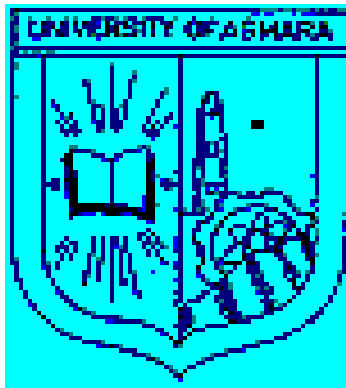


UNIVERSITY OF ASMARA



RULES AND REGULATIONS
PERTAINING TO ACADEMIC
PROGRAMS

JANUARY 2003

CONTENTS

1.	Definitions	2
2.	Admission at Freshman Level	4
3.	Class Attendance	5
4.	Readmission Requirements	6
5.	Advanced Level Admission (Advanced Standing and Transfer)	7
6.	Readmission and Advanced Level Admission Procedures	9
7.	Duration of Study and Course Load	9
8.	Academic Performance Standards	10
9.	Graduation	13
10.	Re-Sit Examinations	14
11.	Course Auditing	17
12.	Change of Department	17
13.	Student Exchange Program	18
14.	Grade Review	18
15.	Tuition and Other Fees	20
16 .	Program Transfer of Students from Degree to Diploma	22

1. **DEFINITIONS**

Unless the context requires otherwise, terms in these rules and regulations shall have the following meanings.

1.1. **Applicants**

1.1.1. Admission applicants

Applicants seeking admission to the freshman degree or diploma program (including University of Asmara certificate holders). They are required to fulfill the university entrance requirements.

1.1.2. Advanced Standing applicants

Diploma-holding applicants from the University of Asmara and other recognized institutions of higher learning applying for degree programs.

1.1.3. Audit applicants

Applicants who are interested in pursuing a selected course/courses of study without earning credits.

1.1.4. Exchange applicants

Students enrolled in other recognized institutes of higher learning applying for enrolment at the University of Asmara for part of their study.

1.1.5. Program Transfer applicants

Dismissed degree students, with a maximum of three semesters complete, applying to join a diploma program.

1.1.6. Re-admission applicants

Applicants who withdrew after completing at least one semester at the University of Asmara.

1.1.7. Transfer applicants

Applicants from recognized institutions of higher learning who have successfully completed a minimum of one semester of study at an equivalent level.

1.2. Status

1.2.1. Dropout (abbreviated 'DO')

Termination from the University or from a course without following university regulations.

1.2.2. Incomplete (abbreviated 'I')

A grade or status given to a student who fails to take the final exam in a course(s) after attending at least 75% of the semester.

1.2.3. Withdrawal (abbreviated 'W')

An official termination of enrollment from the University upon completion of the clearance requirements.

1.3. Examinations

1.3.1. Make-Up

An examination that may be arranged for students with 75% or more of class attendance and who were not able to take the final examination as scheduled for legitimate reasons.

1.3.2. Re-sit

An examination that may be arranged for the removal of:

1.3.2.1. Grade 'F' or 'D' for students who are subject to dismissal for academic reasons or those seeking re-admission who were dismissed for academic reasons.

1.3.2.2. Grade 'F' for students in good standing or on probation.

1.3.2.3. Grade 'F' obtained as a result of cheating.

1.3.2.4. Grade 'D' for students in good standing or on probation if the student's major GPA (grade point average) is below the graduation requirement (refer to Article 9.1.4.).

2. ADMISSION AT THE FRESHMAN LEVEL

- 2.1. The Admission and Placement Committee of the University of Asmara coordinates the admission of students into the various degree, diploma, and other programs of the University of Asmara based upon the approved University entrance requirements.
- 2.2. Secondary school leavers:
 - 2.2.1. who have passed at least five subjects in the Eritrean Secondary Education Certificate Examination (ESECE) and whose GPA is at least **2.2*** with no F in any subject or at least **2.4*** with one F in English or Maths (**2.2*** with one F in English or Maths for female and blind students) may be admitted into the degree programs;
 - 2.2.2. who have passed at least five subjects in the ESECE and whose GPA is at least **2.0*** with no F in any subject or at least **2.2*** with one F in English or Maths (**2.0*** with one F in English or Maths for female and blind students) may be admitted into the diploma programs;

* GPA is subject to slight variation from year to year and exact requirements are published each year after the ESECE results are known.
- 2.3. Certificate-holders from the University of Asmara:
 - 2.3.1. with a cumulative GPA (CGPA) of equal to or greater than 2.75 may be admitted to degree programs at the freshman level.
 - 2.3.2. with a CGPA of equal to or greater than 2.50 but less than 2.75 may be admitted to diploma programs at freshman level.
- 2.4. A student is allowed to be admitted only once, unless he/she withdrew before earning credits in the University, in which case he/she must meet the entrance requirements in use when he/she reapplies for admission, and provided there is available space.

3. CLASS ATTENDANCE

- 3.1. A student who is not registered within the specified period of time will not be allowed to attend classes for that semester.
- 3.2. Class attendance is compulsory for students earning credits. Students are expected to be present at all lectures, tutorials, laboratory sessions and field visits; and to submit essays, exercises and reports at the specified time.

- 3.3. Instructors are not obliged to give substitute assignments, quizzes or mid-semester examinations to students who are absent without valid reason.
- 3.4. A student who has attended less than twelve weeks (75% of classes) for a semester and withdrew formally, as per Article 1.2.3, scores the grade 'W' in all courses for that semester.
- 3.5. A student who has attended twelve weeks or more of a semester and withdrew formally, as per Article 1.2.3, scores the grade 'I' in all courses for that semester.
- 3.6. A student who has attended twelve weeks or more of a semester, but fails to take the final examination(s) in one or more courses, scores an 'I' grade in the concerned course(s).
- 3.7. A student who drops out from the university without formally withdrawing, as per Article 1.2.1, scores the grade 'DO' in all courses for that semester.
- 3.8. A student who has scored any of the above grades should report to his/her department, and the grades are removed as follows:
 - 3.8.1. To remove 'W', the semester must be repeated. The grades given for the repeated courses will be those actually scored by the student.
 - 3.8.2. To remove 'I', as per Article 3.5, make-up exams must be taken.
 - 3.8.3. To remove 'I', as per Article 3.6, a make-up exam will be taken if the student brings appropriate justification within 10 days of the date of the final examination. Otherwise the 'I' will automatically be converted to 'F' by the respective Academic Commission before the Senate meets to approve examination results.
 - 3.8.4. To remove 'DO', examinations must be taken and grades will be awarded according to Article 10.17.
- 3.9. A student who fails to remove 'I' (as per Article 3.5) or 'DO' (as per Article 3.7) grades within three years, will be considered as a withdrawal case and will be required to repeat the semester, but will not receive dormitory or cafeteria services during the repeated semester. The grades given for the repeated courses will be those actually scored by the student.
- 3.10. Neither 'I' nor 'DO' grades will play any part in the computation of semester or cumulative GPA (grade point average).
- 3.11. If a student misses more than 25% of classes during a semester, the instructor has to report to the department chair. The Department Council deliberates on the student's reason for missing classes and submits its

recommendations to the Academic Commission, and the Academic Commission submits its evaluations to the Academic Senate for final approval.

3.11.1. Missing more than 25% of classes during a semester without valid reason results in an automatic 'F' for the course for non-attendance. The student must re-register for the course and the grade will be awarded according to Article 10.17.

4. READMISSION REQUIREMENTS

- 4.1. Readmission may normally be granted within three years after the last completed semester.
- 4.2. If readmission is granted after three years since the last completed semester, the student will be required to repeat the last semester courses (or a suitable list of courses equivalent to one semester, to be proposed by the concerned department, if course offerings have changed), but will not receive dormitory or cafeteria services during the repeated semester. The grades given for the repeated courses will be those actually scored by the student. This only applies to those students whose status could have been improved by taking re-sit examination(s) (Refer to Article 10).
- 4.3. Readmission is conditional on the availability of space at the University.
- 4.4. A student cannot apply for readmission to a semester that he/she has completed as specified under class attendance, unless he/she is readmitted after three years (refer to Article 3.9 or 4.2).
- 4.5. A student may only apply for readmission to his/her former department or stream when he/she has completed at least one semester in that department or stream.
- 4.6. Readmission of students on academic dismissal is only allowed if:
 - 4.6.1. there is a change in the students' academic status after a re-sit examination (refer to Article 10.)
 - 4.6.2. the student fulfills Article 10.10.
- 4.7. Students may be readmitted up to a maximum of two times after academic dismissal.

5. ADVANCED LEVEL ADMISSION (ADVANCED STANDING AND TRANSFER)

- 5.1. Applicants seeking admission on an advanced standing or transfer basis must fulfill the following requirements:
 - 5.1.1. All official transcripts must be sent directly to the Admissions Office from the former institution.
 - 5.1.2. Previous fields of study must be related to the field being applying for.
 - 5.1.3. Transfer students should have an academic status that enables them to continue their studies as per the University guidelines (Article 8).
- 5.2. Applicants seeking admission on an Advanced Standing basis after graduating with a diploma from the University of Asmara or other recognized institution of higher learning, must fulfill the following requirements:
 - 5.2.1. Have a cumulative GPA at graduation equal to or greater than 2.50.
 - 5.2.2. Have received his/her diploma within five years prior to application. If a student applies after five years, he/she will take a challenge exam or have his/her work experience assessed.
 - 5.2.3. Present the original diploma with two photocopies.
 - 5.2.4. Arrange the posting of the official transcript directly to the Admissions Office from their former institution.
- 5.3. Course exemption for advanced standing and transfer students
 - 5.3.1. Advanced standing students.**
 - 5.3.1.1. Applicants for advanced standing with a diploma from the University of Asmara shall be exempted from freshman courses. They shall be admitted to second year level in a department that is related to their previous training. Students shall also be exempted from the transferable courses indicated in the curricula of the UOA diploma programs. Academic Commissions may also recommend the exemption of certain course(s) for students who graduated from older diploma programs (where transferable courses were not indicated) if they took courses during their diploma along with degree students. Students must have obtained a grade 'C' or above in courses recommended for exemption.

5.3.1.2. Applicants for advanced standing with a diploma from other recognized institutions of higher learning shall be exempted from freshman courses only. They shall be admitted to second year level in a department that is related to their previous training based on the recommendations of the concerned Academic Commission.

5.3.1.3. In exceptional cases, Academic Commissions may recommend the requirement of certain freshman courses.

5.3.2. Transfer students

5.3.2.1. Must take at least 50% of the courses the University of Asmara offers for the program.

5.3.2.2. Will be exempted from the same or equivalent courses (with similarity in course content, credit hours, level, etc.) they have already taken in their former institution provided that they have earned at least 'C' grades in the exempted courses.

5.3.2.3. The department sought by the applicant, in consultation with the other course offering departments, shall have the responsibility of evaluating the courses taken by the applicant in his/her former institution and work out courses to be exempted (according to Articles 5.3.2.1. and 5.3.2.2.). The Academic Commission must approve the course exemption recommended by the department.

5.3.3. The grades earned for the exempted courses will not be included in the cumulative GPA achieved by the student after admission on advanced standing or transfer basis.

6. RE-ADMISSION AND ADVANCED LEVEL ADMISSION PROCEDURES

6.1. Students shall collect readmission and advanced standing or transfer application forms from the Admissions Office as per the University's academic calendar. The completed forms are then returned to the Admissions Office before the deadline.

6.2. Applications must be accompanied by two recent passport size photographs and the receipt for the non-refundable application fee (refer to Article 15).

6.3. Applications are handled as follows:

- 6.3.1. The Admissions Office forwards the application forms to the appropriate departments within two weeks of the application deadline.
- 6.3.2. The departments deliberate on the applications and forward their recommendations to the concerned Academic Commissions. This includes course exemptions and/or requirements, and a complete course breakdown for the remaining study period for applicants on transfer basis.
- 6.3.3. The Academic Commission of the college reviews the recommendations of the departments and forwards its recommendations to the Admissions and Placement Committee for evaluation, along with the recommendations of the departments.
- 6.3.4. The Admissions and Placement Committee, after ensuring that the University guidelines have been adhered to, transmit the Academic Commissions' recommendations to the Admissions Office, which in turn notifies the applicants and the relevant departments.

7. DURATION OF STUDY AND COURSE LOAD

7.1. Duration of study.

- 7.1.1. The regular bachelor's degree program normally takes 4-5 academic years depending on the program.
- 7.1.2. The regular diploma program normally takes 2-3 academic years depending on the program.

7.2. Course load.

- 7.2.1. The credit hours to be taken by a regular student will be in the range of 15-19 in a semester. For more or less than this requirement, the student must get the permission of the Academic Commission. An Academic Commission may allow only one additional course above the 19 credit-hour limit.
- 7.2.2. A student taking less than 15 credit hours will not be considered as a full-time student and therefore will not qualify for University student services i.e. cafeteria and dormitory, unless approved by the respective Academic Commission.

8. ACADEMIC PERFORMANCE STANDARDS

8.1. Good Academic Standing:

8.1.1. Degree or Diploma Students

A cumulative GPA together with the semester GPA of at least 2.00.

8.2. Probation:

8.2.1. Degree and Diploma Students

8.2.1.1. At the end of the first semester of the freshman year a student whose GPA is equal or greater than 1.75 and less than 2.00 is placed on 'Academic Probation' and permitted to continue his/her studies for the following semester.

8.2.1.2. At the end of the second semester of the freshman year a student whose cumulative GPA is equal to or greater than 1.75 and less than 2.00 is permitted to continue his/her studies on 'Academic Probation'.

8.2.1.3. Second year and above students, with semester GPA equal to or greater than 1.75 and less than 2.00, and CGPA greater or equal to 2.00 are placed on 'Academic Probation'.

8.2.1.4. Students admitted on the basis of advanced standing or transfer will be placed on probation at the end of the first semester if their semester GPA is equal to or greater than 1.75 and less than 2.00. At the end of the second semester their CGPA must be 2.00 or above as for all second year and above students (see Article 8.2.1.3.)

8.3. Academic Dismissal:

8.3.1. Degree and Diploma Students

8.3.1.1. Academic dismissal shall take place if:

CGPA is less than	Semester/Year
1.75	End of Semester I, Year I
1.75	End of Semester II, Year I
2.00	2nd year and above

8.3.1.2. Second year and above students with semester GPA equal to or greater than 1.75, and less than 2.00 and CGPA equal to or

greater than 2.00 will be dismissed if they were on 'Academic Probation' in the previous two successive semesters (i.e. three consecutive semesters with semester GPA between 1.75 and 2.00).

8.3.1.3. A student will be dismissed from the University if he/she earns a grade 'F' for two or more courses in a semester provided his/her cumulative GPA is less than 2.50.

8.3.1.4. A student will be dismissed if his/her semester GPA is less than 1.75, even if cumulative GPA is above the minimum required (8.3.1.1.). This dismissal does not apply to students in their final semester who have fulfilled all graduation requirements (refer to Article 9.1).

8.3.1.5. A student found cheating during an examination will earn grade 'F' for that particular course(s) and will be suspended from the University for one academic year.

8.3.1.6. A student found with 'clear intent to cheat' will earn a grade 'F' for that course and will be required to repeat the course. The grade for the course will be awarded according to Article 10.17.

8.3.1.7. If a student is caught cheating or found with a "clear intent of cheating" for the second time, he/she will be dismissed for good.

8.3.2. Students on academic dismissal may improve their status if they are eligible and resume their studies (refer to Article 10), or dismissed degree students may apply to join a diploma program if eligible (refer to Article 16).

9. GRADUATION

9.1. Graduation requirements.

9.1.1. All required courses as stated in the approved curriculum for the program must be completed.

9.1.2. A student must not have an 'F' remaining in any course.

9.1.3. The cumulative GPA has to be equal to or greater than 2.00.

9.1.4. The major course GPA has to be equal to or greater than 2.00.

9.1.5. Completion of one-year university service for Eritrean students.

9.2. Special Mentions

9.2.1. Very Great Distinction

9.2.1.1. A CGPA of 3.75 and above for degree students who enter the University at freshman level.

9.2.1.2. A CGPA of 3.85 and above for degree students who enter the University on advanced standing or transfer basis.

9.2.2. Great Distinction

9.2.2.1. A CGPA of 3.50-3.74 for degree students who enter the University at freshman level.

9.2.2.2. A CGPA of 3.60-3.84 for degree students who enter the University on an advanced standing or transfer basis.

9.2.3. Distinction

9.2.3.1. A CGPA of 3.25-3.49 for degree students who enter the University at freshman level.

9.2.3.2. A CGPA of 3.35-3.59 for degree students who enter the University on advanced standing or transfer basis.

9.2.3.3. A CGPA of 3.25 and above for diploma students.

10. RE-SIT EXAMINATIONS

10.1. Re-sit examination(s) for degree and diploma programs may be given in the following cases only:

10.1.1. For the removal of 'F' or 'D' grades for students who are subject to dismissal for academic reasons or those seeking re-admission who were dismissed for academic reasons.

10.1.2. For the removal of 'F' grades for students on good standing or probation.

10.1.3. For the removal of 'F' grades obtained as a result of cheating.

10.1.4. For the improvement of 'D' grades for students in good standing or on probation, if the student's major GPA is below the graduation requirement (refer to Article 9.1.4.).

- 10.1.5. For the improvement of an F grade after a re-sit in a repeated grade
- 10.2. If an 'F' grade was given due to failure to satisfy class attendance requirements (refer to article 3.11.1), it cannot be removed by taking a re-sit examination. The student must re-register for the course and the maximum grade that can be obtained is a 'C' (grade will be awarded according to Article 10.17).
- 10.3. If an 'F' grade was given due to 'clear intent to cheat' (refer to Articles 8.3.1.6 and 8.3.2.5) it cannot be removed by taking a re-sit examination. The course must be repeated and the maximum grade that can be obtained is a 'C' (grade will be awarded according to Article 10.17).
- 10.4. A student will be allowed to take a re-sit examination in one course if on academic dismissal at the end of the first semester, and re-sit examinations in a maximum of two courses if on academic dismissal at the end of the second semester.
- 10.5. A dismissed student applying for re-admission will be allowed to take re-sit examinations in a maximum of three courses in one re-sit examination session. If unsuccessful after re-sit, the student will be dismissed for good from the program.
- 10.6. The number of courses in which re-sit examinations are given must be the minimum required to take the student out of dismissal or into a position where his/her graduation requirement is fulfilled, up to the maximum number stated in Articles 10.4 and 10.5.
- 10.7. A student is allowed to take re-sit examinations only if he/she will be able to achieve the minimum required cumulative GPA or semester GPA at his/her level when a 'C' grade in each of the examinations is assumed.
- 10.8. Students who fail to appear for a re-sit examination(s) and who have no valid reason, will score an 'F' grade for the course (even if the previous grade was 'D') and must repeat the course. The grade will be awarded according to Article 10.17.
- 10.9. Students in good standing or on probation who wish to postpone a re-sit examination must inform their department, which in turn gives its recommendation to the Academic Commission of the College, and then informs the Academic Senate of the final decision.
- 10.10. Dismissed freshman students with a CGPA equal to or greater than 1.75 and a semester GPA of less than 1.75, and 2nd year and above students with a CGPA equal to or greater than 2.00 and a semester GPA of less than 1.75, who were unsuccessful after taking one re-sit if dismissed at the end of first

semester or two re-sits if dismissed at the end of second semester, and who have no other courses in which to take a re-sit, will be allowed to register to repeat only the one or two courses in which they were unsuccessful.

The maximum grade that can be obtained for the repeated course is a 'C' (grades will be awarded according to Article 10.17). If unsuccessful after repeating the course the student will be dismissed for good from the program.

- 10.11. If an 'F' grade is obtained in a re-sit examination, students in good standing or on probation may continue their studies, but must repeat the course and the maximum grade that can be obtained is a 'C' (grades will be awarded according to Article 10.17).
- 10.12. During his/her entire University tenure, a student can take a re-sit examination only once in the same course.
- 10.13. Students who are unsuccessful after taking a re-sit examination and repeating a course will be referred to the Academic Senate as special cases.
- 10.14. During his/her entire university tenure, a four-year degree student shall be allowed a maximum of four chances for re-sit examinations in 1, 2 or 3 courses (five chances for five-year degree students). A two-year diploma student shall be allowed a maximum of two chances for re-sit examinations in 1, 2 or 3 courses (three chances for a three-year diploma student). The maximum number of re-sit examinations given, however, should be in accordance with the maximum allowable chances for readmission after dismissal (refer to Article 4.7).
- 10.15. Re-sit examinations will be conducted twice a year, one week before registration of the first semester and one week after the commencement of the second semester.
- 10.16. The grade awarded for a re-sit examination (given according to Article 10.1) is as follows:

Actual grade scored in re-sit examination	Grade awarded for the course
A	B
B	C
C	C
D	D
F	F

- 10.17. a) The grade awarded for a examination to remove 'DO' (refer to Article 3.8.4), or to remove 'F' grades obtained as a result of non-attendance (refer to

Article 3.11.1) or as a result of ‘clear intent to cheat’ (refer to Articles 8.3.1.6 and 8.3.2.5) is as follows:

Actual grade scored	Grade awarded for the course
A	C
B	C
C	D
D	D
F	F

b) The grade that can be obtained for a repeated course (after a re-sit) is maximum C.

10.18. Courses for re-sit examination must be decided by Academic Senate based on the recommendations of the respective Academic Commissions.

11. COURSE AUDITING

Those who wish to attend individual classes may apply as auditors; however, they may not sit for final examinations or receive academic credit. They may receive a letter of participation. Permission to audit is granted by the Office of Academic Affairs upon the recommendations of the appropriate college on the applicant’s eligibility and based on space availability.

12. CHANGE OF DEPARTMENT

- 12.1. Students may change their field of study by University decision or by personal request due to special circumstances.
- 12.2. A student requesting to change his/her department must apply to the department he/she wishes to join at least one month before registration.
- 12.3. The department receiving the application, in consultation with the student’s current department, reviews the application and forwards its recommendation to the respective Academic Commission, which will in turn send its comments to the Office of Academic Affairs.
- 12.4. A change of department requires approval from the Senate.
- 12.5. Students who change their field must satisfy the placement requirement of the new department and complete all program requirements of the new department.
- 12.6. If changing from one department to another involves extending the total number of semesters of University work normally required for the degree or diploma sought in the new department, transfer will not be allowed. This is not applicable if changed by University action.

- 12.7. Request for a change from a regular to an evening program will be based on the availability of space.
- 12.8. Request for a change from an evening to a regular program may be entertained depending on the availability of space and will be based on merit and special circumstances.
- 12.9. For students who changed departments, the grades earned for all courses taken at the University will be included in the computation of grades.

13. STUDENT EXCHANGE PROGRAM

- 13.1. Students from other recognized institutions of higher learning, which have institutional cooperative agreements with the University of Asmara, may apply for enrollment at the University of Asmara through a student exchange program.
- 13.2. Exchange students should apply through their University.
- 13.3. An official transcript showing the credits earned in their University must be presented.
- 13.4. Exchange students will be allowed to register for selected courses, take examinations and earn grades.
- 13.5. Upon request, an official grade report will be sent to the university or any other institution of higher learning from which the student came.
- 13.6. Exchange students are required to pay the relevant fees for non-citizens (refer to Article 15) or as stipulated in the institutional co-operation agreement. Eritreans coming to the University of Asmara as exchange students with grants are required to pay tuition fees as non-citizen students.

14. GRADE REVIEW

- 14.1. Students may seek a grade review of their examination results (regular, make-up and re-sit) according to the following regulations:
- 14.2. Grade review
 - 14.2.1. should include a thorough review of the examination paper by the Department Examination Committee, comparing it with the set of model answers previously provided by the course instructor(s);
 - 14.2.2. may result in raising, lowering or not changing the final grade for the course.

14.3. The grade review application procedure is as follows:

- 14.3.1. Students shall collect grade review application forms from the Records Office. The completed forms are then returned to the Record's office, along with the receipt for the appropriate fee (refer to Article 15.2.1.), before the deadline, as per the University academic calendar.
- 14.3.2. The Records Office forwards the application forms to the appropriate colleges, which in turn submit them to the concerned departments.
- 14.3.3. Instructors must forward the final exam papers and papers showing breakdown of the grade to the Department Head for each grade review requested.
- 14.3.4. The Department Examination Committee (consisting of the Dept. Head and two senior staff) and the course instructor(s) will review each application.
- 14.3.5. The decisions of the Department Examination Committee, accompanied by the minutes, are forwarded to the Dean's Office for further scrutiny and approval, and the final decision is sent to the Records Office as per the academic calendar.

15. TUITION AND OTHER FEES

15.1. Fees for Non-Citizen Undergraduate Students

15.1.1. These fees are currently under review by the University. Thus all fees indicated below are subject to change without prior notice.

15.1.2. Application and Graduation Fees

Application Fee	US\$ 20
Registration Fee	US\$ 10
Graduation Fee	US\$ 40
Transcript/student copy	US\$ 10
Official transcript	US\$ 20

15.1.3. Educational Expenses (Tuition fee/Credit/Semester)

COLLEGE/FACULTY	FEE
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Agriculture	US\$ 110
Arts & Social Sciences	US\$ 80
Business & Economics	US\$ 100
Education	US\$ 90
Engineering	US\$ 130
Health Sciences	US\$ 130-150
Law School	US\$ 100
Science	US\$ 100

15.1.4. Course Auditing

Tuition fee is by course work as stated in Articles 15.1.2. and 15.1.3.

15.1.5. Currency and Mode of Payment

15.1.5.1. All foreign students are required to pay one semester's fees in advance at the time of their admission.

15.1.5.2. All payments should be in EURO or USD.

15.1.5.3. Payments may be made either by money order or by Bank Transfer to the University of Asmara, **ACCT. No. FCY 00 02 02 151** Commercial Bank of Eritrea, Liberty Avenue, Asmara, Eritrea.

15.1.5.4. The exchange rate is as declared by the National Bank of Eritrea.

15.2. Fees for Citizen Undergraduate Students

15.2.1 These fees are currently under review by the University. Thus all fees indicated below are subject to change without prior notice.

15.2.2 Regular Program

Admission fee	NFA 75
Registration fee	NFA 20
Late Registration fee	NFA 100
Graduation fee	NFA 120

Re-admission application fee	
a) formally withdrawn students	NFA 25
b) dropout students	NFA 50
Advanced Level Admission application fee*	NFA 75
Degree to Diploma Transfer application fee	NFA 50
Grade review fee/course	NFA 50**
Student copy	NFA 10
Official transcript	NFA 50
Letter of Certification	NFA 10
Document verification fee /per copy	NFA 10

* Includes University of Asmara diploma to degree advanced standing students.

** Fee shall be refunded if the mark is upgraded.

15.2.3. Course Auditing

Application Fee	NKF 100
Registration Fee	NKF 20
Tuition Fee/Credit/Semester	NKF 100

16. **PROGRAM TRANSFER OF STUDENTS FROM DEGREE TO DIPLOMA**

- 16.1 Depending upon availability of space, students dismissed from a degree program with a maximum of three semesters completed, may be transferred to a diploma program.
- 16.2 Students must collect application forms from the Admissions Office and return completed forms, along with a receipt for the appropriate fee (refer to Article 15), to the Admissions Office by the advertised deadline.
- 16.3 Application forms will be forwarded to the appropriate colleges, which will in turn forward them to the diploma coordinators for consideration.

The diploma coordinators will send their recommendations back to the College Academic Commission, along with the list of exempted courses and course breakdown for the remaining study period. The Academic Commission will forward its decisions, list of exempted courses, and course breakdown for the remaining study period, to the Admissions Office.

- 16.4 The following students will be allowed to apply for transfer from a degree to a diploma program:
- 16.4.1 Students dismissed at the end of the first semester of the freshman year may apply for immediate transfer to a diploma program in the second semester if their GPA is greater than or equal to 1.50 and less than 1.75.
 - 16.4.2 Students dismissed at the end of the second semester of the freshman year may apply for transfer to a diploma program if their cumulative GPA is greater than or equal to 1.50 but less than 1.75. These students will, however, be required to wait for one semester and will join the second semester of the following academic year to start the diploma program (since all university diploma programs start after one general freshman semester).
 - 16.4.3 Students dismissed at the end of the first semester of the second year of the degree program may apply for transfer to a diploma program if their cumulative GPA is greater than or equal to 1.75 and less than 2.00. These students will immediately transfer to the second semester of the first year to start the diploma program.
- 16.5 In all cases, those degree courses that are part of the diploma program to which the student is transferring will be exempted and the grades earned in those courses will be computed as the student's GPA at the time of transfer.
- 16.6 This transferred GPA must be improved as follows:
- 16.6.1 For students with only one previous semester complete, the cumulative GPA must be brought up to 1.75 by the end of the first semester in the diploma program, and up to 2.00 in their second year as for all second year students (refer to Article 8.3).
 - 16.6.2 For students with two or three previous semesters complete, the cumulative GPA must be brought up to 2.00 by the end of the first semester in the diploma program, as for all students who have studied in a degree or diploma program in the University of Asmara for more than one year (refer to Article 8.3.).