- Students are randomly distribution into stands and committees.
- Students MUST work and be evaluated only in their assigned stands.
- Attendance, punctuality, professionalism, production of group activity reports, dedication to work are important elements for evaluation.
- No student can work in the same committee for more than a year.
- All initiative, colloquium and CCEAF reports must respect provided guidelines and marking schemes. (to be obtained from CERI office or website.
- For group activities, ONLY reports effected by all as one group shall be accepted for evaluation. No excuse for absence or non submission shall be accepted. Reporting guides and correcting schemes shall be scrupulously respected during correction.

4.1.2 ENP Examination: 20%:
Students could be allowed to sit for ENP exam with any study material. ENP Exams are compulsory and no re-sit possible. However, CA activities missed, failed or earned a lower grade can only be re-taken upon special approval and payment of 10,000 to 25,000 f.cfa based on activity for re-sit or catch-up.

4.2 ENP Coaches and Mentors
CERI provides coaching and mentoring activities. Students should obtain appointments to meet experts for guidance and follow up on matters relating to their ENP programs and mindset learning activities. Student (s) who wish to enroll their activity for the incubator program MUST obtain forms from CERI office or website fill and sign adhering to conditions.

4.3 Student Consulting Projects
Student work performed for consulting, social or business projects using the CUIB name, platform, trade or service marks and logos must be reviewed, approved and sponsored by a regularly appointed instrument of CERI.

4.4 Training and classroom Policy
- Course facilitators are under obligation by ENP training approach to encourage collective participation, extensive use of adult learning techniques and avoid any form of discrimination in course delivery and assessment.
- Students must be placed at the centre of the learning process with learning by doing approaches utilizing more of demonstration, case studies, assignments, practical work with minimal lectures.
- Students shall be momentarily required to objectively evaluate one another and the respective course facilitators.
- Use of electronic devices, food and drinks and other behavior that disturb or divert attention in class is prohibited except to aid class work.
- All interaction with ENP TEAM members must be conducted in a professional manner and limited to academic and professional matters.
- Discussions in class, study groups, CERI office during scheduled activities should relate directly to topics pertaining to the academic course or professional matters at hand.
- Student attendance, participation, late coming, premature exit in class and other activities are elements that affect the evaluation of entrepreneurial attitude and form part of student ENP CA scores.
It is required that, students act with integrity in all CERI activities and hold their peers to the same standard.
- It is forbidden to represent another's work as his or her own. Persons may face the disciplinary committee and loose a semester if found guilty.

4.5 Policy on Material for Academic Performance

In the case of take-home examinations and all other graded work handled by CERI, unless otherwise stipulated by the instructor, students may use any written, printed, or otherwise recorded material to find the solution.

4.6 Students with special conditions.
- Students in special medical conditions requiring absence should obtain approbation from the Chief of the Health Unit. The form must be sent to the School/College copying the Provost for final approval.
- Students with grave emotional difficulties such as death in the family, should visit the Campus Ministry which will work with the School or College in appropriate cases to find a solution before informing CERI.
- Otherwise, students are expected to be available at all CERI scheduled activities and not approach instructors with requests to delay reports, assignment submission or to make special accommodations.

4.7 Attending to Students' complaints
All complaints should be addressed through the executive secretary using a provided form from the CERI office. If not resolved it may move to the ENP Course coordinator and to the Director. These must be resolved within three working days depending on the nature of the complaint.
a) Viewing and Correcting ENP Marks.
-ENP Continuous assessment marks shall be sent to the respective research schools and colleges for viewing by students who shall have two weeks to view and apply for correction through the Executive Secretary to the Director.
- The Course coordinator shall investigate complaints and make recommendations to the Director for approval before sending to the Office of Exams and Records for appropriate action.
b) Attendance, Absences, Re-taking a course
- Students who wish may collect an application form to take voluntary activity to get additional experience, remake absence or attendances in an ENP program. The activity may be taken for a latter grade or pass/fail grading, following all standard grading policies. This shall attract an application fee ranging from 15,000 to 25,000 depending on the level of supervision, material required and the activity requiring re-sit.
- Late registration shall attract an additional mobilization fee of 10,000 francs. Which should be paid to the CERI bank account and non cash receipt obtained at the CERI Office.
c) Request for Information/Documents from CERI
1. The applicant fills a request form and submits to CERI main office.
2. The Director specifies action (approves, rejects, etc) to the Executive secretary, for follow up and execution within 3 working days.
d) Deviation, Petitions and Substitutions

CATHOLIC UNIVERSITY INSTITUTE OF BUEA (CUIB)
The Entrepreneurial   University

CENTRE FOR ENTREPRENEURSHIP RESEARCH AND INNOVATION
(CERI)

Policy & Procedure
GUIDE

Entrepreneurship Training & Practice
ENP

1.0 Introduction

The Centre for Entrepreneurship, Research and Innovation (CERI) was created by His Lordship Mgr. Immanuel BUSHU, Bishop of the Diocese of Buea by a pastoral letter of 29th May 2011 to act as the practical and commercial arm of the University.

2. 0 Shared Values & Principles of CERI

2.1 Vision, Mission, Goals :
- Vision:
The vision of CUIB - CERI is to help students become job creators and not job seekers.
- Mission
The mission of CUIB-CERI is to create an innovative platform for a communion of excellence through practical learning, entrepreneurship and research and community engagement for the benefit of CUIB stakeholders.
- Goals
CERI was created to facilitate a Research Park on the grounds of CUIB to deliver a virtual & real- time entrepreneurial ecosystem to support training & development of entrepreneurs, leaders & innovators within the different disciplines offered by CUIB, focusing largely on the practical & commercial aspects of the institution.

2.2 Objectives

CERI has the following objectives:
- Generate entrepreneurial attitude, behavior and skills amongst students.
- Promote business start-ups by students.
- Use research out puts for activities that would sustain the entrepreneurial program of CUIB.
- Facilitate transition between academic and community integration.

2.3 Values

The operations of CERI are guided by the following core ingredients:

- Economy of Communion (EoC).
- Professionalism.
- Accountability, Commitment & Responsibility to service.
- Innovation & Value creation.

2.4 Slogan

Staff of this unit are motivated to achieve excellence by observing the core values cited above as well as the slogan: " *we make it work*"

2.5 Management Style & Structure:

The leadership and management style of CERI is focussed on exploring the potentials of each and every staff of the unit, placing emphasis on *TEAM work and Collective Participation.*
CERI is headed by the Director who reports to the CERI Management Board (CMB) via the President. Though an extramural centre, CERI may seek the cooperation of other Divisions of the University to raise funds and/or to aid Students acquire skills and experience. The relationship diagram could be found in the full policy and procedure document.

3.0 Goals and Objectives of ENP

3.1 Purpose of the ENP Program:
The focus of ENP is to enhance entrepreneurial capacities amongst students by giving them more autonomy and responsibilities in the learning process through hands-on experiments, reflexive learning, research and application of collective and co-operative learning.

3.2 General Objectives
- To develop graduates who are self-confident, capable, experienced & motivated.
- To Embed entrepreneurial learning opportunities in all disciplines and levels.
- To Promote & support entrepreneurial practices.
- To Provide student with favorable conditions for access to a wide range of learning opportunities (in & out of subject courses of study) for effective start up upon graduation.

4.0 POLICY & PROCEDURE GUIDE

This Guide is complementary to those available from other Schools, colleges and Units that work together to provide services to students and other stakeholders of the university. The CERI main office is official source for all enquiries relating to:
- Student Entrepreneurship Training and Practice (ENP) program;
- Business and commercial activities of the University;
- The student business incubator, and Venture Capital program;
- Continuous Assessment (CA), information and material (scripts, questions, marking guides, statistics, class attendance sheet, etc).

ENP is built on a framework that guides, challenges and empower students to be able to:
- Identify income generating ideas,
- Develop a culture of determination,
- Gather accessible tools to create and challenge existing industries.
- Use entrepreneurial values and approaches to solve major problems.
-Apply imagination to challenges to conceive prototype and create solutions that deliver environmental, social and economic value.

Our students are groomed to understand that there is no need to wait for large and complex infrastructures and organizations to be able to transform ideas generated into tangible solutions. Typically, as budding entrepreneurs they are trained to be on a personal mission to make the world a better place for people around them upon completion.

4.1 ENP Courses & Programs

The weighting and scoring of ENP Course and programs are designed to put students at the centre of the learning experience, discouraging tests and inclining towards self learning and skills acquisition.

4.1.1 Continuous Assessment (CA): 80%

a) Class work Requirements(20%):
- Students must sign attendance sheet during and not after each class.
- Perform assignments as recommended by each facilitator and respect submission deadlines.
- Participation in the CUIB-CERI business plan challenge program during commencement week is compulsory as it constitutes CA scores for ENP 401. Students from other levels may challenge Seniors in the contest.
b) Colloquium (10%):
- Students must take part in all monthly guest speakers activities and submit reports based on provided guidelines and marking scheme . Only reports from those who attend and sign presence list shall be graded.
c) Initiative Research Projects 20% /30%:
- Students registered for ENP 101, 102 shall carry out an individual initiative project for at least 8 weeks and submit reports following provided guideline and marking scheme. While those registered for ENP 201, 202 301 and HPR 301, 302 are divided into entrepreneurial base groups to carry out group initiative projects.
d) Entrepreneurial & Academic Fair (CCEAF) 30%./20%

ENTREPRENEURSHIP TRAINING & PRACTICE (ENP)			
CONTINOUS ASSESSMENT: 80%			
#	ACTIVITIES	SEMES-TER	COURSE TITLES/ CODES
		1 **2**	
1	<u>CLASS WORK %</u> a. Assignments b. Attendance	15 25 5 5	ENP 101, 102, 201, 202, 301, 401, HPR 101, 102, 201, 301, 302.
2.	<u>COLLOQUIUM</u> a. Report b. Attendance	7.5 7.5 2.5 2.5	ENP 101, 102, 201, 202, 301, 401, HPR 101, 102, 201, 301, 302.
3	Initiative Research Project	20 30	ENP 101, 102, 201, 202, 301, HPR 101, 102, 201, 301, 302.
4	Booth Camp/ Business Plan C.	- **30**	ENP 401 ONLY
5	CCEAF a. Client b. Supervisor c. Coordination	15 7.5 7.5 -	ENP 101, 201, 301, 401, HPR 101, 201, 301. *- Contribution to goals* *- Professionalism* *- Group activity report*
	Total CA (%)	80 80	HPR: for HND courses ENP 302 for B-TECH:
EXAMINATIONS: 20%			
1	Examination	20 20	ENP 101, 102, 201, 202, 301, 401, HPR 101, 102, 201, 301, 302
	Total %	20 20	