

20/00019

PRESS RELEASE N° \_\_\_\_\_ /MINESUP/SG/CNO/ENC OF 16 JAN 2020  
TO LAUNCH THE APRIL- JUNE 2020 SESSION OF THE HIGHER NATIONAL DIPLOMA  
(HND) EXAM.

THE MINISTER OF STATE, MINISTER OF HIGHER EDUCATION HEREBY ANNOUNCES AS FOLLOWS,

The 2020 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 April-June 2020 session of the Higher National Diploma (HND) exam shall take place in the following four (4) centres: **Bamenda, Buea, Douala** and **Yaoundé**. Other examination centres could be created if conditions so permit.

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

- Practical examination in **April (21<sup>st</sup> to 25<sup>th</sup> April 2020)**
- Written examination in **June (15<sup>th</sup> to 20<sup>th</sup> June 2020)**

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** Former candidates (with matriculation numbers until 2019) will write the exam in their specialties for courses with marks less than 10/20 obtained in the 2019 session and for those whose exemptions are no longer valid.

**II.1.5** The application file shall include the following scanned documents (by scanner, in PDF version only):

#### a) Internal candidates

- A personal information sheet filled by the candidate on the website: [www.examens.dauq.net](http://www.examens.dauq.net)  
This form, along with the registration number of the candidate, shall be printed **after the**

payment with “MTN Mobile Money” transaction, duly stamped at the rate in force and signed by competent authorities.

- A Transcript of the first year of the HND cycle 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 receipt of the submission of an equivalence file is accepted);
- A birth certificate ;

#### b) External candidates

- A personal information sheet filled by the candidate on the website: [www.examens.dauq.net](http://www.examens.dauq.net) This form, along with the registration number of the candidate, shall be printed by the candidate **after payment with “MTN Mobile Money” transaction**, duly 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 receipt of the submission of an equivalence file is accepted);
- A birth certificate;
- A transcript showing that the candidate previously failed the HND;

## II.2. Registration fees for the exam

**II.2.1** For the 2020 session, registration fees have been fixed as follows according to the various categories:

### Category A

A sum of thirty two thousand francs (32 000) CFAF for the following Specialties and Options:

1.	Accountancy;	8.	Local Government Taxation ;
2.	Assistant Manager;	9.	Statistics ;
3.	Banking and Finance;	10.	Local Government Administration ;
4.	International Trade ;	11.	Accounting and Finance ;
5.	Insurance;	12.	Microfinance ;
6.	Education Management and Administration;	13.	Sport Management.
7.	Didactics, Curriculum Development and Teaching;		

### Category B

A sum of thirty seven thousand francs (37 000) CFAF for the following Specialties and Options:

1.	Hardware Maintenance;	7.	Project Management;
2.	Software Engineering;	8.	Quality Management;
3.	Printing, Editing and Publishing;	9.	Information System Management ;
4.	Journalism;	10.	Events Management;
5.	Advertising and Public Relations;	11.	Corporate Communication.
6.	Industrial Computing and Automation;		

### Category C

A sum of forty-two thousand francs (42 000) CFAF for the following Specialties and Options:

1.	Telecommunications;	6.	Fashion, Clothing and Textiles;
2.	Electrical Power System;	7.	Air Conditioning and Refrigeration;
3.	Bakery and Food Processing;	8.	Mechanical Manufacturing;
4.	Computer Sciences Networks;	9.	Mechanical Construction;
5.	Boiler Making and Welding;	10.	Metal Construction.

### Category D

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

1.	Civil Engineering Technology;	9.	Marketing, Trade, Sale;
2.	Hotel Management and Catering;	10.	Electronics;
3.	Tourism and Travel Agency Management;	11.	Risk Management;
4.	Human Resource Management;	12.	Food Technology;
5.	Agricultural Engineering;	13.	Agro Pastoral Adviser;
6.	Agricultural Production Technology;	14.	Management of the Farm Enterprise;
7.	Crop Production Technology;	15.	Electrotechnics;
8.	Supply of Potable Water and Hydro Agricultural Arrangement;	16.	Building Construction and Rural Road.

### Category E

A sum of fifty two thousand francs (52 000) CFAF for the following Specialties and Options, and pending the production by the concerned establishments of a technical document (Terms of reference outlined by the Ministry of Higher Education):

1.	Medical Laboratory Studies;	11.	Sustainability and Renewable Energy;
2.	Medical Imaging Technology;	12.	Networks and Security;
3.	Nursing;	13.	Computer Sciences and Networks;
4.	Health Care Management;	14.	Port and Shipping Management;
5.	Ultra Sonography;	15.	Logistics and Transport Management;
6.	Midwifery;	16.	Computer Graphics and Web Design;
7.	Pharmacy Technology;	17.	Maintenance and Management of Fluid System;
8.	Nutrition and Dietetics;	18.	Chemical Manufacturing;
9.	Dental Therapy;	19.	Chemical Laboratory Technology;
10.	Urban Planning;	20.	Chemical Process Technology;
21.	Quarry Operations;	33.	Petroleum Logistics;
22.	Topography;	34.	Petroleum System and Exploitation;
23.	Geotechnics;	35.	Graphic Design;
24.	Operation of Air Transport;	36.	Interior Design;
25.	Product Design;	37.	Land Law;
26.	Fashion Design;	38.	Stock Market Career;
27.	Legal Assistance;	39.	Tax Management;
28.	Business Law;	40.	Distance and Continuing Education;
29.	Custom and Transit;	41.	Vocational Guidance and Counseling;
30.	Special Education;	42.	E-commerce and Digital Marketing;
31.	Joinery and Cabinetmaking.	43.	Management of Non-Governmental Organization;
32.	Carpentry;		

NB: The exam fees for specialties which do no longer exist in the new programme remains the same as of 2019 session.

**II.2.2 All registration fees payment should be done by mobile transaction.**

**II.2.3 The registration fees for any other speciality will be fixed in due course.**

**II.2.4 Registration fees for the examination shall not be refundable.**

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

**III.1 Only establishments with an authorization to open issued before or in 2018 will be allowed to present candidates for the current session of the Higher National Diploma, in the fields, specialties or options concerned. Latest Friday 20<sup>th</sup> March 2020**

**III.2 External candidates shall submit complete application files at the National Commission, latest Friday 20<sup>th</sup> March 2020.**

**III.3 The Chiefs of Centre, after the presentation of internship attestations and transcript of the second year of HND by Heads of establishments concerned, shall forward the marks awarded for the defence of internship reports and supervised projects at 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 22<sup>th</sup> May 2020.**

**III.4 The penalty for late submission of application files shall amount to a sum of ten thousand francs (10 000) CFAF per file, for files deposited between Monday 23<sup>rd</sup> March and Friday 03<sup>rd</sup> April 2020.**

**III.5 No files will be received after Friday 03<sup>rd</sup> April 2020.**

**III.6 All heads of establishments will have access to online registration page after submitting examination papers and their sample answers for subjects relating to all the specialties authorized and opened in their schools (2 proposals per subject, in "Word" format).**

**III.7 All set papers for practical examination for which basic equipment is required should be accompanied with an estimated cost for each candidate.**

**III.8 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 obtained mark(s) equal to/or above 10/20 in one or many papers for the 2019 session of the HND examination, shall automatically retain the said marks for the 2020 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, latest Friday 17<sup>th</sup> April 2020.

**IV.3** After the processing of potential cancellation applications and other claims, the final exemption lists will be available and posted at examination centres, on **Friday 1<sup>st</sup> May 2020**.

## **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 candidates authorised to sit for the exam before the phase of the Practical examination.

**Only candidates who are duly registered 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.**

This press release shall be registered and published wherever necessary.



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