Physics, Human Biology, Cell Biology and Chemistry, (being the main subjects), Scientific English, Biostatistics and Computer.
- 3.(iv)a.** After the supplementary examinations in the Preparatory College, a student who fails in two subjects, one of which is either the Computer or the Scientific English, shall be given the chance to sit for a clearance examination. A student who fails in two or more of the main subjects shall be advised to repeat the semester.
- 3. (v)** Supplementary examinations in the Preparatory College shall be held before the beginning of the second semester.
- 3. (vi)** Upon failing to pass the clearance examination, the student shall be requested to repeat the semester.
- 3. (vii)** Clearance examinations in the Preparatory College shall be held before the beginning of the third semester.
- 3. (viii)** After repetition, the student in the Preparatory College shall be allowed to sit for supplementary examinations in any number of the subjects that he fails. Upon failing to pass the supplementary examination, the student shall be discontinued from his/her studies and no chance shall be given for a clearance examination.
- 4. (i)** To be eligible to sit a semester or a phase examination, at least 85% of course attendance is required.
- 4. (ii)** A student who absents himself/herself from 15% of classes in any subject(s) shall be debarred from the final semester examinations and be allowed the chance to sit for supplementary examinations. Such supplementary examination shall only be allowed at the end of phase or stop examination. Failure in any examination prior to the phase or stop examination shall not enable the student to sit for any supplementary and consequently shall lose the percentage allotted for the continuous examination (if applicable).
- 4. (iii)** A student who absents himself/herself from 25% of classes for exclusively medical reasons shall be debarred from the examination and be given the chance to sit for a substitute examination. If the 25% is broken by any percentage of absence without reason, the student shall not fall within this category.



- 4. (iv)** For any absence from classes in one subject or more with a percentage above 25% with or without reason, the student shall be advised to repeat the semester.
- 4. (v)** If a student is debarred from sitting any semester examination for having exceeded the permissible rate of absence, all his/her continuous assessment during that particular semester shall be cancelled.
- 5.** The continuous assessment may include assignments, quizzes, tests, practicals, essays, in-service training etc., the nature of which shall be determined by each Faculty and shall be based on not less than three pieces of work properly spaced to cover the whole period of the semester.
- 6. (i)** Each semester or phase results shall be considered and announced at the end of each semester or phase. The result of every semester shall be considered at the end the semester for the final decision on promotion, supplementary, substitute, repetition, and discontinued cases.
- 6. (ii)** A student who absents himself/herself from classes or from the mid or final examinations of any semester without any genuine reason shall be considered to have failed in all courses and shall be discontinued from the University.
- 6. (iii)** After sitting for the final examination of any semester, a student who scores a GPA < 2.50 points shall receive a First Warning. The Second Warning shall be given after the result of the subsequent final examination, and if no improvement as judged by the Senate is shown after that, the student shall be discontinued from the University.
- 7.** Examinations shall normally be conducted by means of written question papers and, where prescribed, by practical and oral examinations. In every case examiners shall be at liberty to conduct oral questions to any candidate if necessary.
- 8.** The Examinations Secretary, assisted by the Examinations Committee representatives from each Faculty, shall be responsible for setting examination timetables, the provision and arrangement of examination facilities, and ensuring smooth running of the examination and its confidentiality.
- 9.** A candidate who is late for an examination for less than thirty minutes shall be allowed to enter the examination room by the chief invigilator provided that such candidate shall not be allowed extra time. A candidate who is late by thirty minutes or more shall not be allowed to take the examination. A candidate sitting for an examination shall not leave the examination room until after half an hour has passed from the start time of the examination.
- 10. (i)** Medical certificates plus relevant investigations have to be signed by a senior consultant and stamped by the respective official stamp, authorized thereafter by the University's Medical Unit which issues the final decision depending on how incapacitating the illness reported is.
- 10. (ii)** Medical certificates are to be presented within 24 hours from the respective date of examination (the specified examination).

- 10. (iii)** In a serious emergency situation, this regulation may be waived by the President, who shall, thereafter, report his decision to the Senate.
- 11.** A candidate, who, having completed the appropriate course of study, misses part or the whole of the Semester Examinations on medical grounds or for any acceptable reason, may take a substitute examination in the subject course missed. Such substitute examination shall be held at the time of and be identical to the supplementary examinations.

## **SECTION II: (GRADING SYSTEM)**

- 12. (i)** A rating scale of letters shall be used in all official transcripts:

A+	= 80+		Distinction
A	= 70% - 79.99%		
B+	= 65% - 69.99%		Very Good
B	= 60% - 64.99%		Good
C	= 55% - 59.99%		Pass
D	= 50% to 54.99%		
F	= < 49.99% .		

- 12. (ii)** The minimum requirement to pass the academic year shall be Grade D without any F, or a minimum cGPA of 2.50.

- 12.(iii)** The points allocated to the letter grades shall be:

<b>A+</b>	=	5	points
<b>A</b>	=	4.5	points
<b>B+</b>	=	4	points
<b>B</b>	=	3.5	points
<b>C</b>	=	3	points
<b>D</b>	=	2.5	points
<b>F</b>	=	1	point

- 12. (iv)** Absent for no reason = 0 point.

- 12. (v)** The Grade Point Average (GPA) for the academic year shall be weighed according to the number of credit hours in each course and the number of courses in the academic year. The system shall be practiced in all the Faculties. One hour lecture or 2-3 hours practical/laboratory/field trip is equivalent to one credit hour.

- 12. (vi)** The GPA shall be calculated to three decimal places and then rounded up to two decimal places.

- 13. (i)** If a candidate receives grade (F) in a course, he/she shall sit for a supplementary examination in that course.
- 13. (ii)** All courses taught shall be included in the GPA (except Religious Studies, Sudanese Studies and Arabic Language for Faculties which teach these subjects as University requirements). In the Faculties of Mass Communication, Law and Economic, Social and Environmental Studies, Arabic Language is a compulsory subject and shall be included in the GPA calculation.
- 13. (iii)** The maximum number of subjects to be taken as supplementary exams shall not exceed 50% of the total number of subjects in that academic year.
- 13. (iv)** A student who passes his/her graduation research project/thesis but repeats his/her final academic year, shall be exempted from submitting another research project/thesis after repetition.
- 14. (i)** For the final degree assessment where appropriate classification shall be assessed on the overall average of the GPAs, including supplementary results, according to the following scales:

**(a) Honours Degree:**

Class One	4.50 & above
Class Two, Division One	4.00 to 4.49
Class Two, Division Two	3.50 to 3.99
Class Three	2.50 to 3.49

**(b) General Degree:**

Excellent	4.00 & above
Very Good	3.50 to 3.99
Good	3.00 to 3.49
Pass	2.50 to 2.99

**(c) Diplomas and Certificates:**

Distinction	4.50 & above
Credit	3.50 to 4.49
Pass	2.50 to 3.49

- 14. (ii)** cGPA shall be the criteria for the final degree award for faculties adopting the GPA system, except in the case of a student who has repeated his/her final academic year, where his/her classification shall be brought one category down.

**SECTION III: (MISCONDUCT)**

- 15.** Any of the following observed during the examination shall be

considered as unfair means or cheating:

- (i) Possession of mobile phones or electronic devices or any material other than what is allowed for the particular examination
  - (ii) Copying from unauthorized sources.
  - (iii) Consulting with other students.
  - (iv) Passing information to other students.
  - (v) Any other action which, in the opinion of the invigilator, is deemed unfair means.
- 16. (i)** A candidate caught using unfair means or cheating shall be allowed to complete the examination after the material evidence of such cheating has been removed from his/her possession. The invigilator shall sign his/her answer book and shall promptly submit a report on the incident to the Examination Secretary.
- (ii)** The Director of Academic Affairs shall immediately submit such cases to the Chairman of the Senate who shall constitute an Investigation Committee composed of:
- \* The Dean of Students' Affairs
  - \* The UMST Legal Adviser
  - \* One member of the academic staff to be nominated by the Senate for two years
  - \* One member from the concerned faculty to be selected by the Director of Academic Affairs.
- 16. (iii)** The Examiner of the subject, the invigilator concerned and the concerned student shall appear separately before the Investigation Committee.
- 16. (iv)** The report of the Investigation Committee on such cases shall be presented to the Senate at the time of ratifying the results of that examination.

The penalty for a candidate found guilty of unfair means of cheating shall be determined by Senate and may include:

- a) Final Warning
- b) Failing the Subject
- c) Suspension from the university for a period of one academic years
- d) Suspension from the university for a period of two academic years and/or
- e) Dismissal from the university and the decision of the Senate thereon shall be final

#### **SECTION IV: (EXAMINATION RESULTS)**

- 17.(i)** Examination results shall be passed by the Faculty Board and submitted to the Senate for ratification. The decision of the Senate shall be final.
- 17.(ii)** All provisional examination results shall be published by the Deans of the Faculties after the Board of Examiners' meeting subject to

ratification by the Senate.

- 17.(iii)** Deans of Faculties shall issue lists of results giving grades and the academic year GPA.
- 18.** Examiners submitting unusually high or unusually low marks for the whole course may be requested to produce a written report for the benefit of the Faculty Board or the Senate.
- 19 (i)** Any representation which a candidate may make in connection with his/her examination must be referred to the Director of Academic Affairs within two weeks from the date of announcement of results and must not be dealt with by the examiner.
- 19 (ii)** Such a representation shall be referred by the Director of Academic Affairs to the Faculty concerned upon the candidate's payment of a fee of SDG3,500.00.
- 19 (iii)** The Dean of the Faculty concerned shall constitute a fact-finding committee from members of the department concerned, the internal examiner in the subject(s), and/or an assessor from outside the department.
- 19 (iv)** The appointed committee shall submit a comprehensive report to the Faculty Dean within one week.
- 19 (v)** At the above stage, the Faculty Dean shall call the candidate and make available to him/her the question paper(s), the report of the fact- finding committee together with the result which the committee has reached.
- 19 (vi)** The decision of the Dean upon the examination result reached by the committee shall be final and shall be communicated to the Director of Academic Affairs for the official notification of the candidate in writing.
- 19 (vii)** In case the result of the fact-finding committee is favourable to the candidate, the whole case shall be reported to the Senate for:
- Approval of the amended result.
  - Straightening of the faculty records.
  - Refund half of the fees.

## **SECTION V: (EXAMINERS)**

- 20.** The Senate shall appoint the external examiners on the recommendation of the Dean, who shall consult with the Department concerned.
- 21.** An external examiner shall be a qualified and experienced person in the concerned field. He or she shall not have taught the subject to the students to be examined and shall not be a full or part-timer staff member of the University.
- 22.** External examiners shall preferably be drawn from the Sudan or surrounding countries and shall be invited to come to Sudan whenever necessary.
- 23.** All the proceedings of the meetings of examiners shall be confidential
- 24.** There shall be internal examiners, co-examiners and external examiners at the end of each phase examination.
- 25.** In case of differences of opinion between external and internal

examiners, the opinion of the external examiner shall over-rule that of the internal examiner.

26. An external examiner shall submit a report about the examination, the course and the curriculum in general. The report shall be addressed to the Dean of the Faculty for consideration by the Faculty Board and for submission to the Senate.
27. For smooth and efficient implementation of the above rules the Faculty may formulate rules under intimation to the Senate.

#### **SECTION VI: (INSTRUCTIONS TO EXAMINERS)**

28. Examiners are required to strictly preserve the secrecy of examinations at all stages. The content of the question paper must not be disclosed to any person other than those persons or officials of the University especially appointed to deal with such matters.
29. All examination questions have to be within the prescribed syllabi or courses.
30. All questions are to be clearly set and proof reading of all typed scripts shall be performed in order to correct any errors.
31. Questions specified as alternatives should be reasonably equivalent to each other in magnitude and shall carry equal marks.
32. When an examination paper is set by more than one examiner they shall be collectively responsible in carrying out all the necessary examination regulations in this respect.
33. Each examination paper shall bear the following headings:
  - (i) The University of Medical Sciences & Technology.
  - (ii) Name of the Faculty.
  - (iii) Name of the Department.
  - (iv) Title of the Examination (Semester or Phase Examination, mid-semester, Supplementary / Substitute Examination).
  - (v) Name of the Subject and Code.
  - (vi) Date: Hour and Duration.
  - (vii) Year or class.
  - (viii) Stamp of the University.
34. Examiners shall be present at the commencement of the examination in order to clarify, if any, all doubts that are connected with the respective question papers.

#### **SECTION VII: (INSTRUCTIONS TO INVIGILATORS OF EXAMINATION)**

35. Invigilators shall familiarize themselves with all examination regulations.
36. Invigilators shall be in the examination room at least 15 minutes before the scheduled time for commencement of the examination.
37. Invigilators shall satisfy themselves that answer books and any other necessary examination requirements are in order and of sufficient quantities.



38. Invigilators shall ensure that candidates are in the examination room 10 minutes before the time stated for the start of the examination. Question papers, in sealed envelopes, shall be opened in the presence of candidates.
39. Invigilators shall make a note of the actual correct time of the start and end of the examination.
40. Invigilators shall not discuss the question papers with the candidates.
41. Invigilators shall take the attendance of all candidates with their index numbers and authenticated by the signature of the candidates.
42. Invigilators shall remain alert and shall not occupy themselves in anyway likely to distract their attention from the on going examination.
43. Invigilators shall ensure that silence is maintained in the examination room and shall themselves make every effort to avoid disturbing or distracting candidates unnecessarily.
44. In case of cheating the invigilator concerned shall ensure that rule No 16 (i) of the Examination Regulations is applied.
45. The chief invigilator shall, 30 minutes and 15 minutes before the end of the examination, inform candidates of the actual time the examination shall end.
46. At the end of the examination, invigilators shall instruct the candidates to stop writing and gather their examination answer books in order.
47. Any candidate who does not stop writing at the end of the prescribed examination time shall be warned that his/her last answered question may be canceled and appropriate actions are to be taken to that effect.
48. The chief invigilator shall be responsible for the collection of all the answer books. Those answer books shall be handed over to the faculty registrar who shall eventually hand them over to the respective examiners.

**SECTION VIII:**  
**(INSTRUCTIONS TO CANDIDATES)**

49. Candidates shall be at the examination room 10 minutes before the exact time for commencement of the examination.
50. Any candidate sitting an examination must display his/her identity card during the examination periods.
51. Candidates shall be admitted up to 30 minutes after the start of the examination but late candidates shall not be allowed extra time. Candidates arriving more than 30 minutes late shall not be admitted to the examination room.
52. No candidate shall be allowed to leave the examination room before the elapse of half an hour from the start of the examination.
53. Any candidate who leaves the examination place shall not be re-admitted unless throughout the period of his/her absence, he/she has been continuously under the observation of an invigilator or a responsible

member of staff.

- 54.** No book, paper, printed or written document, picture or photograph; or any other unauthorized aid may be taken into the examination room by any candidate, nor may any candidate receive such a book, paper, tables, document, picture or photograph from any person while he/she is in the examination room except that a candidate may, while he/she is in the examination room bring in or receive from the invigilator such books, table or paper, etc. as may be authorized by the examiner.
- 55.** A candidate must not, directly or indirectly, give or receive assistance to or from any other candidate, or permit any other candidate to copy from or otherwise use his/her papers.
- 56.** Candidates shall follow carefully the instructions on the front cover of the answer book.
- 57.** Except where authorized, candidates shall not remove any papers, used or unused, from the examination room.
- 58.** Candidates shall not write on any paper other than the answer book.
- 59.** Candidates shall not remove any paper from the examination answer book.
- 60.** If a candidate, is accused of cheating, receiving assistance or assisting other candidate(s), then:
  - (i) A note shall be made of the incidence by the invigilator in accordance with Rule No. 16 (i) of the University Examinations Regulations; and,
  - (ii) The candidate concerned shall be allowed to continue with the examination.
- 61.** Candidates shall stop writing and gather their answer books in an orderly manner when instructed to do so by the invigilator; candidates shall hand the answer books to the invigilator.
- 62.** Candidates are not allowed to smoke, take snuff (saawud) chew or request any refreshment other than fresh water.
- 63.** No candidate shall leave his/her seat without permission and all candidates shall be silent except when asking the invigilator or the examiner.
- 64.** If the Senate is convinced that a candidate has committed a breach of one or more of these examination regulations, then that candidate shall be deemed to have committed an offense.