



# Jaamacadda HARGEYSA



## Hagaha Ardeyga



# STUDENT GUIDEBOOK

# 2023

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## Towards A Better Future.

Inspiring Excellence, Building Character, and preparing you for success in a changing world



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## Dr. MOHAMOUD YUSUF MUSE

### UOH President

University of Hargeisa is non-profit, non-political, public university owned by the state. It is committed to providing a wide range of first and second-degree programs. It was conceived and inaugurated in 2000.

We are heavily involved in research in partnerships with both regional, national and international universities, we train the work force of this country to be excellent at their work to better serve their community through the countless training programs we offer.

I'm honored to serve as the president of this University as I believe that in serving this university I'm really serving my people, I feel a tremendous amount of responsibility and drive to make this university into everything it can be and then some.

## Vision

Is to become a leading international center of educational excellence, which meets the nation's immediate and long term goals for reconstruction and development.

## Mission

To advance knowledge by fostering excellence in teaching, learning, innovative research, entrepreneurship and active community engagement.



# Grading System

SCORE	GRADE	Q.POINT	REMARK
95 – 100	A+	4.00	<i>Excellent</i>
90 – 94	A	4.00	<i>Excellent</i>
85 – 89	A-	3.67	<i>Excellent</i>
80 – 84	B+	3.33	<i>Very Good</i>
75– 79	B	3.00	<i>Very Good</i>
70 – 74	B-	2.67	<i>Good</i>
65 – 69	C+	2.33	<i>Satisfactory</i>
60 – 64	C	2.00	<i>Satisfactory</i>
55– 59	C-	1.67	<i>Pass</i>
50–54	D	1.00	<i>Poor</i>
BELOW 50	F	0.00	<i>Fail</i>

## SEMESTERS

### FIRST SEMESTER

1st September— 15th January Each Year

### SECOND SEMESTER

1st February— 15th June Each Year

## SHIFTS

### Morning

7:00AM – 11:30AM

### Afternoon

4:00PM – 7:30PM

### Noon

12:30PM – 3:30PM

### Evening

6:30PM – 9:30PM

# COLLEGE PROGRAMS, DURATIONS & FEES

## BUSINESS & PUBLIC ADMINISTRATION

- ✓ Accounting 4 yrs \$245
- ✓ Management 4 yrs \$245
- ✓ Marketing 4 yrs \$245
- ✓ Public Administration 4 yrs \$245

## APPLIED & NATURAL SCIENCE

- ✓ Medical Laboratory Science 4 yrs \$245
- ✓ Nutrition and Food Science 4 yrs \$245
- ✓ Environmental Science 4 yrs \$245
- ✓ Statistics and Data Science 4 yrs \$245

## MEDICINE AND HEALTH SCIENCES

- ✓ Medicine and Surgery 7 yrs \$450
- ✓ Nursing 4 yrs \$245
- ✓ Public Health 4 yrs \$245
- ✓ Midwifery 4 yrs \$245
- ✓ Pharmacology 4 yrs \$245
- ✓ Optometry&Orthoptics 4 yrs \$245

## ENGINEERING

- ✓ Civil Engineering 5 yrs \$245
- ✓ Electric and Electronics ENG 5 yrs \$245
- ✓ Telecommunication ENG 5 yrs \$245
- ✓ Architecture and Urban Planning 5 yrs \$245

## LAW AND LEGAL CLINIC

- ✓ Law 4 yrs \$245

## ISLAMIC STUDIES AND ARABIC LANG.

- ✓ Islamic Studies 4 yrs \$245

## AGRICULTURE & VETERINARY med.

- ✓ Agriculture 4 yrs \$245
- ✓ Veterinary Medicine 5 yrs \$245

## SOCIAL SCIENCE AND HUMANITIES

- ✓ Social Work 4 yrs \$245
- ✓ Journalism & MC 4 yrs \$245

## EDUCATION

- ✓ Biology and Chemistry 4 yrs \$150
- ✓ History and Geography 4 yrs \$150
- ✓ Physics and Maths 4 yrs \$150
- ✓ English Language & Lit 4 yrs \$245

## HARGEISA SCHOOL OF ECONOMICS

- ✓ Economics 4 yrs \$245
- ✓ Islamic Banking & Fin. 4 yrs \$245

## COMPUTING AND IT

- ✓ Computer Science 4 yrs \$245
- ✓ IT 4 yrs \$245



# ADMISSIONS

## OTHER FEES

✓ Admission fee	\$30
✓ Recourse fee (per course)	\$30
✓ Lost ID card fee	\$10
✓ Library ID card fee	\$10
✓ Re-marking fee	\$10
✓ Thesis fee	\$30
✓ Graduation fee	\$100
✓ Transfer fee	\$30
✓ Supplementary Exam fee	\$10
✓ Make-up exam fee	\$10

## Regular Admission

- A student must have Somaliland Secondary School Certificate with a minimum of UoH accepted grade, or any other secondary school certificate (local or foreign) approved by the Ministry of Education of Somaliland and bears a minimum of the UoH accepted grade.
- A student must pay a non-refundable \$30 admission fee to the University accounts in Dahabshiil HRGD1006 or Salama 60007776.
- A student must fill and sign the declaration at the end of the application form, which specifies the requirements to continue as a registered student.
- A student must pass an entrance examination.
- In faculties where their admissions are restricted to a limited number of applicants, acceptance will be based on students' results of the entrance examination.
- Multiple enrollments in different programs of the university are forbidden. Anyone found enrolled in multiple programs shall be disqualified from all programs.

## Special Admission

- Mature students who have completed secondary school education will be eligible for admission.
- They should be secondary school graduates who have graduated during the past 5 years.
- They must meet the requirements for the regular admissions as stated above.



# TRANSFERS

## Requirements for Inter-University Transfer

- ❑ Applications for transfers shall be considered exceptionally and on the basis of availability of space, facilities, and provided that the student has obtained grades that would normally be required of students for enrolment in the faculty concerned.
- ❑ A student can only be transferred to a department program that is similar to his/her enrolment and attended at least one semester with at least a CGPA of 2.00 in his previous institution.
- ❑ In order to ensure the property interests of the institution of origin, the university shall require the applicant of a transfer to produce a document of property clearance and withdrawal from his previous institution if and when his application is accepted
- ❑ A student wishing to transfer will be required to fill in a standard transfer application form, which will be available at the Office of the Registrar along with copies of transcript and Secondary certificate. Payment of appropriate fees are also required.

## Requirements for Inter-faculty Transfer

- ❑ Both inter-faculty and intra-faculty transfer shall depend on availability of space and facilities in the receiving faculty or department and a transfer applicant shall have grade levels that would normally be required of students enrolled into the department concerned.
- ❑ Inter-faculty transfer is only applicable in areas of related programs of study.
- ❑ A student dismissed from his previous department shall not be eligible for transfer into another faculty or department of the University.
- ❑ Inter-faculty and intra-faculty transfer application forms shall be available at the Registrar's Office to be collected by applicants for a transfer upon payment of appropriate fees.
- ❑ A transfer application form must be completed and returned to the Registrar and to the concerned faculty or department within a week after registration.
- ❑ Students can make inter-faculty or intra-faculty transfers only within the first two weeks of the first semester. No inter-faculty or intra-faculty transfers shall be allowed beyond this deadline.



# STUDENT DISCIPLINE

**Any student has the right to an appeal the penalties given.**

## PENALTIES

- ✔ Refer to police for investigation
- ✔ Expulsion from the University

## 01 Serious Offenses

These include murder, rape, sexual violence, theft, serious bodily harm, drug abuse, blasphemous acts such as insulting religion and violation of Islamic ethics, incitement of students, fraud, forgery and bribery, and property damage.

## PENALTIES

- ✔ Suspension for one Semester or one Academic Year from the University

## 02 Major Offenses

Obstruction or improper interference of university operations, misuse, cyberbullying, unauthorized use of university facilities, insulting or abusive language towards other students, staff or others. Defamation or damaging the university name plus organizing and support of violent protests.

## PENALTIES

- ✔ Verbal warning and reprimand
- ✔ Posting student name on bulletin boards
- ✔ In case of repeated acts, the repeated minor offences will transform into major offences and will be given Penalties attributed to the **Major Offenses**.

## 03 Minor Offenses

Class disturbance in the form of interruptions of lectures, resisting instructions from the lecturer, making deafening noise, quarrelling and creating commotion in classrooms or offices, posting printed material inside the university without permission. Also, negative attitude or expression of disrespect towards other students, staff, or others in the university plus writing graffiti on buildings or property.



# ACADEMIC ACHIEVEMENT

## Class Attendance

- A student is required to attend all lectures, laboratory and practical sessions as well as field work. Any student who misses classes due to reasons beyond her/his control should immediately and regularly provide a valid and documented evidence for such absences.
- A student who has missed more than 25% of the attendance of a course shall not sit the final examination of that course, so only her/his semester work shall be counted towards her/his final grade.
- In situations where a student, because of reasons beyond his control, fails to attend all sessions, an attendance of 75 % shall be required if he/she is to earn credit in a given course

## Semester Achievements

- Any student who fails to achieve a semester GPA of 1.50 or a CGPA of 2.00 shall be warned by his/her dean.
- A student placed on probation shall be dismissed after two semesters on probation if he fails to raise his CGPA up to 2.00 and maintain it at that level, which would permit him to graduate with a CGPA of 2.00 or above.

## Graduation Requirement

- ❑ A degree candidate is required to have a minimum CGPA of 2.00 in his/her major, and the same applies to the minor.

### ACADEMIC ACHIEVEMENT

✓ Attendance	OF	75%
✓ Probation	GPA	< 1.50
✓ Warning	GPA	1.50 - 1.99
✓ Good standing	GPA	> 2.00
✓ Graduation	CGPA	> 2.00



# SEMESTER REGISTRATION

1. A student who has been offered by the University to pursue a program of study for any degree and has accepted the said offer is required to register in accordance with the procedures prescribed in the said offer letter.
2. A student who has registered for a program of study which has been offered shall register on a continuous basis with the University and should he/she fail to do so shall cease to be a student and his name shall be removed from the student register.
3. For medical reasons, a student may be considered as deferment of his registration for a program of study. However, the deferment shall only be allowed until the following semester, or for Faculties that accept students in one semester only per academic session. Deferment is allowed for one session only. The offer shall lapse if the student still does not register in the ensuing semester or academic session concerned.
4. A student is not allowed to register concurrently for more than one program of study in any particular period of time at the university.
5. A student is required to register for the courses they attend every semester at the Office of the Registrar and is subject to the maximum and minimum credit hours as may be prescribed in the regulations made under these Rules.

6. A student is given a period of four weeks to complete the course registration. After this period, he is deemed to have withdrawn from the semester concerned if no registration has been carried out and no notification is received from the student concerned within the prescribed period and no solid justification

## Closing and Dropping out

- A student will be allowed to withdraw from a programme within eight weeks after the beginning of the semester. He/she must complete a withdrawal form provided by the Office of the Registrar.
- When a student's application for withdrawal is accepted, a copy of the accepted application will be given to the applicant and two copies will be respectively filed at the Office of the Registrar and at the Faculty.
- A student who withdraws from a programme is allowed to be absent from the programme for a maximum period of four semesters. Beyond four semesters, he/she will not be allowed to resume the programme.
- In the event that a programme changes while the student has been within the withdrawal period, the student will comply with the requirements of the new programme. When complying with the requirements of the new programme, the student's transcript will be reviewed. In the event that some of the old courses are equivalent to the ones in the new programme, the student's grade will be maintained. However, when there is a difference and the courses are no longer relevant for the new programme and do add extra hours to the number of required credit hours for graduation, those courses and their grades will be removed from the transcript.



- A student who misses out one semester without applying for a withdrawal will be considered a dropout from the University.
- However, in the case where a student does not obtain a formal withdrawal and claims to have left on an emergency that did not allow him to apply for a formal withdrawal, and still wishes to resume his studies, he can write a petition to the Academic Board with written and authenticated documents that can prove the student's claim. The Academic Board will review and make a decision.

**IMPORTANT !!**

**STUDENTS SHOULD REGISTER FOR THE COURSES OFFERED PER SEMESTER CONTINUOUSLY.**

## Failure in Course

1. A student who fails in a course, subject to the specific requirements of the faculty and the curriculum of his/her programme of studies, may repeat the same course if the course is classified as a "REQUIRED" course; or replace the course with another course if it is classified as "ELECTIVE" as determined by the faculty.
2. A student will be allowed to repeat a course for a maximum of two times. Faculties and departments should offer academic support, in the form of guidance and tutorials in order to ensure that the student passes the courses during the third time.
3. With the exception of the students in the final year, the load of repeated courses that students can take must not exceed two courses. The final year students are allowed to take three repeated courses.
4. The total number of credit hours that a student having repeated courses can take will not exceed 24.
5. A student is not allowed to carry a first year course to the third year and second year course to the fourth year. This makes mandatory that students take repeated courses during the next year.
6. Attendance of the lectures of the repeated courses can either be full attendance, partial attendance, or altogether waived from the student, depending on his academic status. The decision to choose the appropriate option for the student will be made by the deans of faculties in coordination with the Dean of Academic Affairs.
7. The grade obtained after repeating a course shall not exceed 'C' grade and shall carry two asterisks in the transcript to indicate that it is a repeated course



# Credit Requirements

- A. credit is defined as a lecture or recitation of one hour or two to three hours of supervised and assessed classroom instruction and/or laboratory work per week.
- Unless expressly provided for in these rules or in other directives issued by the Senate, the minimum credit hours to be taken by full-time undergraduate students shall be 15 credit hours and the maximum shall be 18 credit hours.
- The semester load of transfer students will be determined on the basis of the minimum and maximum credit hours required.
- The minimum total credits for four-year Bachelor's programs shall be 120. The maximum shall not be more than 150.
- The minimum and maximum total credit hours for Bachelor's programs longer than four-years shall be more than 150.

### IMPORTANT !!

THE **MINIMUM AND MAXIMUM CREDIT HOURS** A STUDENT CAN TAKE **A SEMESTER** WILL BE **15 AND 18 CREDIT HOURS** **RESPECTIVELY**

## Major and Minor Fields

- Bachelor's degree programs that provide students with opportunities for major and minor areas of specializations and major-minor combinations shall be worked out in ways that enable students to acquire acceptable degrees of specialization in both disciplines.
- With prior approval of the Academic Board, certain faculties and departments may run Bachelor's degree programs with a major only. In all such cases, the total count of credits in the major area shall not be below fifty percent of the total credit hours for graduation.
- In degree programs that offer major-minor opportunities, the minimum total credit hour requirement for a major shall be 60 and for a minor 30.

## Distribution of Marks

- ⚙ The marks obtained for each course must be based on the overall performance in the coursework including assignments, periodic tests, mid-term tests, and final examination.
- ⚙ Continuous Assessment Tests (CAT), which includes assignments, quizzes, periodic tests, and mid-semester tests shall carry 50% of the marks.
- ⚙ The final examination shall also carry 50% of the marks. The pass mark for all undergraduate programmes, except those of the medical faculty, is 50% marks; whereas the pass mark for the Medical Faculty programmes is 60%.



# Examination Rules

- The University has zero-tolerance to any kind of cheating in the exam and the student who cheats is subject to expulsion from the exam.
- Only candidates who are registered for the course and not disqualified from the examination are allowed to enter the examination hall/room.
- No candidate is allowed to present himself/herself for any examination later than thirty (30) minutes after the commencement of the examination.
- Candidates are not allowed to take headphones, Mobiles, calculators, electronic devices, reference books, booklets, diagrams or pieces of paper or any written material in the examination hall/room unless permitted by the instructor
- Candidates shall not take out any answer books (Used or unused) or question papers in cases where answers are written on the question paper itself in the examination hall/room.
- Candidates are not allowed to communicate with one another in any manner while the examination is in progress. Candidates who wish to communicate with invigilators shall raise their hands
- Candidates are not allowed to leave the examination hall/room within the first 30 minutes after the examination has commenced.
- In ordinary circumstances, candidates are not allowed to be given any additional time except if allowed by the dean of the respective faculty and the examination unit.
- Candidates must observe and obey all instructions given by the chief invigilator or invigilators in the conduct of the examination.
- Candidates are advised to go through the examination timetable carefully. Any additional instructions or change to the timetable will be displayed on the notice boards. Candidates who miss the examination due to negligence (Not checking the changes in the timetable), will not be given a substitute examination.
- Only candidates with valid ID Cards will be allowed into the examination hall/room. Candidates without ID Cards will not be allowed into the hall/room unless some proof of identification is produced.
- Candidates taking recourse should have their registration slips with them as proof of eligibility to sit for the examination
- Once candidates have taken their seats, they must place their ID cards and recourse registration slip for Invigilators' inspection. Candidates can take back their respective ID Cards and recourse registration slip after they have been checked.



- Candidates must follow all instructions printed on the answer book. All rough work must be done in the answer book only. Candidates are warned not to tear out pages from the answer books or write on pieces of papers. All answer papers, whether used or unused, must be left behind in the examination hall.
- The Chief Invigilator/Invigilator-in-attendance will announce the end of an examination. After the announcement, all candidates must stop writing.
- Candidates are responsible for placing all examination scripts on the table or as specified by the Chief Invigilator, at the end of the examination to be collected by the Invigilators. Any misplaced script will not be accepted for marking.

**IMPORTANT !!**

**UNIVERSITY OF HARGEISA HAS  
ZERO-TOLERANCE TO ANY FORM  
OF **CHEATING** IN THE  
EXAMINATIONS**