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 ----------

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TO LAUNCH THE APRIL–JUNE 2021 SESSION OF THE HIGHER NATIONAL DIPLOMA (HND) EXAM.

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

The 2021 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 2021 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 (19th to 24th April 2021)**
- Written examination in **June (07th to 12th June 2021)**

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 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 scanned 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: **www.dauq.cm /examens** using the access code provided by the establishment after payment of examination fees;
- A transcript of the first year of the HND cycle signed by competent authorities;

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- 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), or any diploma recognized as equivalent by the Ministry of Higher Education (a receipt of submission of an equivalence 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 **www.dauq.cm/examens** 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 and signed by competent authorities. This sheet shall be filled and edited on the website: **www.dauq.cm/examens** 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**, or an equivalent diploma 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 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 **www.dauq.cm/examens** 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 2021 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)	8.	Local Government Taxation (LGT)
2.	Assistant Manager (ASM)	9.	Statistics (STT)
3.	Banking and Finance (BFI)	10.	Local Government Administration (LGA)
4.	International Trade (INT)	11.	Accounting and Finance (AFI)
5.	Insurance (INS)	12.	Microfinance (MFI)
6.	Education Management and Administration (EMA)	13.	Sport Management (SMA)
7.	Didactics, Curriculum Develop and Teaching (DCT)		

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

1.	Hardware Maintenance (HWM)	7.	Project Management (PMA)
2.	Software Engineering (SWE)	8.	Quality Management (QMA)
3.	Printing, Editing and Publishing (PEP)	9.	Information System Management (ISM)
4.	Journalism (JOU)	10.	Events Management (EMA)
5.	Advertising and Public Relations (APR)	11.	Corporate Communication (COC)
6.	Industrial Computing and Automation (ICA)		

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

1.	Telecommunications (TEL)	6.	Fashion, Clothing and Textiles (FCT)
2.	Electrical Power System (EPS)	7.	Mechanical Manufacturing (MEM)
3.	Bakery and Food Processing (BFP)	8.	Mechanical Construction (MEC)
4.	Boiler Making and Welding (BMW)	9.	Metal Construction (MCO)
5.	Air Conditioning and Refrigeration (ACR)	10.	Computer Sciences Networks (CSN)

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 (CET)	10.	Marketing, Trade, Sale (MTS)
2.	Hotel Management and Catering (HMC)	11.	Electronics (ELN)
3.	Tourism and Travel Agency Management (TAT)	12.	Risk Management (RMA)
4.	Human Resource Management (HUR)	13.	Food Technology (FOT)
5.	Agricultural Engineering (AGE)	14.	Agro Pastoral Adviser (APA)
6.	Agricultural Production Technology (AGP)	15.	Management of the Farm Enterprise (MFE)
7.	Crop Production Technology (CPT)	16.	Electrotechnics (ELT)
8.	Supply of Potable Water and Hydro Agricultural Arrangement (SPW)	17.	Building Construction and Rural Road (BCR)
9.	Animal Production Technology (APT)		

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 (MLS)	24.	Quality Management (QMA)
2.	Medical Imaging Technology (MIT)	25.	Sustainability and Renewable Energy (SRE)
3.	Nursing (NUS)	26.	Networks and Security (NWS)
4.	Health Care Management (HCM)	27.	Data Base Management (DBM)
5.	Ultra Sonography (ULS)	28.	Port and Shipping Management (PSM)
6.	Midwifery (MID)	29.	Logistics and Transport Management (LTM)
7.	Pharmacy Technology (PHT)	30.	Computer Graphics and Web Design (CWD)
8.	Nutrition and Dietetics (NUD)	31.	Maintenance and Management of Fluid System (MMF)
9.	Dental Therapy (DTH)	32.	Chemical Manufacturing (CHM)
10.	Physiotherapy (PHY)	33.	Chemical Laboratory Technology (CHL)
11.	Urban Planning (UPL)	34.	Chemical Process Technology (CHP)
12.	Quarry Operations (QOP)	35.	Petroleum Logistics (PLO)
13.	Topography (TOP)	36.	Petroleum System and Exploitation (PSE)
14.	Geotechnics (GEO)	37.	Graphic Design (GDE)

15.	Operation of Air Transport (OAT)	38.	Interior Design (IDE)
16.	Product Design (PDE)	39.	Land Law (LAL)
17.	Fashion Design (FDE)	40.	Stock Market Career (SMC)
18.	Legal Assistance (LAS)	41.	Tax Management (TMA)
19.	Business Law (BUL)	42.	Distance and Continuing Education (DCE)
20.	Custom and Transit (CUT)	43.	Vocational Guidance and Counseling (VGC)
21.	Special Education (SPE)	44.	E-commerce and Digital Marketing (EDM)
22.	Joinery and Cabinetmaking (JOC)	45.	Management of Non-Governmental Organization (NGO)
23.	Carpentry (CAR)	46.	Building Science and Technology (BST)

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 2019 will be allowed to present candidates for the current session of the Higher National Diploma, in the fields, specialties or options concerned.

III. 2 The Heads of the said establishments shall forward the registration files of their candidates online, **latest Friday 26ᵗʰ March 2021**

III.3 External candidates shall submit complete application files **online, latest Friday** 26ᵗʰ March 2021.

III.4 The penalty for late submission of application files shall amount to a sum of ten thousand francs **(FCFA 10 000) CFA** per file, for files deposited between **Monday 29ᵗʰ March and thursday 1ˢᵗ April 2021.**

III.5 The Chiefs of Centre, after the verification of internship attestations and transcript of the second year of HND, shall forward the reports for the defence of internship reports and supervised projects to the National Committee, **latest Friday 21ˢᵗ May 2021.**

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

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 subject to 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