

REPUBLIQUE DU CAMEROUN  
Paix - Travail - Patrie  
\*\*\*\*\*

MINISTERE DE L'ENSEIGNEMENT SUPERIEUR  
\*\*\*\*\*

SECRETARIAT GENERAL  
\*\*\*\*\*

COMMISSION NATIONALE D'ORGANISATION DES EXAMENS NATIONAUX ET  
DES CONCOURS  
\*\*\*\*\*

REPUBLIC OF CAMEROON  
Peace - Work - Fatherland  
\*\*\*\*\*

MINISTRY OF HIGHER EDUCATION  
\*\*\*\*\*

SECRETARIAT GENERAL  
\*\*\*\*\*

NATIONAL COMMITTEE FOR THE ORGANIZATION OF NATIONAL EXAMS  
AND COMPETITIVE ENTRANCE EXAMINATIONS  
\*\*\*\*\*

1.6 / 0014

19 JAN 2016

**PRESS RELEASE N° \_\_\_\_\_ MINESUP/SG/CNOENC OF \_\_\_\_\_  
TO LAUNCH THE JUNE – JULY 2016 SESSION OF THE HIGHER NATIONAL DIPLOMA (HND)  
EXAM.**

## **THE MINISTER OF HIGHER EDUCATION HEREBY ANNOUNCES AS FOLLOWS,**

The 2016 session of the Higher National Diploma (HND) Exam is launched with effect from the date of signature of this press release.

### **I – ORGANISATION OF THE NATIONAL EXAM**

The June-July 2016 session of the Higher National Diploma (HND) exam shall take place in the following four (04) centres: Bamenda, Buea, Douala and Yaoundé. Other exam centres could be created if conditions so permit.

The Higher National Diploma Exam shall be organized in two phases:

- Practical examination;
- Written examination.

However, for the conduct of the exam in some specialities, the grouping of candidates could be done in the various above-mentioned centres if infrastructural constraints so impose. The candidates concerned shall be informed in due course.

### **II– APPLICATION MODALITIES, FEES, REQUIREMENTS AND REGISTRATION PROCEDURE FOR THE EXAM.**

#### **II.1 Application Modalities**

**II.1.1** Candidates to the HND national exam may be either internal candidates or external candidates.

**II.1.2** The status of **internal candidate** shall be reserved for a candidate (new or old) presented by an accredited establishment and who can show proof of two years of training in an approved HND cycle.

**II.1.3** The status of **external candidate** shall be reserved for a candidate who has failed one or several sessions of the HND exam and who is not presented by an establishment.

**II.1.4** The application file shall comprise the following documents:

DSI

### a) Internal candidates

- A personal information sheet filled by the candidate on the website **www.e.examens.uninet.cm**, this form, along with the registration number of the candidate, shall be printed, stamped at the rate in force and signed by competent authorities ;
- Transcripts of the first and the second year of the HND cycle signed by competent authorities ;
- A clear certified true photocopy of the secondary school leaving diploma : Brevet de Technicien (Vocational Training Certificate), Baccalaureate, General Certificate of Education/ Advanced Level obtained in a single session in at least two subjects excluding "Religious Knowledge" or an equivalent diploma recognized by Ministry of Higher Education, ;
- **Only holders of the professional training certificate in loose-fitting dress making shall be authorised to write the Higher National Diploma in their Economic;**
- A clear photocopy of birth certificate ;
- A large self-addressed envelope stamped of the rate in force;
- A valid attestation of industrial placement ;
- A receipt of the payment of registration fees for the examination to the Yaoundé Public Treasury ;
- **A photocopy of online validation of the receipt;**
- A receipt of the submission of an equivalence file (for foreign diplomas) ;
- The original copy of the authentication of the Baccalaureate or GCE A/L by the Cameroon Baccalaureate Board or the GCE Board.

### b) External candidates

Application file for the HND exam shall include the following documents:

- A personal information sheet filled by the candidate on the website **www.e.examens.uninet.cm**, this form, along with the registration number of the candidate, shall be printed by the candidate, stamped at the rate in force, duly filled and signed by competent authorities ;
- A clear certified true copy of the secondary school leaving diploma : Vocational Training Certificate (Brevet de Technicien), Baccalaureate, General Certificate of Education Advanced Level obtained in a single session in at least two subjects excluding Religious Knowledge or an equivalent diploma recognized by the Ministry of Higher Education;
- A clear photocopy of birth certificate
- A large self-addressed envelope stamped of the rate in force;
- A transcript showing that the candidate has previously failed the HND (provide a photocopy of the transcript) ;
- **A receipt of payment of registration fees bearing the field, the speciality, in the name of Financial Agent of the Department of University Accreditations and Quality (DAUQ), issued by any EXPRESS – UNION Branch to the address of the "WARDA" EXPRESS- UNION Branch in YAOUNDE;**

- Only holders of the Professional Training Certificate loose-fitting dress making shall be authorised to sit for the Higher National Diploma in Home Economics (ESF) ;
- The mark for the internship report or supervised project signed by competent authorities (for candidates who sat for the examination before 2008) ;
- A receipt of the submission of an equivalence file (for foreign diplomas).

## II.2. Registration fees for the exam

**II.2.1** For the 2016 session, registration fees have been fixed as follows according to the various categories:

### Category A

A sum of thirty two thousand francs (**32 000**) CFA F for the following Specialties:

- Accountancy
- Banking and Finance
- Education (Didactics, Educational Planning and Curriculum Development);
- Insurance
- Management
- Marketing
- Secretarial Studies, Public Services and Administration (Executive Secretarial Studies)

### Category B

A sum of thirty seven thousand francs (**37 000**) CFA F for the following Specialties:

- Computer Engineering (Hardware Maintenance, Software Engineering and Computing)
- Journalism (Print - Journalism)

### Category C

A sum of forty two thousand francs (**42 000**) CFA F for the following Specialties:

- Electrical and Electronics Engineering (Telecommunication, Information and Communication Technology), Electrical Power System;
- Home Economics ( Bakery and Food Processing, Fashion Design, Clothing and Textiles);
- Mechanical Engineering (Mechanical Fabrication);
- Air Conditioning and Refrigeration

### Category D

A sum of forty seven thousand francs (**47 000**) CFA F for the following Specialties and pending the production by the concerned establishments of a technical document (Terms of reference outlined by the Ministry of Higher Education):

- Civil and Structural Engineering (Civil Engineering Design);
- Medical Laboratory Studies;
- Midwifery;
- Nursing;
- Health Care Management;
- Ultra Sonography;
- Tourism and Hotel Management (Food Management and Catering, Travel Agency tourism and Operation Management, Hospitality Management);
- Urban Planning and Surveying;
- Shipping Management
- Logistic and Transport Management

- Water Resources and System;
- Agriculture and Food Sciences ( Agricultural Engineering, Food Technology);
- Wood Work;
- Agro Pastoral and Rural production (*Agro Pastoral Adviser; Management of the Farm Enterprise; Infrastructures, Rural Equipment and Water Management, (Building Construction and Rural Road, Supply of Potable Water and Hydro Agricultural Arrangement).*)

**II.2.2** The registration fees for any other speciality will be fixed at the in due course.

**II.2.3** For internal candidates, the registration fees will be deposited at the Yaoundé Central Treasury by heads of establishments into account **n°4504000TGY62**.

**II.2.4** For external candidates, registration fees will be paid at any **EXPRESS - UNION Branch, to "WARDA" EXPRESS - UNION Branch in YAOUNDE in the name of Financial Agent of the Department of University Accreditations and Quality (DAUQ)**.

**II.2.5** Registration fees for the examination shall not be refundable.

### **III.3 REQUIREMENTS AND REGISTRATION PROCEDURES FOR THE EXAM**

**III.3.1** Only establishments with an authorization to open issued before or in 2014 will be allowed to present candidates for the current session of the Higher National Diploma, in the fields, specialties or options concerned.

**III.3.2** The Heads of those establishments will have to deposit all complete application files of their candidates after verification of their names, surnames, date and place of birth at the Ministry of Higher Education, Department of University Accreditations and Quality, Sub-Department of Academic Evaluations and Certifications, Service in charge of Evaluations, 13<sup>th</sup> floor, **latest Friday 11 March 2016**.

Furthermore, second year transcripts, internship attestations, the marks awarded for the defence of internship reports, supervised projects shall be deposited with an enclosure slip by Heads of establishments concerned in the Ministry of Higher Education, Department of University Accreditations and Quality, Sub-Department of Academics Evaluations and Certifications, Service in charge of Evaluations latest **Friday 06 May 2016**. After this date, the application files in question will not be accepted.

**III.3.3** External candidates shall submit their complete application files at the Ministry of Higher Education, Department of University Accreditations and Quality, Sub-Department of Academics Evaluations and Certifications, Service in charge of Evaluations, 13<sup>th</sup> floor, latest **Friday 11 March 2016**.

**III.3.4** The penalty for late submission of application files shall amount to a sum of ten thousand (10 000) CFAF per file, for files deposited between **Monday 21 March and Thursday 31 March 2016**.

**III.3.5** No files will be received after **Friday 29 March 2016**.

**III.3.6** Holders of foreign Baccalaureates or GCE A/L will have to deposit an application for equivalence at the Ministry of Higher Education, Sub-Department of Equivalence, and 13<sup>th</sup> floor.

**III.3.7** All heads of establishments must authenticate their candidate's diplomas either with the GCE Board or the Baccalaureate Board. The original of these authentications will be attached to the candidates' file at the moment of registration for the exam.

**III.3.8 All heads of establishments who have not submitted examination papers and their sample answers for subjects relating to all the specialities authorized and opened in their schools at the date specified in the programme will have to do so during registration and against signature (2 proposals per subject).**

**III.3.9 All teachers who set papers for practical examination for which basic equipment is required should attach an estimated cost for each candidate.**

#### **IV – EXEMPTION**

**IV.1** In accordance with the regulation in force, unsuccessful candidates, who have obtained mark(s) equal to/or above 10/20 in one or many papers for **the 2015 session** of the HND examination, shall automatically keep the advantage of the above marks for the **2016 session exclusively**.

However, candidates concerned who so desire may apply for the cancellation of this exemption. In that case, they shall obligatorily repeat the paper (s) concerned; but such candidates shall no longer solicit the taking into account of marks that have been cancelled at their request.

**IV.2** All claims relating to exemptions, including from external candidates, shall be submitted at the Ministry of Higher Education, Department of University Accreditations and Quality, Sub-Department of Academic Evaluations and Certifications, Service in charge of Evaluations, 13<sup>th</sup> floor, not later than **Friday 29 April 2016. After this date, no claim will be accepted.**

**IV.3** After the processing of potential cancellation applications and other claims, the final exemption lists will be available and posted at examination centres and the Ministry of Higher Education, Department of University Accreditations and Quality, Sub-Department of Academic Evaluations and Certification, Service in charge of Evaluations, 13<sup>th</sup> floor, on **Tuesday 10 May 2016.**

#### **V. PUBLICATION OF LISTS OF CANDIDATES**

After the study of files, the National Committee for the Organisation of National Exams will publish the final lists of the candidates authorised to sit for the exam, as from **Tuesday 10 May 2016**. Candidates registered in fields that are not authorised by the supervisory ministry in the establishments concerned will not be allowed to take the exam.

**Only candidates who have completed their online registration validation** and who have submitted complete file and will be allowed to sit for the Higher National Diploma Exam, with their National Identity Card.

Any false information provided by the candidate will automatically disqualify the latter and expose the defaulter and the establishment concerned to legal sanctions provided for by the regulations in force



Interested persons should feel free to contact the Director of University Accreditations and Quality, Chairperson of the National Committee for the Organisation of Higher National Diploma Examinations, at the 15<sup>th</sup> floor of the Ministry of Higher Education.

This press release shall be registered and published wherever necessary



  
**Jacques FAME NDONGO,**  
**Minister of Higher Education**