

REPUBLIQUE DU CAMEROUN
Paix - Travail - Patrie

MINISTRE 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

PRESS RELEASE N° 18/0015 MINESUP/SG/CNOENC OF 19 JAN 2016
TO LAUNCH THE JUNE – JULY 2016 SESSION OF THE HIGHER PROFESSIONAL DIPLOMA
(HPD) EXAM.

THE MINISTER OF HIGHER EDUCATION HEREBY ANNOUNCES AS FOLLOWS,

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

I – ORGANIZATION OF THE NATIONAL EXAM

The June - July 2016 session of the Higher Professional Diploma (HPD) Exam shall take place in the sole (01) centre of Bamenda. Other exams centres could be created *if conditions so permit*.

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

- Practical examination;
- Written examination.

However, for the conduct of the examination in some specialties, 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 EXAMINATION

II.1 Application Modalities

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

II.1.2 The status of **internal candidates** 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 HPD cycle.

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

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

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a) **Internal candidates**

- A personal information sheet duly 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, and signed by competent authorities ;
- Transcripts of the first and the second year of the HPD 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;
- A clear photocopy of birth certificate ;
- A large self-addressed envelope stamped at 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.

a) **External candidates**

Application file to sit for the HPD exam shall include the following documents:

- A personal information sheet duly 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 candidate, stamped at the rate in force, and signed by competent authorities ;
- A clear certified true copy 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 the Ministry of Higher Education;
- A clear photocopy of birth certificate;
- A large self-addressed envelope stamped at the rate in force;
- A transcript showing that the candidate has previously failed the HPD (Provide a photocopy of the Transcript) ;
- **A receipt of payment of registration fees bearing the Field, Speciality, in the name of the Financial Agent of the Department of University Accreditations and Quality (DAUQ) issued by any EXPRESS – UNION Branch to the address of "WARDA" EXPRESS – UNION Branch in YAOUNDE;**
- Only holders of the Professional Training Certificate in 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 examination

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

Category A: A sum of forty seven (47 000) F.CFA for the following authorized Specialties:

-Human Ressources.

Category B: A sum of fifty two (52 000) F.CFA for the following authorized Specialties:

-Legal Career ;
-Dental Therapy ;
-Medical Laboratory ;
-Nursing ;
-Medical Electroradiology Technology;
-Midwifery ;
-Pharmacy Technology ;
-Physiotherapy.

The registration fees of any other speciality will be fixed in due time.

II.2.3 For internal candidates, 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 the "WARDA" EXPRESS - UNION Branch in YAOUNDE in the name of the Financial Agent of 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 Examination

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 Academics Evaluations and Certifications, Service in charge of Evaluations, 13th 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 Academic 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, 13th 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 14 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, 13th 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 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.

III.3.10 All Heads of establishments will have to separate Old candidates' application files from new candidates' application files.

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 HPD exam, shall automatically keep the advantage of the above marks for the **2016** session exclusively. (This privilege is applicable in one exam session only).

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, 13th 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 exam centres and the Ministry of Higher Education, Department of University Accreditations and Quality, Sub-Department of Academic Evaluations and Certifications, Service in charge of Evaluations, 13th floor, on **Tuesday 10 May 2016.**

V. PUBLICATION OF LISTS OF CANDIDATES

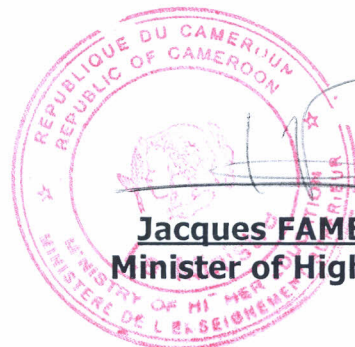
After the study of files, the National Committee for the Organisation of National Exams will publish the final lists of the candidates authorised to sit for the exam, as from **Tuesday 10 May 2016**. Candidates registered in fields that are not authorised by the supervisory ministry in the establishments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

Only candidates who have completed their online registration and who have submitted a complete file will be allowed to sit for examination 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 the Department of University Accreditations and Quality, Chairperson of the National Committee for the Organisation of Higher Professional Diploma Exam, at the 15th floor of the Ministry of Higher Education.

This press release shall be registered and published wherever necessary.



Jacques FAME NDONGO,
Minister of Higher Education