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PRESS RELEASE N° \_\_\_\_\_ /MINESUP/SG/CNOENC OF \_\_\_\_\_  
TO LAUNCH THE APRIL-JUNE 2022 SESSION OF THE HIGHER NATIONAL DIPLOMA  
(HND) EXAM.

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

The 2022 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 2022 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 : from 18<sup>th</sup> to 23<sup>th</sup> April 2022
- Written examination : from 7<sup>th</sup> to 12<sup>th</sup> June 2022

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, and a year of preparation for candidates of the field: Medical and Biomedical Sciences.

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 Repeaters shall write all papers in which the marks obtained are below 50/100, i.e. 10/20

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

#### a) Internal candidates

- A personal information sheet bearing a passport size photograph, stamped at the rate in force and signed by academic officials. This information sheet shall be filled and edited on the website: <http://examens.dauq.net> using the access code provided by the establishment after payment of examination fees;



- A transcript of the year of preparation of the HND cycle signed by competent authorities (new candidates), for candidates of the field: Medical and Biomedical Sciences;
- A transcript of the first year of the HND cycle signed by competent authorities (new candidates) or stamped copy of the transcript showing that the candidate previously failed the HND (old candidates) ;
- A certified true copy of the secondary school leaving diploma: Brevet de Technicien, Baccalaureate, General Certificate of Education 'Advanced Level' obtained in a single session in two subjects (excluding religious studies), the foreign diploma or its equivalence recognized by the Ministry of Higher Education (a receipt of submission of an equivalence file is accepted);
- A Certified true copy of birth certificate.

**NB.: The online registration procedure for internal candidates shall follow the steps below:**

- Make the payment of examination fees through the school, at an “Express Union” counter of your choice, in the name of the Financial Officer of the Department of University Accreditations and Quality. Any other means of payment will not be accepted.
- Collect the access code from the school;
- Go to the website <http://examens.dauq.net> and enter this code to the access registration form.
- Fill in the form, save it and edit the personal information sheet that is generated.

#### **b) External candidates**

- A personal information sheet bearing a passport size photograph, stamped at the rate in force. This sheet shall be filled and edited on the website: <http://examens.dauq.net> using the transaction code of the payment of examinations fees via “Express Union”;
- A certified true copy of the secondary school leaving diploma : Brevet de Technicien, Baccalaureate, General Certificate of Education Advanced Level obtained in a single session in at least two subjects, excluding **Religious Knowledge**, the foreign diploma or its equivalence recognized by the Ministry of Higher Education (A receipt of the submission of an equivalence file is accepted);
- A certified true copy of birth certificate;
- A stamped copy of transcript showing that the candidate previously failed the HND;

**NB: The online registration procedure for external candidates shall follow the steps below:**

- Pay examination fees at an “Express Union” counter of your choice, in the name of the Financial Officer of the Department of University Accreditations and Quality. Any other means of payment will not be accepted.
- Go to the website <http://examens.dauq.net> and enter the transaction number of the “Express Union” payment to access the registration form.
- Fill in the form, save it and edit the individual information sheet that is generated.

## **II.2. REGISTRATION FEES FOR THE EXAM**

**II.2.1** For the 2022 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 (ACC)	6. Didactics, Curriculum Development and Teaching (DCT)
2. Accounting and Finance (AFI)	7. Education Management and Administration (EMA)
3. Andragogy (AND)	8. Insurance (INS)
4. Assistant Manager (ASM)	9. International Trade (INT)
5. Banking and Finance (BFI)	10. Local Government Administration (LGA)



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

1.	Corporate Communication (COC)	5.	Journalism (JOU)
2.	Hardware Maintenance (HWM)	6.	Project Management (PMA)
3.	Industrial Computing and Automation (ICA)	7.	Quality Management (QMA)
4.	Information Systems Management (ISM)	8.	Software Engineering (SWE)

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

1.	Air Conditioning and Refrigeration (ACR)	4.	Electrical Power System (EPS)
2.	Bakery and Food Processing (BFP)	5.	Fashion, Clothing and Textiles (FCT)
3.	Computer Science Networks (CSN)		

**Category D:** A sum of forty seven thousand francs (47 000) CFAF for the following Specialties and Options:

1.	Agricultural Engineering (AGE)	9.	Food Technology (FOT)
2.	Agricultural Production Technology (AGP)	10.	Hotel Management and Catering (HMC)
3.	Agro Pastoral Adviser (APA)	11.	Human Resource Management (HUR)
4.	Animal Production Technology (APT)	12.	Management of the Farm Enterprise (MFE)
5.	Building Construction and Rural Road (BCR)	13.	Marketing, Trade, Sale (MTS)
6.	Civil Engineering Technology (CET)	14.	Supply of Potable Water and Hydro Agricultural Arrangement (SPW)
7.	Crop Production Technology (CPT)	15.	Tourism and Travel Agency Management (TAT)
8.	Electrotechnics (ELT)		

**Category E:** A sum of fifty two thousand francs (52 000) CFAF for the following Specialties and Options:

1.	Automotive Maintenance and Service (AMS)	20.	Medical Laboratory Studies (MLS)
2.	Boiler Making and Welding (BMW)	21.	Midwifery (MID)
3.	Building Science and Technology (BST)	22.	Networks and Security (NWS)
4.	Carpentry (CAR)	23.	Nursing (NUS)
5.	Chemical Manufacturing (CHM)	24.	Nutrition and Dietetics (NUD)
6.	Computer Graphics and Web Design (CWD)	25.	Optician/Clinical Optometry (OPT)
7.	Customs and Transit (CUT)	26.	Petrochemical Engineering (PCH)
8.	Data Base Management (DBM)	27.	Petroleum Logistics (PLO)
9.	Dental Therapy (DTH)	28.	Petroleum System and Exploitation (PSE)
10.	E-commerce and Digital Marketing (EDM)	29.	Pharmacy Technology (PHT)
11.	Full Stack Development (FSD)	30.	Physiotherapy (PHY)
12.	Geotechnics (GEO)	31.	Port and Shipping Management (PSM)
13.	Health Care Management (HCM)	32.	Quality Management (QMA)
14.	Joinery and Cabinetmaking (JOC)	33.	Quarry Operations (QOP)
15.	Legal Assistance (LAS)	34.	Special Education (SPE)
16.	Logistics and Transport Management (LTM)	35.	Telecommunications (TEL)
17.	Management of Non-Governmental Organization (NGO)	36.	Topography (TOP)
18.	Mechanical Manufacturing (MEM)	37.	Ultra Sonography (ULS)
19.	Medical Imaging Technology (MIT)	38.	Urban Planning (UPL)



**II.2.2 All payments of registration fees for the HND national exam shall be done by “Express Union” 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 2020 will be allowed to present candidates for the current session of the Higher National Diploma, in the fields, specialties or options concerned.**

**III.2 Each establishment preparing for the national exams must first pre-register its level 1 candidates.**

**III.3 The establishments will have access to the online registration platform after online submission of proposed examination papers and their sample answers (two (2) proposals per subject). Only “Word” formats will be accepted.**

**III.4 All proposed examination papers requiring basic equipment should be accompanied with a cost estimate for each candidate.**

**III.5 The Heads of the said establishments shall forward the registration files of their candidates online, latest Friday 25<sup>th</sup> March 2022**

**III.6 The establishments that have forwarded files with certificates that do not comply with the requirements shall be referred to the litigation jury.**

**III.7 External candidates shall submit complete application files online, latest Friday 25<sup>th</sup> March 2022.**

**III.8 The penalty for late submission of application files shall amount to a sum of ten thousand francs (10 000) CFA per file, for files deposited between Monday 28<sup>th</sup> March and Friday 08<sup>th</sup> April 2022.**

**III.9 Examination Centres are responsible for collecting and verifying additional items of the file (internship attestations and transcript of the second year of HND).**

**III.10 The reports for the defence of internship reports and supervised projects shall be forwarded to the National Committee by Chiefs of Centre, according to the list of candidates having complete their file, latest Friday 13<sup>th</sup> May 2022.**

### **IV. EXEMPTIONS**

**In accordance with the regulation in force, unsuccessful candidates, who obtained mark(s) equal to/or above 50/100 or 10/20 in previous sessions of the HND national examination, shall keep the said marks for the HND national exam.**

**However, if a candidate sits for a paper that he/she already validated, this shall result in the cancellation of the mark previously obtained in the paper repeated**

## **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 start of the Practical examination.

**Only candidates who are duly registered shall be allowed into the examination hall for the Higher National Diploma Exam, with their National Identity Card.**

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

The examination code and programme shall be the subject of other instruments of the Minister of Higher Education.

This press release shall be registered and published wherever necessary



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