

CATHOLIC UNIVERSITY OF CAMEROON (CATUC), BAMENDA



STUDENTS' GUIDE

(General Information for Students)

*THE UNIVERSITY THAT PROVIDES WINGS
FOR STUDENTS TO FLY!*

CONTACT

676-900-243

info@catuc.org

www.catuc.org

P. O. Box 782 - Mankon, Bamenda

4th Edition

OCTOBER 2023

PREFACE

Welcome to the Catholic University of Cameroon (CATUC), Bamenda. While we are a Catholic University founded in 2010 by the Bishops of the Ecclesiastical Province of Bamenda, our community is made up of students and faculty from all religious persuasions, and from outside Cameroon and Africa. However, even though our educational provision is universal and welcomes people of all faiths and none, the University community is animated by distinctly Catholic ethos. This will become clear to you as you read through your Students' Guide.

According to the Law that governs life in the Church (called Canon Law), the Church's educational provision must be at least as good as it is in the other schools in the area (Canon 802, 2). As a Catholic University, therefore, we aim to fulfil the imperatives of the Parable of the Talents (Matthew 25:14-30): that human potentiality should be developed to the highest possible degree. We challenge our students to strive for the highest possible formation and we hold them to high academic standards of achievement.

This "guide" will introduce you to what it means to study in a Catholic University, but more specifically in the Catholic University of Cameroon (CATUC), Bamenda. It is meant to be your companion throughout your stay at the University and should be your first reference point with regard to your University discipline, your studies, your behavior, and almost everything that touches on your life as a student in CATUC.

We appeal to students to read their Students' Guide carefully and refer to the Students' Affairs Office for any clarification around the stipulations of the Guide. It is the "Rule Book" by which their actions shall be vindicated or condemned in matters regarding their comportment and academic work in the University. We wish you a happy stay in CATUC and success in your formation.

The Registrar

STUDY PRAYER OF ST. THOMAS AQUINAS

Creator past all telling, you have appointed from the treasures of your wisdom the hierarchies of angels, disposing them in wondrous order above the bright heavens, and have so beautifully set out all parts of the universe. You we call the true fount of wisdom and the noble origin of all things. Be pleased to shed on the darkness of mind in which I was born, the twofold beam of your light and warmth to dispel my ignorance and sin. You make eloquent the tongues of children. Then instruct my speech and touch my lips with graciousness. Make me keen to understand, quick to learn, able to remember; make me subtle to interpret and ready to speak. Guide my going in and going forward, and lead home my going forth. You are true God and true man, and live for ever and ever. **Amen.**

PRAYER OF A STUDENT

Christ my Lord, the Giver of light and wisdom, who opened the eyes of the blind man and transformed the fishermen into wise heralds and teachers of the Gospel through the coming of the Holy Spirit, shine also in my mind the light of the grace of the Holy Spirit. Grant me discernment, understanding, and wisdom in learning. Enable me to complete my assignments and to abound in every good work, for to you I give honor and glory. **Amen.**

PRAYER BEFORE STUDY

Most blessed Lord, send the grace of your Holy Spirit on me to strengthen me that I may learn well the subject I am about to study and by it become a better person for your glory, the comfort of my family and the benefit of your Church and our Nation. **Amen.**

PRAYER AFTER STUDY

I thank you, Lord our God, that again on this occasion you have opened my eyes to the light of your wisdom. You have gladdened my heart with the knowledge of truth. I entreat you, Lord, help me always to do your will. Bless my soul and body, my words and deeds. Enable me to grow in grace, virtue, and good habits, that your name may be glorified, Father, Son, and Holy Spirit, now and forever. **Amen**

1. THE CATHOLIC IDENTITY OF THE CATHOLIC UNIVERSITY OF CAMEROON (CATUC), BAMENDA

1.1. The Catholic University:

- Upholds the Catholic Church's teaching on God, humankind and nature.
- Is guided by the wisdom that seeks to understand the whole Truth to be held in its entirety without compromise.
- A Catholic University is like any University in the sense that it is "an academic community which, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and cultural heritage through teaching and various services offered to the local, national and international community.
- It possesses institutional autonomy to perform its functions or operations effectively.
- The University guarantees its members academic freedom as well as the rights of the individual person and of the community as preserved within the common good.

1.2. The specific nature and identity of a Catholic University:

- Assures Christian Catholic presence in the university by confronting the great problems of society and culture.
- Enhances a continuing reflection in the light of biblical values, principles and moral imperatives within the Catholic magisterial teaching.
- Ensures fidelity to the Christian message as it comes to us through the Church in matters of faith and morals.
- Strengthens institutional commitment to the service of the people of God and the entire human family.
- The Catholic University therefore focuses on Catholic ideals, attitudes, and principles that penetrate all university activities.

- A Catholic University is both a community representative in various branches of human knowledge and an academic institution in which Catholicism is vitally operative.
- It is a place where scholars scrutinize reality with the methods proper to each academic discipline and where various disciplines are brought into dialogue, for mutual enrichment.

1.3. The Catholic University of Cameroon (CATUC) pursues her objectives in the formation of human society animated by the spirit and model of Christ. It is an institution with a common vision of the dignity of the human person, created in the image of God, the Father, Son and Holy Spirit. This vision is characterized by the following values: spirit of freedom, charity or concern for others, mutual respect, sincere dialogue, protection of both individual and community human rights, promotion of unity and always maintaining and strengthening the distinctive Catholic characteristics and nature of the Catholic University as an institution.

To confront the complex problems facing modern society, and strengthen the Catholic Identity of the institution, regional, national and international cooperation is promoted in research, teaching and community service. Such cooperation is also to be promoted between the Catholic University and other Universities, and with other research and educational institutions, both private and governmental.

2. STUDENTS AND THE CATHOLIC IDENTITY IN CATUC

The Catholic University stands for Moral Integrity, Truth, and the Respect for the Christian Faith. This demands a high sense of discipline, and strength among students to resist the temptation to exploitation and corruption. It further demands that students should live and practice the values of faith, hope, love, respect, justice, peace, and truth.

Students are challenged to:

- Pursue an education that combines excellence in studies and professional training.
- Search for all truth and meaning throughout their lives.

- Cultivate the human spirit resulting in a capacity to understand, contemplate, make personal judgment and develop a religious, moral, social sense, and be Christ's witnesses and future leaders.

The education of students combines academic and professional development with formation in moral and religious principles and the social teaching of the Church. The program of studies for each of the various professions must include an ethical formation appropriate to that profession. The common courses like Christian Ethics, the Human Person and the Social Teaching of the Church are compulsory to all students.

3. ORIENTATION

Orientation shall be done at two levels:

- General Orientation
- Academic orientation in the faculties and departments.

Every student admitted into CATUC for the first time (undergraduate or graduate) is expected to participate in the orientation sessions which generally take place each year some days before matriculation.

3.1 General Orientation

It will focus on the following:

- Registration procedures
- Code of conduct for all students
- Students' rights, privileges and obligations.
- Academic good standing.
- End-of-semester (academic) examinations
- Sports, Clubs and recreation.
- Counseling services and Campus Ministry
- Health insurance benefits
- Medical examination
- The library

3.2 Academic Orientation

This will involve explaining to students (new/returning) about courses offered in the respective programs and the details of those they need to register for. Academic Orientation is carried out by the Deans/Heads of departments in their various faculties/departments during the registration exercise in the faculties.

4. UNIVERSITY IDENTITY CARDS

During the registration exercise for freshmen/freshwomen, they are expected to report to the Office of the Deputy Registrar for Students' Affairs with their signed '**Form A2**' and proof of payment of fees so that they can be issued a student's identity card. The identity cards are valid for the duration of the program of study of the student. It is imperative that students keep their cards with them at all times especially when they are in School. A new Identity Card costs 3.000 FCFA. Replacement in case of loss or destruction is 3.000 FCFA.

For those who have lost their ID cards, they should present their signed 'Form A2', and a receipt of payment of 3.000 FCFA from the Accounting office for replacement. All cash is paid in the CATUC Finance Office or in any of the Banks prescribed by CATUC.

5. CODE OF CONDUCT FOR ALL STUDENTS

As a corporate institution, the Catholic University of Cameroon (CATUC), Bamenda, accepts the responsibility of ensuring the most conducive atmosphere, for the academic, physical and moral development of its students. The following guidelines are set out for this purpose:

- i. The university expects students to conduct themselves decently and responsibly at all times, whether on or off campus.
- ii. No student shall engage his / her fellow student or any member of the university or public in physical scuffles.
- iii. While it is not required that students appear in suits and ties or expensive clothes, they should be neat and presentable at all times. This applies especially to their appearance in class and in the restaurant. (*See specific Dress Code at the end of this document – pp. 36ff.*)

- iv. All students should contribute to the cleanliness of the university campus – lecture halls, corridors, lawns, the restaurant, etc. – put at their disposal. They should avoid littering and should make maximum use of the dustbins provided.
- v. No item or furniture should be moved out of the common room, restaurant, classrooms or library without permission.
- vi. The full cost of lost or damaged property will be borne by the student responsible for such loss or damage.
- vii. The support staffs of the university (drivers, security men, yardmen, etc) are responsible to the officers of the university. Students should not, on any account insult or assault them. Any student aggrieved by any employee of the university shall make a report of such a grievance to the Deputy Registrar for Students’ Affairs who shall take the matter up with the appropriate quarters of the university.
- viii. No student may be absent from class without prior authorization except for reasons of health which should be justified. Students are to be punctual to class, show due respect to their teachers and maintain order and quiet in class.
- ix. No smoking is allowed on the university campus.
- x. No student may sell, buy or consume anything alcoholic on the university campus. Any student found drunk or misbehaving under the influence of alcohol either on or off campus shall be severely disciplined.
- xi. The possession and/or consumption of any dangerous drug is prohibited. Any student found contravening this regulation shall be dismissed from the university.
- xii. Any student found stealing shall be handed over to the law enforcement officers.

6. RIGHTS, PRIVILEGES AND OBLIGATIONS OF STUDENTS

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

6.1. Rights

1. The right of membership to the university community.
2. The right to receive tuition in the courses for which they have been duly registered
3. The right to be examined in accordance with the approved rules and regulations governing the award of degrees and diplomas.
4. The right to be heard in accordance with the rules governing the fundamental rights of freedom of speech and natural justice.

6.2. Privileges

1. The privilege of using the name of the university to protect themselves in all honest and lawful transactions.
2. The privilege of using university facilities to enhance the attainment of their ultimate objectives in the university.
3. The privilege of receiving medical care on campus within the limits of the available resources provided they have been duly registered at the university health program.

6.3. Obligations

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

1. Observe the rules and regulations governing academic programs such as registering for courses as well as sitting for examinations at the appropriate times.
2. Respect and obey constituted authorities of the university.
3. Show consideration for other students and for the staff of the university.
4. Treat all university property with care.
5. Treat premises which they may rent off campus in a responsible manner and observe the rules and regulations governing such premises.
6. Abstain from doing anything whatsoever that can bring the name of the university to disrepute or embarrass its authorities.
7. Pay fees at rates and periods as determined from time to time by the university regulations (see the School calendarium for the dates).

Before obtaining any documents permitting a student to leave CATUC for good (upon withdrawal, dismissal or graduation), a student must seek clearance by receiving the following attestations:

- a) Attestation from the library that the student is not keeping any books belonging to the university.
- b) Attestation from the sports officer (through the Students' Affairs office) that the student is not keeping any sports equipment.
- c) Attestation from the accounting officer that the student owes no money to the university.
- d) Attestation from the Deputy Registrar for Students' Affairs that nothing has been damaged by the student.
- e) Attestation from the Faculty or School that the student owes no academic robe (in cases of graduation).

7. DISCIPLINE

7.1. Acts that constitute a breach of discipline:

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

- a) Any acts incompatible with the rules governing university property and dignity.
- b) Unauthorized absence from class.
- c) Direct or indirect participation in acts likely to jeopardize the smooth functioning of the university such as rows, acts of violence, destruction of property, deliberate organization of the boycott of classes, disturbance at lectures, unwarranted demonstrations on campus or highways.
- d) Any acts of subversion.
- e) Examination fraud.

7.2. Enforcement of Discipline:

In order to enforce discipline, forms of various colours are issued to students in various situations that need regulation. These are called **Forms D1, D2, and D3**. The prefix, 'D', stands for 'discipline'.

- Form **D1** (GREEN) is the form that students use to obtain permission to stay away from classes. It is issued from the Students' Affairs Office at the request of the student in need of permission.
- Form **D2** (WHITE) is the form issued when something is confiscated from a student because he/she is making the wrong use of the thing in class or

on campus. It is issued by the Student Affairs Office at the request of the lecturer or university authority who carries out the seizure.

- Form **D3 (YELLOW)** is used for students who exhibit bad conduct or dress improperly in class or anywhere on campus. It is issued by the class delegate or Students' Affairs Office at the request of the lecturer or university authority who judges the student's conduct improper.

The contents of these forms and the consequences for deserving one are self-explanatory.

8. REGULATIONS GOVERNING THE AWARD OF DEGREES IN THE FACULTIES / SCHOOLS

8.1. Course Terminology

In these General Regulations, the following terms are used as indicated:

8.1.1. *Program* is defined as a plan of study, lasting over a specified period of time leading to a degree, diploma or certificate of the University.

In an honours *program* a student specializes in one subject or subject area.

8.1.2. *Subject* is defined as a discipline in which a student may take a major or minor component of his/her program

8.1.3. A *major* is a principal subject in which a student is specializing.

8.1.4. A *minor* is a subsidiary subject taken alongside a major.

8.1.5. *Course* is defined as unit of work in a particular subject normally extending through one semester, the completion of which normally carries credits toward the fulfillment of the requirement for a degree, diploma or certificate.

8.1.6. A *core course* is a course which is essential for qualification in a particular program and therefore has to be taken and passed by every student in that program.

8.1.7. An *elective course* is a course which gives the student relevant knowledge, some of it interdisciplinary, for studying the courses. Elective courses can be distinguished between directed and free electives.

8.1.8. *Directed electives* are those courses, which a student may be required to take because they are considered essential for his/her program.

8.1.9. *Free electives* are courses that a student may take for his/her interest.

8.1.10. A *prerequisite course* is a course which must be successfully completed prior to registration in the course for which it is required.

8.1.11. A *co-requisite course* is a course, which must be taken concurrently with the course for which it is required.

8.1.12. An *audit course* is a course that is not taken for credit.

8.1.13. A *paper* is a formally written examination of a course at the end of each semester.

8.1.14. A “*Credit hour*” is the measure used to reflect the relative weight of a given course towards the fulfillment of an appropriate degree, diploma, certificate, major or minor or other program requirements. A weight of “one credit hour” normally means that the course meets for lectures one hour per week for the duration of a semester.

The weighting of courses in terms of semester credit hours shall normally be as follows:

10 hours of lectures is equivalent to one semester credit hour. The maximum semester credit hour shall be six divided between lectures, tutorials and practical work.

8.1.15. *Grade Point Average* (GPA) is weighted average of all the grades a student has obtained in all the courses taken in a semester.

8.1.16. *Cumulative Grade Point Average* (CGPA) is the cumulative GPA of all grades a student has obtained in all semesters up to that point.

8.1.17. Continuous Assessment (CA) comprises prescribed assignments and tests, excluding final examination, to be completed within a given period of study and forming a part of a course.

9. CHANGE OF FACULTY/SCHOOL OR DEPARTMENT

9.1. Change of major concentration/specialization within a Faculty/School

- A change of area of study will be at the discretion of the respective faculties/schools.
- A student who wishes to change a major or concentration or area of specialization within the same faculty/school shall apply for such a change before the second semester examination of the First year.
- The Head of Department of the student's current Department shall, in consultation with the Head of Department of the Faculty or School the student wishes to transfer to, determine what courses already taken will or will not apply to the new intended major/concentration/or specialization. If after consultation with the Dean, there is mutual consent about the advisability of the change the Dean shall forward the recommendation to the DVCA's Office for onward transmission to Senate which shall make the final decision.

9.2. Additional Credit

In order to take additional courses a student must have obtained the permission of the Dean/Provost of the Faculty/school. A normal load is 30 credits. The maximum load a student can take is 36 credits.

A student may take a maximum of six hours of lectures in other courses over and above the normal academic load. Based on the student's performance, the Dean/Provost may give a student permission to enroll for a maximum of 36 credits.

9.3. Courses for Audit

Permission to take audit courses shall be granted by the Dean(s)/Provost(s) in consultation with the relevant member(s) of staff.

Full time and part-time registered students of the University as well as visiting/exchange students may, in addition to their normal academic program, register for audit courses up to a maximum of six lecture hours per week.

A student auditing courses shall not be subject to assessment, nor will the course and the conditions be the same as for registered full-time and part-time students.

Any person not registered with the University may apply to audit a course and the conditions will be the same as for registered full-time and part-time students auditing the course.

9.4. Other General Provisions

Students are expected to conform to University regulations.

- At the beginning of every semester, every registered student is expected to fill and submit a form (**Form A3**) to the Dean of his/her faculty, indicating the courses to be validated for that semester. This process normally begins one week before the beginning of lectures for each semester and lasts two weeks after the commencement of lectures.
- FORM A3 is obtained from the Finance office
- A student registered for a subject and/or course is expected to attend all prescribed activities for that subject/course such as lectures, tutorials, seminars, fieldwork, practical sessions and vacation work.
- No student can be absent from the University without official permission. If a student is unable to attend classes for health reasons, he/she must notify the Deputy Registrar for students' affairs and must submit certification, in support thereof from a recognized medical practitioner. This notification is done by collecting and filling a GREEN FORM from the Students' Affairs Office. The Students' Affairs Office will inform the Faculty Office concerned when the student concerned has come back, and notified the Students' Affairs about his/her return.
- A student who misses a test without having obtained permission shall be deemed to have failed the test.

- The University reserves the right to withdraw a program if deemed necessary.
- First year students are required to participate in the program of orientation
- All students are expected to attend the matriculation ceremony.
- Examinations are administered only during the end of the semester or at supplementary examination time.

10. THE STRUCTURE OF PROGRAMS

The structure of each program is given in the Regulations dealing with each of the programs.

11. ASSESSMENT

11.1 Continuous Assessment

Each course assessment shall normally consist of both continuous assessment and end of semester examination. No course can be passed on the basis of only one component, because of the different course objectives within the various Faculties/schools. The percentage given to continuous assessment and attendance shall be 40% of the total marks and the percentage given to end of semester examinations shall be 60%.

11.2. Practical Training

Internships, Teaching Practice, etc. are designed to impart some practical skills that would be of benefit to both the student and the employer at the time of employment. Such courses may have theoretical components or could be wholly practical. Faculties may attach varying degrees of importance to such courses. Practical field experiences, internships, teaching practice, etc. may be examined wholly by continuous assessment if deemed appropriate, and may be graded either “S” (satisfactory) or “U” (unsatisfactory) or with a letter grade as determined appropriate by the Faculty. Each Faculty offering such practical courses shall develop and present to Senate for its approval the criteria and standards of evaluation and assessment in such courses.

A student shall normally be required to submit work for continuous assessment by the due date, and failure to do so may result in penalty.

Each Faculty/School shall inform students about the relative weight of continuous assessment at the beginning of the course and shall maintain records of each student's performance.

11.3. CORRECTION OF MARKS

At the end of every semester, every student is given a result slip and at the end of the year, they are given a transcript, both from the Faculty or School office. The student is expected to:

1. Check thoroughly, to ensure that the marks recorded on either the result slip or the transcript correspond to the marks he or she earned. This is particularly the case with continuous assessment (CA) marks and attendance marks.
2. The student is expected to present evidence of the disputed marks in case he or she notices errors on the result slip or transcript. This evidence can be your original result slip or your CA paper. All students are advised to keep their CA papers, result slips and transcripts jealously, as without these, correction of any errors may be very difficult.
3. Respect the deadlines for correction of marks as this is always stipulated at on the notice board at the same time the results are published. Respect of deadlines is very important because once the results have been sent to the Mentor University for endorsement by their Senate, your application will be automatically rejected.

11.3.1: PROCEDURE FOR CORRECTION OF MARKS

Begin the correction of marks process by first of all presenting the complaint with all attached evidences to the Course Master, through to the Head of Department (Coordinator of the HND Program for those on the HND Program) and then to the Dean or Provost who forwards same to the Records Office of the University. The student may in the last resort make recourse to the Examination Office to intervene on his or her behalf. This could be the case when there is delay in the services mentioned above.

N/B: *Strict respect of this procedure is important if you want to get your marks corrected. No student or Course Master shall be attended to by the Records Officer.*

11.4. PROCEDURE FOR REMARK

As an extraordinary measure, a student who is not satisfied with an examination mark may apply for a re-mark of the examination script. The procedure shall be as follows:

- The student shall write a complaint to the Dean through the Course Master and then the Head of Department.
- The Head of Department shall talk with the original marker.
- The Dean shall examine the students' records and attach to the complaint any academic justifications warranting the remark.
- The Dean shall assign a new marker to remark the course (in case there is academic justification) or otherwise dismiss the students' claim.
- The Dean, Head of Department together with the first and second markers shall discuss the outcome of the remark.
- The Dean shall endorse the mark and forward same to the Registry.

11.5. Grading System

The University uses percentages and letter grades for both examinations and continuous assessment, which are assigned a numerical value. The Pass grades are A to C except as noted below:

11.6. GRADE SYSTEM

Letter Grade	Percentage
A = 4.0GP	85 – 100
A- = 3.8GP	80 – 84
B+ = 3.5GP	75 – 79
B = 3.2GP	70 – 74
B- = 2.9GP	65 – 69
C+ = 2.6GP	60 – 64
C = 2.3GP	55 – 59
C- = 2.0GP	50 – 54
D = 1.0GP	40 – 49
F = 00GP	0 – 39

11.7. Grade Definitions

I	- 00GP Incomplete
S	- 00GP Satisfactory
U	- 00GP Unsatisfactory
W	- Withdrew
WF	- Withdrawal Failing
Q	- Audit
X	- Course in Progress

- 1) **Incomplete Grade (I)** is given when full amount of work is not completed by the end of the semester due to reasons of illness or other circumstances directly related to the student's well-being for which proof is available and approved by the Senate. If an 'I' grade is awarded, an incomplete Grade Form must be completed.

1.1 Procedure

Hand written application by the student through the Faculty or School Board to Senate, and a copy of the file should be submitted at the Students' Affairs office. The case is presented to Senate and this body deliberates and takes a decision.

1.2 Resolution

If the student is awarded an I grade, the student will write the course(s) during the Re-sit Session and marks transferred to the normal Session.

- 2) **A Satisfactory (S)** or **Unsatisfactory (U)** Grade may be awarded for work for which the Faculty has designated as non-credit.
- 3) **A Withdrawal (W)** Grade is awarded when a student has officially withdrawn from a course provided such withdrawal takes place within the first five weeks of the Semester.
- 4) **A Withdrawal Failing (WF)** grade may be awarded when a student has officially withdrawn after the midpoint with a failing grade.
- 5) **An Audit Grade (Q)** may be awarded to a student who is not taking a course for credit.
- 6) **A Course in Progress Grade (X)** is awarded when a grade for a course is not available at the time of compiling results. When the course has been completed, the "X" grade will be changed to a letter grade indicating the quality of performance and will be replaced by the new grade.

11.8. PROGRESSION

Each course offered in any of the CATUC Faculties and Schools has a credit value. For a three-year program, each student is expected to validate at least 180 credits before graduation. For a four-year program, the student is expected to validate at least 240 credits before graduation.

- Each semester the student is expected to select courses totaling 30 credits or at most 36 credits. A student who validates all his/her courses by the end of the year qualifies to move to the next level.
- A student who does not validate some courses, is given the opportunity to re-sit some of them totaling up to a maximum of 24 credits for the two semesters during the month of September each year.
- Courses that are not validated at this re-sit examination are carried forward to the next year and the student is expected to repeat the courses in question. The courses not validated in a previous year must be the first courses the student selects the following year to fill in his/her Form A3. The student may however select courses from the next level to make up to 30 credits or a maximum of 36 credits a semester as the case may be.
- The student, however, is not permitted to select courses at a higher level that have as a pre-requisite a course or courses not yet validated at a lower level.
- A student will not be permitted to progress to a higher level if they fail to validate courses totaling 12 credits or above.

12. EXAMINATION REGULATIONS

(These regulations are to be used in conjunction with the “Examination instructions for students” pasted on university notice boards)

All courses for which an end of semester examination is appropriate shall be examined at the end of the semester in which they are taken.

Where a dissertation or project is prescribed in any program, a candidate shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by Senate, any candidate who fails to meet the submission deadline shall normally fail the dissertation or project.

12.1. Conduct of the End of Semester Examinations

1. A candidate shall fill out the flap on the front cover of the examination booklet for identification purposes.
2. The duration of each end of semester examination period shall normally be one hour of examination time for each hour of academic credit.
3. All examination grades shall be sent to the Dean of Faculty/school who shall organize the compilation of the semester grades.
4. Examinations shall be time-tabled and supervised by approved invigilators. The Deans shall provide invigilators with a list of candidates registered for that examination.
5. It is obligatory for all those teaching in the Department to be involved in the invigilation of examinations. Invigilation of Examinations is part and parcel of the teaching and learning process.

12.2 Admission to the Examination Hall

To be admitted to any end of semester examination, a candidate must:

1. Have registered as a student of the University, in accordance with the General Academic Regulations.
2. Have completed all the course requirements; (*A student registered for any subject/course is expected to attend all classes prescribed for such subject and/or course.*)
3. Have attended at least 75% of the lectures for the given course. (*Any candidate who deliberately flouts this rule and sits for an examination shall be charged 10.000frs. CFA for wasting university time and material.*)
4. Show his/her student identity card and registration form
5. Show proof of having paid fees.

12.3. Scrutiny before entry into the Examination Room

1. Invigilators are appointed by the University to conduct examinations. Candidates must obey their instructions.
2. Candidates shall be admitted into the examination room 15 minutes before the start of the examination, and they should maintain absolute silence from this moment till the examination session ends.
3. An examination is deemed to be in progress from the time candidates enter the examination room until all the scripts have been collected.

4. Invigilators shall be expected to be at the entrance of the examination halls early enough to do the screening, at least 30 minutes before the start of the examination.
5. Invigilators shall screen every candidate at the entrance of the examination hall before allowing them to enter.
6. ***Where necessary***, screening may include frisking of some candidates. It is advisable that female invigilators frisk female candidates and male invigilators do so for male candidates.
7. Invigilators shall scrutinize all authorized materials; and all unauthorized materials must be barred from being taken into the examination hall.
8. Materials not allowed in the examination room must be left at a place, distant from the candidate and specified by the invigilator(s), at candidate's own risk.
9. Candidates who fail to fulfil any of above-mentioned conditions shall be sent back to the Students' Affairs Office for an explanatory or confirmatory note before being admitted into the examination hall.
10. While the examination is in progress, invigilators shall maintain vigilance at every moment throughout the examination session.

12.4. Inside the Examination Room

1. All candidates are required to bring and place their Catholic University of Cameroon student identity cards on their desks.
2. No candidate shall be allowed to enter the examination room 30 minutes after the start of the examination.
3. Candidates shall take seats allocated to them by the invigilator(s)
4. Candidates must fill in their Catholic University of Cameroon student matriculation number, clearly and correctly, and other details as required on the front covers of main answer books, and supplementary answer books.
5. In the process of answering questions, candidates must ensure that they begin every new question on a completely new page.
6. Movements in the examination hall and/or communication between candidates are strictly prohibited. No student shall be allowed to borrow anything from another.
7. Eating and drinking are not permitted in the examination room.

8. No candidate shall be allowed to leave and return to the examination room while the examination is in progress, except under escort.
9. A candidate must not leave the examination room during the last fifteen (15) minutes of the examination, unless under escort, in the case of an emergency.
10. Candidates must remain seated until all the examination scripts have been collected by the invigilator(s).

12.5.Examination Irregularities

The following are acts of misconduct, considered irregular, and therefore punishable if a candidate does any of them:

1. Using or possessing any unauthorized materials while in the examination room. (*See the list of prohibited materials page 27 of this booklet and/or on the inner page of the cover of answer booklets of CATUC examinations.*)
2. Writing or making any comments, points or marks on one's question paper. (*No one is, therefore, permitted to write on any sheet except on the "answer booklet"*)
3. Helping or trying to help another candidate, or obtaining or trying to get help from other candidates.
4. Consulting or trying to consult, during the examination, any books, notes or unauthorized materials.
5. Impersonating another candidate or allowing self to be impersonated.
6. Attempting to bribe the examiner/invigilator or other University official in the face of an act of misconduct.
7. Failing to obey or comply with any of the examination regulations or instructions of the invigilator acting within the scope of their authority.
8. Conduct in the examination room which constitutes a breach of the published rules and regulations of the University.

12.6. Procedures for Handling Misconduct

1. The chief Invigilator will report any misconduct in writing to the student's Dean/Provost, copying the Registrar/DREGSA, immediately after the examination session.

2. The Chief Invigilator must oblige the student(s) caught with prepared material to sign on the report form or the material used. He or she should ensure that the signature conforms to those on the identification documents.
3. A candidate accused of committing an act of misconduct, and who has a case to defend, is required to make a written statement to the chief invigilator within 1 hour from the time of detection of the misconduct. Failure to comply will be considered as a sure sign of guilt. If the candidate has an examination immediately after the one in which the incident occurred, the time could be adjusted.
4. Any extraneous unauthorized material discovered will be confiscated and the student will be allowed to continue writing.
5. All material confiscated within the examination room shall be neatly preserved by the Students Affairs Department, and presented to the Dean/Provost as evidence of the misconduct. It should not be destroyed or tampered with.
6. The Chief Invigilator is empowered to discontinue the examination of any candidate who commits an act of misconduct that may interfere with the work of the other candidates.

12.7. Sanctions from the Disciplinary Committee

If the student is found guilty, the following sanctions will be implemented;

1. The results for the said course(s) shall be cancelled from the concern's transcript.
2. You shall not be permitted to re-sit this course. Consequently, you shall carry it to the following year.
3. The student will be issued an Official Conduct Warning, and if you are ever involved in examination malpractice again, you shall be severely punished, not excluding dismissal from the University.
4. This decision shall be published on the University Notice Board.

12.8. At the end of the Examination

At the end of the examination, candidates must do the following important checks:

1. Check and ensure that they have inserted their matriculation numbers and all other required information on the front cover of their answer booklets. Any correction that may be necessary should be completed at this point.
2. Check and ensure that they have inserted in the answer booklets all papers, maps, graphs, rough work, etc., forming part of their examination. Particular care must be taken to ensure that such materials are handed to the invigilator.
3. Carefully check the numbering of the questions that have been answered. All the answered questions must be correspondingly indicated on the front-cover page of the answer booklet within the stipulated space.
4. Ensure that no university examination material is removed from the examination room and that all rough work done in the answer book has been neatly crossed out.
5. Ensure that you remain seated until all the examination scripts have been collected by the invigilator(s) during the last fifteen (15) minutes of the examination.
6. Ensure that before leaving the examination hall each one has signed-in and signed-out the attendance register/sheet for that particular examination—to indicate presence, participation and submission of examination scripts/booklets.

12.9. Absence from or Failure to write Examination(s)

Every student is required to write examinations at the scheduled times unless she/he has been granted prior written permission by the University Senate to miss or to sit for the examination at another time. A copy of such a permission should be submitted to the office of the Deputy Registrar for Students' Affairs before taking absence from the examination.

A candidate who absents himself/herself from an examination without medical or other good cause shall be deemed to have failed that examination.

The University will not accept any excuses for absences, which are not properly substantiated and authenticated or submitted within the stipulated time.

In cases where a candidate fails to write an examination on medical grounds or good cause, the candidate shall be allowed to sit for the examination during the next supplementary examination time or at the time the examination is next offered. In such cases, proof, e.g. a doctor's certificate or a copy of a death certificate in the case of bereavement of a close relative, to substantiate the reason for absence have to be submitted to the Dean, through the Deputy Registrar for Students' Affairs, before admission into the examination.

A report on illness sent after the examination has taken place will not be accepted.

12.10. Timetable

A consolidated official examination timetable shall be posted on University notice boards at least ten days before the commencement of the end of semester examinations.

Candidates must note carefully the dates, times and venues for their examinations as given in the final copy of the timetable and not a previous draft.

It is the candidates' responsibility to check the timetable and to ensure that they know the correct date, time and venue of each examination. They should not depend on information given in any other manner.

Misreading the timetable is not an acceptable excuse for missing an examination.

Any queries on the timetable should be directed to the Faculty Office

12.11. Examination Venue

Examination venues will be as indicated on the final timetable.

Seating arrangements shall be determined by the Chief invigilator.

12.12. Examination Materials

Answer books, graph paper, mathematical tables, statistical tables and reference materials or any other material required for the examinations will be provided by the Academic Office or the Faculty (Department) concerned. Candidates are not allowed to bring these items into the examination room, nor any other similar items, unless specified prior to the examination by the examiner.

Candidates must bring their own writing materials (pens, pencils, rulers, erasers, calculators, etc.)

NB: Candidates must write in blue or black ink.

12.12.1. Authorized Special Materials

All authorized materials (such as electronic calculators, wrist watches, etc.) must be displayed for scrutiny by the invigilators. Electronic calculators should be portable, silent, battery-powered, non-printing and not pre-programmable.

12.12.2. Prohibited materials

Candidates are not allowed to bring into the examination room the following unauthorized material:

1. Bags, briefcases, parcels, papers, books, notes or equipment other than what is permitted; etc.;
2. All course material and dictionaries not supplied or permitted by the examiners;
3. Radio, alarm watch, computer, cellular telephone, google glass, pager and/or any other communication device;
4. Instruction manual for a calculator and detachable calculator case;
5. Permitted materials containing unauthorized annotations;
6. Course material written on permitted materials or any part of the candidate's body, clothes, etc.
7. Clothes not being worn;
8. Pencil bags/boxes/cases and mathematical instruments containers, etc.;
9. Calculators with meeting organizers;
10. Wrist watches with cameras and telephone facilities;
11. Hats, caps, mufflers, shawls and other head gear,
12. Any other items as determined by the invigilator(s).

All rough work must be done in the answer booklet and neatly crossed out.

NB: NO CELLULAR PHONES IN THE EXAMINATION ROOM WHETHER SWITCHED ON OR OFF! Any student caught with prohibited material will be dealt with according to the laid down regulations.

13. GENERAL

The formal University examinations are compulsory and performance in these examinations, coupled with performance on the continuous assessment during the semester, will determine the candidate's results.

Candidates are advised to write legibly. Illegibility will detract from their answers and, conversely, neat answers will assist the examiners and be to the candidate's credit.

All candidates are reminded that the examiners may require any candidate to attend an oral or viva-voce examination after the written examinations in order to clarify, or probe, further aspects relating to the written examination.

13.1. Passing a Course

To pass a course, a student must have marks for both coursework (and continuous assessment) and examination.

13.3. Repeating a Course

1. A student will be allowed to repeat a course for a maximum of two times.
2. After failing the course, the third time, a student will be discontinued or advised to change to a different program if the failed course is a core course.
3. Normally the load of repeated courses must not exceed 24 credits in a year. A student repeating courses will be required to undertake continuous assessment in those courses, and to sit examinations at the end of the semester.
4. Normally a student shall not be allowed to carry a first-year course to the third year and second year course to fourth year.
5. Repeating a failed core course: Should a student fail a core course but remain in good academic standing, he/she will be required to repeat the course.

13.4. Period of Repeating of Examinations

The repeating of failed courses shall be organized just before the beginning of a new school year, in the month of September. It shall be organized in two sessions: one for courses failed in the first semester and another for the courses failed in the second semester.

All those intending to repeat courses must register for each course by collecting a form from the Dean of their faculties, and filling in the subjects to be repeated. Each course to be repeated during the September session shall cost five (5.000) thousand francs. The total number of courses a student is permitted to repeat a year may not exceed 24 credits.

13.5. Academic Discontinuation (Dismissal)

A student with a GPA of less than 1.5 in any semester and whose CGPA places him/her on Probation or dismissal may be discontinued from any program for academic reasons. Before any student is dismissed, the Faculty/school must produce a full profile of the student.

14. STUDENT GOVERNMENT AND ACTIVITIES

The Student Representative Council represents students in all university matters affecting them as individuals and as a body. They serve the student body by discussing and seeking solutions to students' problems, striving for a just standard of general welfare and services for all students, regardless of race, sex, colour and creed.

The Student Representative Council facilitates communication among students, and between students and the members of faculty and authorities within the university. The Student Representative council meets every month, on specific days indicated on the university calendarium.

At the level of faculties/schools, there exists Students' Representative Councils. Faculty Students' representative councils are structures which represent students within each faculty/school. Councils are concerned with the academic and social interests of students. Each council has representation on the CATUC Students' Representative Council through the inter-faculty council.

15. SPECIAL SERVICES IN CATUC

For the individual and group wellbeing of its members and for its smooth-functioning, CATUC offers certain special services. Every member of the community is eligible to benefit from these services according to his/her needs.

15.1. Sports and Recreation

Sport is an important part of university life and the university caters for everyone – from the recreational through to highly competitive persons.

Some of the major sporting activities to be offered at the university include: football, handball, tennis, athletics, basketball, ballroom dancing, volleyball, gymnastics and lots of others. All sports shall be administered by a sports administration office of CATUC, under the supervision of the Deputy Registrar for Students' Affairs.

CATUC has personnel employed part-time to direct and coach students in the various sports. For the moment, CATUC students carry out the sporting activities on the pitches of St. Joseph Sports Complex, Big Mankon (but no handball pitch) on Saturdays, beginning at 1.00 p.m. and last until 5.00 p.m.

While sporting activities are for recreation and entertainment for some students, it is an academic subject and/or a co-curricular activity for other students.

15.2. Clubs and Societies

There are several religious, cultural and sporting clubs and societies on campus. Students are encouraged to sign up as members and come up with better ideas for the club.

The period between 3.00 p.m. and 5.00 p.m. every Friday is reserved exclusively for club meetings, choral practice and/or other student group meetings. On Fridays, all lectures end at 3.00 p.m., giving time for these important activities. Thus, every student is expected to stay back at school during this period in order to participate in one or the other of these vital and self-building events.

15.3. Health Insurance

All CATUC students are registered with the insurance health plan of the Bamenda Ecclesiastical Province (BEPHA) and issued insurance cards.

BEPHA takes care of all the daily health issues. With their BEPHA cards, students' costs for receiving treatment from some specially designated hospitals are greatly subsidized.

15.4. Students' Canteen and Food Services

The university has a students' canteen. At the canteen, a variety of items can be purchased, ranging from basic school articles such as pens, rulers, exercise books, notepads etc., non-alcoholic beverages and an assortment of packaged edibles like biscuits, chips, and groundnuts. The canteen also houses a 'documentation' service center where students can have their materials typed, printed, photocopied and bound. It opens for service to the CATUC community every day from 7.00 a.m. to 5.00 p.m.

Next to the canteen is attached a restaurant service. In the restaurant, cooked food of decent quality and reasonable quantity is sold to students and staff at affordable prices. The restaurant has sitting space for staff and students, so that one can buy food and eat in a relaxed and comfortable atmosphere. The restaurant opens at 11.00 a.m. and closes at 3.30 p.m., from Monday to Friday. It does not operate during weekends.

15.5. Internet Services

There exists a wireless internet network spread to all the areas of the CATUC campus. Each student and member of staff has a right to be connected to the network. Any student who has completed payment of school fees is entitled to an access code to the network from the CATUC webmaster.

15.6. Family Spirit in CATUC

In CATUC, there exists a 'family spirit' and solidarity among the staff and students. The main tool for building this harmony is the willingness of each member of the community—staff and student—to cooperate with others in maintaining the statutes of CATUC. Furthermore, there are certain activities outlined on the university calendarium which, when carried out in unison, can go a long way to enhance the 'CATUC family spirit'. These activities include; "the General Orientation for freshmen/women", "Matriculation Ceremony", "Welcoming of Freshmen/women in the various Faculties/schools", "Cultural dress days", "Formal dress days", "CATUC Christmas celebration", "CATUC Easter Celebration", "Recollection day for staff and students", spiritual, sporting and other social activities organized for all members of CATUC. Every member of the university is expected to be present and to participate actively at all community events of this sort.

15.7. Spiritual Life in CATUC

Spiritual life in CATUC is directed by a chaplaincy, made up of a Priest and a Campus Minister. These work in collaboration with a team of student volunteers who help in organizing and running the various spiritual activities of the university. The chaplaincy organizes the celebration of Holy Masses at 12.10 p.m. from Monday to Friday, and 5.00 p.m. on Sundays that fall within the school period. It also organizes courses in preparation for the reception of the sacraments of Baptism and/or First Holy Communion, and Confirmation. It also organizes outreach programs for students who are interested in helping other students in need, the destitute in the wider community, orphans and disabled people in hospitals.

15.8. Counseling Services

According to the CATUC master plan, a full-time counselor or a team of counselors are to be employed to take care of students in need of direction. This is sure to happen as the institution grows to full size. In the meantime, the Chaplain and the Campus Ministers regularly do counselling for students in need of such services. They counsel students in the areas of self-esteem, relationships, stress management, depression, bereavement, and the resolution of conflict among students.

15.9. Students Housing

The Students' Affairs Office of the University assists students to find off-campus accommodation. The office ensures that all students of CATUC are adequately housed. The cost of off-campus accommodation varies depending on the location and facilities available. On-campus residence (CATUC Hostel) to provide accommodation for students has already been constructed.

15.10. CATUC Models Competition

CATUC Modelling Competition is a competition where deserving and elected (male and female) students from every faculty of the university are called to compete. In this tournament, the students are tested integrally—intellectually, morally spiritually, and physically. A CATUC MODEL is someone who can stand anywhere in public and say: **“Look at me! This is how a CATUC student should be (in dressing, academic performance, and conduct); this is how he/she should behave!”** This ceremony usually takes place towards the end of the second semester. Those who emerge winners (a boy and a girl) are given special places of honour at CATUC gatherings and other public occasions.

16. STUDENT DRESS CODE ON CAMPUS AND OFFICIAL UNIVERSITY FUNCTIONS

Students should wear clean and decent attire while on campus and/or official University functions. The guidelines for this are provided below.

16.1. CATUC Official Wear:

- The CATUC official uniform is a black suit and a white shirt or blouse, with a black tie.
- Girls are expected to put on black skirts (not trousers), while boys put on black trousers (not shorts).
- This ‘official uniform’ is expected to be worn at CATUC official celebrations, and school days designated for the “Formal Dress”
- Once every month, a day is designated on the university calendar: **CATUC FORMAL DRESS** or **CULTURAL DRESS**. On the former, students are expected to put on their official uniform. On the latter, they are expected to wear a traditional outfit akin to their culture. Every student is expected to actively and enthusiastically comply with this practice that gives CATUC a unique mix of tradition and modern ways of dressing.

16.2. Female Students should NOT wear:

- Dresses/skirts that are above the knee line such as mini-skirts and shorts
- Dresses/skirts with slits extending above the knee
- Dresses/blouses with open necklines that are 4 inches below the shoulders
- Body-hugging/tight trousers
- Dirty, torn jeans that reveal parts of the body
- Bare-backs
- Navel-gazers,
- See-throughs
- Sagging trousers
- Clothing that exposes and/or shows inner wears
- Low riding trousers, peddle-pushers or bulky Trousers
- Shirts, T-shirts and trousers with obscene wordings and/or expressions.

16.3. Male Students should NOT wear:

- Earrings and studs on one or both ears and on other parts of the body
- Hats/caps in class, chapel, offices and at University functions
- Headscarves
- Clothes that expose the chest and/or tattoos on any part of the body
- Shorts of any sort
- Collar-less T-shirts
- Shirts, T-shirts and trousers with obscene wordings and/or expressions
- Low-riding trousers

16.4. Both MALE and FEMALE students should observe the following:

- Modest use and application of lipstick
- No strong perfumes and obscene make-up
- No jewelry on eyebrows, belly, lips, tongue and nose
- No exposed tattoos and wordings on any part of the body
- No hoods especially in class and offices
- No wearing of “shades” (sun glasses) in class, chapel and offices
- Hairstyles should be neat and clean. The following are not allowed:
 - Hairstyles in excessively bright and peculiar colors e.g. yellow, blue, red, green, purple and white
 - Dreadlocks
 - Braided hair (for male students)

17. MATRICULATION

All first year students (freshmen/women or graduates) are required to participate in the program of orientation and in the matriculation ceremony. They are required to take the matriculation oath, sign the Declaration by Students (*see below*) and also sign the matriculation register. Matriculation is a prerequisite for graduation that is expected to come at the completion of a program.

CATUC ANTHEM

1. We pledge to thee CATUC our guide,
Great citadel of real wisdom.
Like shining stars around the moon
In search of truth, knowledge and love.
2. Guided by Fides et Ratio,
Learning on Sedes Sapientiae,
Mother CATUC be our light,
Render our future ever bright.

Ref. *Catholic University of Cameroon
Is the City of Wisdom,
Our Lady and St. Therese of Lisieux
Be our intercessors.*

2/4: key: C

s, : d : r : m : m : f : m : r :
r : s' : f : m : m : r : d : t : - : -
d : d : t : d : m : f : l' : s : -
s : f : m : r : d : m : r : - : -

Ref: d: m: d: m: m.m :m.m : f.m.r
t: r : t : r.r : r.r : m.r.d
d: m: d: m: m.m : m.m : f.m.
r: — : f.m : r : - d: —

CATHOLIC UNIVERSITY OF CAMEROON (CATUC), BAMENDA

We provide wings for students to fly

The Catholic University of Cameroon (CATUC), Bamenda was founded in 2010 by the Bishops of the Bamenda Ecclesiastical Province to provide the best possible academic, professional, moral, spiritual and human formation to her students. In the last thirteen years of her existence, she has proven to be one of the best Private Higher Education Institutions in Cameroon, attracting students from all over the country as well as from Nigeria, Chad, Gabon, Equatorial Guinea, etc. Our graduates have demonstrated at

Postgraduate level and in the world of work, at home and abroad, that CATUC is the place to go for all who seek top quality holistic training. In this brief period, we have not only produced quality graduates who have been easily absorbed into the workplace and in renowned institutions of higher learning at home and abroad; we have also blazed the trail in many areas, including the production of PhDs in Anthropology and Health Economics and the graduation of medical doctors.

What is the Secret behind our Success?

- We hire the best and most dedicated lecturers we can get at home and abroad
- We offer our students both face-to-face and online teaching
- As much as possible we offer hands-on teaching with the help of laboratories, workshops and field work experience
- We lay great emphasis on the quality of students' internship experiences
- We have adopted the Problem/Project Based Approach to learning which helps with entrepreneurship and self-employment.
- Our students learn the importance of hard work, discipline and integrity.
- Finally, CATUC has a Catholic/ Christian ethos which puts God at the center of all that we do, and this is critical to the moral and spiritual formation of our students.

OUR DEGREES

We offer the following degree programs under the mentorship of the University of Buea, University of Bamenda and University of Douala.

UNDERGRADUATE PROGRAMS

SCHOOL OF TROPICAL AGRICULTURE AND NATURAL RESOURCES (STANR)

STANR offers four-year B.Sc. Degrees in the following areas of specialization:

- ☞ Animal Sciences
- ☞ Nutrition, Food Sciences and Technology
- ☞ Agronomy (Crop and Soil Sciences)
- ☞ Agric Economics, Extension and Rural Sociology

In addition, STANR offers the following HND programs:

- ☞ Agricultural Engineering
- ☞ Animal Production Technology
- ☞ Crop Production Technology
- ☞ Agricultural Production Technology.
- ☞ Food Technology
- ☞ Nutrition and Dietetics.

SCHOOL OF ENGINEERING (SENG)

Our School of Engineering has produced engineers whom we are proud of and has thus made a name for the University. Those of them who have continued their studies in Europe and America have done exceptionally well. The school offers the following four-year degree programs:

- ☞ B. Eng. Electrical Engineering.
- ☞ B. Eng. Mechanical Engineering.
- ☞ B. Eng. Civil Engineering.
- ☞ B. Eng. Chemical Engineering.
- ☞ B. Eng. Petroleum Engineering.

SENG offers HND in the following:

- ☞ Electrical Engineering.
- ☞ Mechanical Engineering.
- ☞ Civil Engineering.

FACULTY OF HUMANITIES AND SOCIAL SCIENCES (3 YEARS)

The faculty offers the following degree programs:

- ☞ Bachelor of Philosophy
- ☞ Bachelor of Science in Geography and Environmental Studies
- ☞ Bachelor of Science in Anthropology

FACULTY OF BUSINESS AND MANAGEMENT SCIENCES (FBMS)

This faculty delivers programs at undergraduate and postgraduate levels which produce and develop managers and other business professionals of high moral probity capable of using human and other resources to meet developmental needs. The faculty offers the following degree programs:

- ☞ BSc Accounting
- ☞ BSc Banking and Finance
- ☞ BSc Economics
- ☞ BSc Economics and Management
- ☞ BSc Insurance and Risk Management
- ☞ BSc Management and Entrepreneurship
- ☞ BSc Marketing
- ☞ BSc Microfinance Management

FACULTY OF SCIENCE (3 YEARS)

We aim to train Scientists in developing theoretical knowledge into practical skills, applying acquired knowledge to and addressing the contemporary scientific, moral and social needs of the country, church and society. We offer

- ☞ Bachelor of Science in Computer Science
- ☞ Bachelor of Science in Microbiology
- ☞ Bachelor of Science in Biochemistry

SCHOOL OF HEALTH AND MEDICAL SCIENCES (SHMS), BAMENDA

The jewel on our crown in the School of Health and Medical Sciences is the Medical School where we have already graduated the pioneer batch. However, we pay the same attention to the training of our nurses and medical laboratory technicians. The School of Health and Medical Sciences (SHMS) of the Catholic University provides quality, integral,

holistic education, training, research and service delivery in the key Healthcare sectors that meet Cameroonian and universal expectations, in the deep conviction that knowledge so created and transmitted will serve to improve health quality by appealing to professional, humane, moral and Christian community oriented health leadership.

DEGREES OFFERED:

- ☞ Bachelor of Biomedical Sciences: **B.Med Sc. (3 years)**
- ☞ Bachelor of Medical Laboratory Sciences: **BMLS (4 years)**
- ☞ Bachelor of Nursing Sciences: **BNS (4 years)**
- ☞ Doctor of Medicine: **MD (7 years)**
- ☞ Completion Programs to holders of the HND and SRN

COURSES ON THE HND PROGRAM

- ☞ Nursing
- ☞ Medical Laboratory Science
- ☞ Health Care Management
- ☞ Nutrition and Dietetics

DURATION OF HND STUDIES

- ☞ Two Years Course work plus 1 Year Industrial/Hospital Internship

Entry Requirements:

Passes in GCE 'O' and 'A' Levels or
Probatoire and BACC

Post Qualification Opportunities:

Employment as Senior Health Technicians in public and private sectors of the economy and graduates can progress to the B.Tech/BSc Degrees

FEES:

Degree Programs are 569,500FCFA, and HND Programs are 400,000FCFA, while Medicine is 1,224,500FCFA.

HIGHER NATIONAL DIPLOMA (HND) PROGRAMS

We offer HND programs in the following areas:

- ☞ **FBMS** (Accounting, Banking and Finance, Management, Marketing)
- ☞ **SHMS** (Nursing and Medical Laboratory Sciences)
- ☞ **SENG** (Civil, Mechanical and Electrical Engineering).
- ☞ **STANR** (see list of HND programs under STANR above).

MASTER DEGREE PROGRAMS

We offer the following two-year Master Degree programs:

- ☞ **MBA** Human Resources Management and Development
- ☞ **MBA** Project Management, Design and Implementation
- ☞ **MBA** Banking, Tax Administration and Financial Services
- ☞ **Master** of Anthropology
- ☞ **Master** of Philosophy
- ☞ **Master** of Health Economics, Policy and Management

DOCTOR OF PHILOSOPHY (PhD) (3years)

- ☞ PhD Anthropology
- ☞ PhD Health Economics
- ☞ PhD Philosophy

ADMISSIONS

UNDERGRADUATE ADMISSIONS

- ☞ A photocopy of birth certificate,
- ☞ A photocopy of 'O' Level and 'A' Level certificates or slips,
- ☞ A receipt of registration of 15,000 frs,
- ☞ 1,000frs for a passport picture (*Taken on campus*).

NB:

- *Students with foreign certificates will be assisted to obtain equivalents to their certificates from MINESUP, Yaoundé.*
- *Students applying for Philosophy should certify all their certificates or slips.*

GRADUATE ADMISSION

- ☞ A certified copy of birth certificate (certified by a Divisional Officer),
- ☞ A certified copy of degree certificate or Attestation and Transcript (certified by the issuing university),
- ☞ A receipt of registration of 20,000 FCFA,
- ☞ 1,000 frs for a passport picture (Taken on campus),
- ☞ Two recommendation letters (one from current place of work and one from former university),
- ☞ A curriculum vitae (CV).

NB: - *Students with foreign certificates and degrees will be assisted to obtain equivalents for their certificates from MINESUP, Yaoundé.*
 - *Students applying for the Health Economics programs should not certify their certificates and attestations.*

ACCOMMODATION

The Bishops of the Bamenda Ecclesiastical Province have provided hostels on campus to ease movement to lectures and enhance security. Rooms are very affordable and are provided on a ‘first come first serve’ basis.

FINANCES

While we pride ourselves on quality, we keep our fees as low as possible. Considering the current socio-economic crisis, our tuition fees have been revised. In addition, it is possible for parents to arrange for installment payments.

- Faculty of Business and Management Sciences (**FBMS**) 524,000 FCFA
- Faculty of Science (**FS**) 502,500 FCFA
- Faculty of Humanities and Social Sciences (**FHSS**) 491,000 FCFA

SCHOOL OF HEALTH AND MEDICAL SCIENCES (SHMS)

- Medicine 1,224,500 FCFA
- Medical Laboratory Sciences 569,500 FCFA
- Nursing 569,500 FCFA

SCHOOL OF ENGINEERING (SENG)

- All Degree Programs 683,500 FCFA

SCHOOL OF TROPICAL AGRICULTURE AND NATURAL RESOURCES (STANR)

- All Degree Programs 502,500 FCFA
- HND Programs
- HND Business 300,000 FCFA
- HND Health 400,000 FCFA

GRADUATE PROGRAMS

- MBA (Master of Business Administration) 1,089,500 FCFA
- M.Sc. (Master of Science) 878,500 FCFA
- PhD (Doctor of Philosophy) 1,308,500 FCFA

Contacts

Tel: 676-900-243
Email: info@catuc.org
url: www.catuc.org
Address: P.O. Box 782 Mankon, Bamenda

DECLARATION BY STUDENT

1. The Catholic University of Cameroon, Bamenda is owned by the Catholic hierarchies of the Ecclesiastical Province of Bamenda. Its administration is governed by the rules and regulations laid down by the said Bishops.
2. As a university, it is devoted to a variety of academic disciplines. Any student whose behaviour would seriously disrupt the academic work of the University shall be subject to disciplinary action that could lead to suspension or even expulsion.
3. As a Catholic University, CATUC fully adheres to the doctrinal and moral teaching of the Catholic Church. Students are required to respect Catholic teaching and practice. A student who openly shows disrespect and/or opposition in this regard, or whose conduct is clearly detrimental to Catholic community living, shall be subject to disciplinary action.
4. Students who are not Catholic are admitted to CATUC. While free to hold their religious beliefs and practices, they must not engage in activities that show disrespect for the Catholic Church, nor should they organise or take part in activities that are in any way prejudicial to Catholic teaching and practice.
5. Students are further required to abide by the rules and regulations outlined in this GUIDE.

I agree to abide by the above requirements:

Name (*print*):

Reg. No.:

Signature:

Date: