**EduTest University – Student Handbook**

**2025/2026 Academic Session**

**1. Registration Guidelines**

All students must register online through the student portal during the official registration period. This includes course enrollment, payment of tuition and other fees, and confirmation of departmental approvals. Registration is not complete until payment is confirmed and courses are approved by your academic adviser.

Students must consult the academic calendar to note registration deadlines. Late registration attracts a financial penalty and may affect access to certain academic services.

During registration, students should:

* Review the curriculum and ensure selected courses align with their program structure.
* Obtain clearance from their department if they are carrying over any course from a previous session.
* Regularly check the portal for approval status and registration confirmation.

Add/Drop of courses is permitted within the first three weeks of the semester. Any request after that requires approval by the faculty and is only granted under exceptional circumstances. Students must also update their contact details and emergency information each session.

**2. Tuition and Fees**

Tuition is charged per semester and varies by faculty and program. All payments must be made through the university’s secure online payment gateway. After payment, receipts must be uploaded to the portal to complete the registration process.

Fees typically include:

* Tuition
* Laboratory and practical fees (for science-based programs)
* Examination fees
* Library and ICT access charges
* Development and administrative charges

Students are advised to keep copies of all payment receipts and confirmations. Those on scholarship or financial aid must submit their verification documents before the fee deadline. Failure to settle fees may result in ineligibility to sit for exams or register for the next semester.

Refunds are not granted once registration is finalized, except in cases where the student officially withdraws before lectures begin.

**3. Examination Policies**

To sit for examinations, a student must:

* Be duly registered for the course
* Possess a valid student ID and exam clearance slip
* Comply with all attendance requirements (usually 75% minimum)

Examinations are governed by strict rules. The use of unauthorized materials, mobile devices, or talking during exams constitutes malpractice. Students found guilty of misconduct may face suspension or expulsion.

There are typically three phases of assessment:

* Continuous Assessment (30%)
* Mid-Semester Tests
* Final Examinations (70%)

In case of illness or emergency, students must submit a written request for makeup exams within 48 hours, along with appropriate documentation such as a medical report or police extract.

Students are encouraged to arrive at exam halls at least 30 minutes before the scheduled time. No student will be admitted into the hall 30 minutes after the start of the exam.

**4. Code of Conduct**

EduTest University upholds the highest standards of academic integrity and personal behavior. Every student is expected to:

* Respect university staff, faculty, and fellow students
* Avoid all forms of academic dishonesty including plagiarism, impersonation, and cheating
* Dress decently and in line with the university’s dress code
* Refrain from involvement in cultism, drug use, physical violence, or cyberbullying
* Comply with hostel and campus rules, including noise levels, visitor conduct, and sanitation standards

Violations of these standards will attract disciplinary measures, ranging from warnings and probation to expulsion, depending on the gravity of the offence.

The Student Disciplinary Committee reviews serious cases and may invite the student to a formal hearing.

**5. Campus Resources**

EduTest University provides a wide range of resources to support your academic and personal growth:

* **Digital Library:** Access to thousands of e-books, journals, and research databases
* **ICT Labs:** High-speed internet and software tools for learning and development
* **Health Services:** On-campus clinic offering basic care, mental health support, and medical referrals
* **Counseling Unit:** Free counseling and mental health support services available by appointment
* **Entrepreneurship Hub:** Workshops, mentorship, and startup funding opportunities
* **Sports Facilities:** Football pitch, gym, table tennis, and track fields open during designated hours
* **Language Resource Center:** Language training for international exams, research, and personal development

All students are encouraged to familiarize themselves with these facilities and take advantage of their services. Opening hours and usage policies are available on the student portal.

**6. Graduation Requirements**

To graduate from EduTest University, a student must:

* Complete the minimum required credit units for their program
* Maintain a **CGPA of at least 1.50**
* Pass all core and compulsory courses
* Fulfill faculty-specific requirements, including final projects or thesis
* Settle all financial obligations (fees, fines, library dues, etc.)
* Complete departmental, faculty, and bursary clearance procedures

Students must also participate in the **exit survey** administered by the Quality Assurance Unit and return all borrowed library or departmental materials.

Participation in the convocation ceremony is optional but encouraged. Graduation certificates are only issued after successful clearance and Senate approval.