

RULES AND REGULATIONS

Preamble

This Fresher's Guide is intended to enable the students achieve the general objectives of St. Louis, which is to train qualified, competent, disciplined and morally upright Health Personnel and engineers. By observing the rules and regulations therein, the students are well placed to derive optimum benefit from their stay in St. Louis during the training period.

1. GENERAL PROVISIONS

- 1.1** In the course of the training, students shall be placed in other Health Institutions, Agricultural and Engineering settings within the Country for diversified experience.
- 1.2** At all times and in all circumstances, Students should consider themselves as subordinates to all personnel and senior students of the institution. This equally applies to students on internship in various Health and engineering Facilities.
- 1.3** Students should abstain in all circumstances from making public remarks (verbal and written) that will tarnish the image of the institution, even if the student thinks that He/she is right.
- 1.4** All complains by the students must be made in writing to the Head of Department (HOD), for the HND Programmes and the Coordinators for Bachelor Programmes. This implies that, in all matters relevant to their training students should strictly follow the hierarchy

2. DRESSING CODE

Official Attire:

While on campus, internship placement and off-campus official events, all students are expected to be neatly dressed only in the officially prescribed uniform. This comprises:

2.1 HND STUDENTS

- A white long sleeve shirt (prescribed by the school)
- A pair of black trousers, or skirts for girls.
- A white long sleeve jacket for all students except student Nurses, Midwives and engineering students. (Prescribed by the school)
- Nurses Attire for all Student Nurses and Midwives
- A red tie for Medical Students, a green tie for Agriculture Students and a black tie for ICT students.
- A pair of black low heel, covered noiseless shoes.
- T-shirts and hospitals wears will be worn once a week on days decided by the school.

2.1.1 Males only:

- Neatly cut hair and nails and No beard.

2.1.2 Females only:

- No hanging earrings and necklaces.
- Nails must be short and not painted.
- No jewelry, except wedding rings.
- Simple neat and tidy hairdo. No puffy type.
- Long natural or braided hair must be neatly anchored to the back.

2.2 BACHELOR STUDENTS

The dressing code is the same for HND students except for:

- Sky blue long sleeve shirts for both males and female students while on campus.

3.8 The Language of Instruction for HND programmes is the English Language and French language for BTS programmes. Notwithstanding, all students are expected to learn and communicate in both the English and French languages—the official Languages.

- Pidgin English is Prohibited on campus
- All students communicating in pidgin will be sanctioned.

4. PUNCTUALITY

Students are expected to be punctual during all scheduled events and activities including the following.

- Normal schooldays

- Practical sessions as stipulated
- Public occasions such as Youth and National Days.

- 4.1** Attendance will be taken during Lectures and all official events.
- 4.2** Students are expected to be in their respective lecture halls whether the lecturer is present or not except during official break periods.
- 4.3** Lecturers will shut the doors of the hall five minutes after the lecture begins and no student will be allowed in after that.
- 4.4** Malingering of students around the vicinity of the Institution during lecture hours is strictly forbidden.

5. CLASSROOM DECORUM

- 5.1** During lectures a conducive environment that allows for optimum learning must be cultivated.
- 5.2** Silence must be maintained. This means all phones are switched off, no shouting, no rowdiness, no playing, no eating and no earphones during lectures. **Any phone that rings in class will be confiscated. No student should be caught making a call outside when the lecture is going on**
- 5.3** Movement into and out of the lecture hall during lectures will not be allowed without permission

6. PERMISSIONS

- 6.1** Students seeking permission of any kind must apply in writing (two copies) to the (HOD) forty eight (48) hours before the date of commencement, stating the reasons for such a request.
- 6.2** Permission of absence can be given to students for a period not exceeding three days.
- 6.3** Permission for more than three days, for medical reasons will be granted by the Chief Medical Officer.
- 6.4** Each student will be entitled to only one permission per Semester.
- 6.5** In case of serious matter (*death, illness, medical evacuation etc*)

special permission can be granted.

- 6.6** The student can only leave when he or she has secured the permission.
- 6.7** However, in case of a emergencies a notice must be given in writing to any administrative or teaching staff that can be contacted, for onward transmission to the authority concerned.
- 6.8** Any student who totals 30 days or more absences a year, regardless of the reason, will be asked to repeat the year.

7. CLINICAL AND FIELD INTERNSHIPS

- 7.1** Clinical and field internships are obligatory to all students.
- 7.2** Internship sites must be identified by the students and approved by St Louis.
- 7.3** However, based on partnership with some facilities the institutions may choose sites for some students in exceptional cases.
- 7.4** Each student is expected to provide a minimum package of items required for internship. This would be determined departmentally.
- 7.5** St Louis will provide the internship orientation, objectives, clearance and report format for students.
- 7.6** An end of internship report is required of all students and will constitute part of the evaluation for the academic year in question.
- 7.7** Students must also submit a logbook (daily record book) of their daily activities while on internship.

8. EXAMINATIONS

8.1 General stipulations

8.1.1 Continuous Assessments

Continuous Assessment will include attendance, active participation in class, assignments, quizzes, presentations and a one hour examination.

8.1.2 End of Semester Examination

Each semester shall end with a semester validation. This would take the form of both written and practical examinations.

8.1.3 Certificate Examinations

At the end of the course, certificate examinations shall be conducted separately by both the ministry of Higher education for HND and BTS programmes and the Ministry of Public Health for Diplomas Certificate.

8.2 Rules Binding Examinations

8.2.1 Students will be informed of an impending written or practical exam at least 2 weeks before the examination.

8.2.2 Failure to sit for a scheduled examination regardless of the reasons, will necessitate re-sitting the course during re-sits.

8.2.3 Students who fail to sit for 2 or more courses without justification will be advised to repeat the year.

8.2.4 Students shall not be allowed into the examination hall 30 minutes after the commencement of the examination.

8.2.5 Students will be allowed to leave the examination only after the commencement of the examination.

8.2.6 Students must sign the attendance sheet for each course.

8.3 Eligibility to sit for the Examination

- Students must be currently registered and must have paid all outstanding fees in the institution.
- The student must have a minimum of 80% attendance per course, justifiable by the attendance register.
- Students without CA scores will not be eligible for end of semester Examination
- Students must present their National, Student ID card and Administrative Access Card before entering the hall and these must be displayed on the desk throughout the exam.
- Only students who have validated all courses shall be eligible for certificate examination.

8.4 examination Fraud

- 8.4.1** Phones and Written Materials are Strictly prohibited inside the examination hall
- 8.4.2** Any student caught cheating during any examination or assignment in any way will be awarded a **zero** mark and the matter forwarded to the disciplinary committee and or senate for Further sanctions.
- 8.4.3** If a student is caught writing and examination for another student, both students will merit automatic dismissal from the institution.
- 8.4.4** Any student found leaving the exam room with written material (question papers or answer sheets) will earn a zero mark for the course.
- 8.4.5** Repeated cases of examination malpractice will attract heavier sanctions.
- 8.4.6** Exchange or sharing of examination material such as calculators, pens, pencils etc is strictly prohibited.
- 8.4.7** It is forbidden to enter the examination hall with wallets, banknotes, chewing gums or snacks of any kind.
- 8.4.8** Students caught writing before or after the time allocated for the examination will be penalized

9. PUBLICATION OF RESULTS AND RE-SITS

- 9.1** End of semester Examination results shall be published from the second week after the last written or practical paper.

9.2 Complaints:

- After publication of the end of semester results, any student who is dissatisfied with the results of any of the course has at most 1 week for remarking by a jury.
- The Application fee shall be five thousand (5000) francs per course.
- Students who will not see their results in any course will pay a caution of two thousand francs (2000) francs per course which shall be refunded if the fault is not from the student.

9.3 Re-sits

- Re-sits examinations are obligatory for all invalidated courses.
- Re-sits for the first semester shall be organized three weeks following the publication of the result.
- General Re-sits shall be organized in the month of July. This would include all courses brought over from the first semester re-sits.
- Special re-sits for students going in for the HND (Level 200 for Engineering students and Level 300 for Medical) examinations shall be organized as deemed Necessary.
- Students will be required to pay a fee of 3000frs per re-sit course before sitting in for the course.
- Students who fail to register and sit for a re-sit may be obliged to pay double when another re-sit for the same course is scheduled.

10. COURSE VALIDATION

At the end of the academic year:

- The students must validate at least 80% of their courses to be promoted.
- Students who just validated 50-79% of their courses will be advised to repeat the year.
- Students who validate less than 50% of their courses would be advised to withdraw from St Louis.
- Transcripts will be issued only for students who will validate all their courses.

11. GRADING SYSTEM

11.1 Semester Validation.

Pass	Marks (%)	Grade	Grade Points
	80 - 100	A	4
	70-79.9	B ⁺	3.5
	60 - 69.9	B	3
	55 - 59.9	C ⁺	2.5
	50 - 54.9	C	2
Fail	45-49.9	D ⁺	1.5
	40-44.9	D	1
	00-39.9	F	0,0

11.2 Grading at the end of a Semester:

Continuous Assessment, including 10% for Assignments	30%
Semester Examination mark	70%
Total for the Semester	100%

11.3 Grading for Re-sit Examinations:

Pass	Marks (%)	Grade	Grade Point
	50-60	C ⁺ *	2.5
	40-49.9	C*	2

	30-39.9	D+*	1.5
Fail			
	00-29.9	F	0.0

The * Implies that the course was validated during the re-sit session.

11.4 GRADING FOR CERTIFICATE EXAMINATIONS

The grading systems for the certificate examination shall be determined by the ministries of Higher Education and Public Health as the case requires.

11.5 Transcripts

All students should note that, Transcripts are the property of the Institution. In this regard, no student will be issued a transcript at any moment whatever be the reason. This document can only be issued on demand by other Institutions, Employers, etc

- St Louis would not issue transcripts for students with un-validated courses.
- Statements of results shall be issued at the end of each academic year to make both students and their parents /guardians know the state of their progress.

BACHELOR'S PROGRAMMES

12. STATUTORY PROVISIONS

12.1 Eligibility

- To qualify for the bachelors programme, prospective candidates should have passed the HND/BTS/DISEP/HPD or any other examination conducted or recognized by the university of Buea as equivalent to the above Diplomas.
- A candidate is admitted only when he/she has attained 17 years of age

as on the 31 December of the year of admission.

- Provisionally, admitted candidates shall be required to present a certificate of medical fitness from an authorized Government Medical Officer to effect that the candidate is physically fit to undertake the course at St Louis.
- All students must show proof of being vaccinated against Hepatitis.

12.2 Duration of the course.

- The duration of the bachelor's course shall be one academic year divided into two semesters.
- Each semester shall last for 16 weeks (four months); 10 weeks of lectures, 04 weeks of clinical internships and two weeks for preparation, and writing of End of Semester Exams.

12.3 Medium of Instruction

English Language is the medium of instruction for lectures practical, examination and research.

13. GENERAL PROVISIONS FOR EXAMINATION

13.1 Attendance

A candidate is expected to attend at least 75% of the total contact hours (theory, tutorial and practical) in a semester in all courses prescribed for that semester to be eligible for examination.

13.2 Course Validation

A candidate is declared to have passed a course if he/she obtains at least 50% of the marks in the examination for that course.

13.3 Scheme of Examination

The Examination (Normal Session and Re-sit) of a course will be as follows:

- Continuous Assessment (Practicals, Assignment, Written tests, announced quizzes etc.): 40%
- End of Semester Examination: 60%

13.4 Internship evaluation

- Internship Evaluation by supervisor: 30%

- Internship Report (Written/Oral Exam): 70%

13.5 Research Project Evaluation

- Oral defense of the project: 30%

- Thesis Document Score: 70%

Note: The Research Project is done during internship of Semester II and the candidate will defend publicly before a Jury composing of St. Louis Staff and an External Chairperson from the mentoring University.

16. GRADING OF EXAM AND PUBLICATION OF RESULTS

Marks	Grade	Grade Point
80 - 100	A	4.00
70 - 79	B ⁺	3.50
60 - 69	B	3.00
55 - 59	C ⁺	2.50
50 - 54	C	2.00
45 - 49	D ⁺	1.50
40 - 44	D	1.00
0 - 39	F	0.00

Results of each exam will be published after vetting by the Senate of the University of Buea.

15. CALCULATION OF GRADE POINT AVERAGE

The GPA will be calculated following the system of the University of Buea which takes into account the grades earned, the grade point for those grades and the credit values of the courses. The following is an example for the calculation of semester GPA.

Course Code	Course Title	Credit Value	Grade Obtained	Grade Point	GP
NSG 402	Psychiatric and Mental Health Nursing	6	B ⁺	3.50	21
NSG 404	Palliative and Geriatric Nursing	5	A	4.00	20
NSG 406	Public Health Nursing	5	B	3.00	15
NSG 408	Practical Internship II	4	A	4.00	16
HSC 102	Ethics Administration and Supervision	4	B ⁺	3.50	14
NSG 412	Research Project	6	B ⁺	3.50	21
TOTAL		30			107

$$\text{GPA} = \frac{\text{TOTAL CREDITS EARNED}}{\text{TOTAL CREDITS}} = \frac{107}{30} = 3.57$$

16. CLASSIFICATION OF DEGREES

Following the GPA obtained, five classes of degrees can be obtained by the students at graduation. They are as follows:

Degree Class	GPA
First Class	3.60 - 4.00
Second Class Upper	3.00 - 3.59

Second Class Lower	2.50 - 2.99
Third Class	2.25 - 2.49
Pass	2.00 - 2.24

17. GRADUATION REQUIREMENT

For a student to qualify for graduation, he/she must complete 60 credits in one academic year and have a minimum Grade Point Average (GPA) of 2.00 on a scale of 4.00.

18. DISCIPLINE (ALL STUDENTS)

18.1 Acts of indiscipline shall include:

- ¶ Unjustified absence from class and practical area;
- ¶ Fraud during examinations;
- ¶ Insubordination to school authorities;
- ¶ None respect of submission datelines for internship reports, research proposals, research reports and assignments.
- ¶ Insubordination to authorities during internship;
- ¶ Insubordination to officials during off campus events;
- ¶ Non respect of the internal rules and regulations of the institution contained in this guide and others as deemed Necessary by the Administration;
- ¶ Fighting;
- ¶ Quarrelling;
- ¶ Gambling;
- ¶ Smoking and drinking alcohol on campus;
- ¶ Cases of defamation;
- ¶ Theft and willful destruction of property;
- ¶ And any other unlawful acts;

18.2 Sanctions

- ¶ Students found wanting in view of the above will face the Disciplinary Council.

- ¶ Late submission of research proposal, research project or internship report may attract financial consequences with respect to specific situations
- ¶ If deemed necessary, their parents/guardians may be invited.
- ¶ The Disciplinary council will assign a conduct mark after deliberations.
- ¶ All students with a conduct mark of less than 5/20 shall automatically be dismissed from St Louis.
- ¶ Repeated acts of indiscipline shall earn a dismissal.
- ¶ Students who are absent from school for up to 30 days will be asked to repeat the year.
- ¶ Stealing or destruction of properties belonging to internship facilities shall attract very heavy sanctions

ABOUT THE STUDENT UNION

Following the Norms applicable in tertiary academic institutions, there shall be a student union here in St. Louis Higher Institute of Medical Studies, with the acronym SALUISU. This union, is aimed at establishing self-governance within the student body and by implication all students are part of the union.

The union shall equally foster in the students, habits that will prove useful later in life outside the walls of St. Louis. Such habits include: respect for individual human rights, governance and democratic principles, honesty and accountability especially when dealing with finances, and respect for constituted authorities, etc.

There are rules and regulations which bind the behavior of students in the union. They are directly answerable to, and monitored by the Students' Affairs Office of the institution.

Most importantly, there are annual dues paid by every student in St. Louis for the running of the union; these dues are compulsory. It should however be noted that SALUISU is a sub-set of St. Louis. This implies that no activity of the union should go against the norms and principles of St. Louis, some of which are contained in the

‘Fresher’s Guide’.

Enunciated here below are some special notes that should guide your participation in the union.

1. Every student is admitted into St. Louis as an individual, and will leave St. Louis as an individual.
2. During your stay in St. Louis, every student will be treated as an individual, and will therefore, be responsible for his or her actions as an individual.
3. You are therefore warned of the consequences of ***Mob-Action***, which has never helped the ***Individual Student***.
4. Whenever individuals partake in mob actions, culminating in disorder or destruction of St Louis property, the matter will be handled by the judiciary. This will involve law enforcement officers: the Police, Gendarmes, Lawyers and the court. Those found guilty will be prosecuted according to the laws of the land! Hence any student not happy with the management of St. Louis is free to withdraw peacefully.

20. PLEDGE:

I,

do solemnly pledge that, I have read and understood the content of the Rules and Regulations binding my stay in **St. Louis Higher Institute**. I promise to obey and abide by these Rules and Regulations and be respectful to the authorities both Administrative, Academic and Non-Academic. I accept my responsibility towards any actions I take that will be contrary to those laid down in this document and will accept any resulting sanctions.

Sign:
