MUBAS SARIS Programme – GPA Rules and Gradebooks Setup

Period: 12th to 23rd October 2026 **Venue:** MUBAS, ODeL Room 203

Participants:

1. UNIMA ICT Team: 8 members
2. MUBAS ICT Team: P. Chikumba, P. Kalamula, A. Jika, P. Kayira, J. Chitekwere, P. Banda, I. Banda, J. Phalula, C. Thomas
3. MUBAS Registry: DUR Academic, Grivin Kanyoza, Innocent Mbewe, Lameck Gausi
4. MUBAS Finance: Representative
5. MUBAS AQA: Representative
6. MUBAS R&I: Martin Msendema

#	Date	Activity	Responsibilities

1	Mon. 12th Oct. '26	• Preparatory meeting
		  ○ Demonstration of MUBAS SARIS registration and grade entry functions to MUBAS participants
		  ○ Discussions on:
		  ▪ repeaters in MUBAS SARIS
		  ▪ the decision tree on GPA rules and gradebooks
		  ▪ the module evaluations by students
			Lead: P. Chikumba (MUBAS)
			Co-Lead: M. Msendema
			
			All MUBAS Participants

2	Tue. 13th Oct. '26	• Discussions on the GPA rules decision tree interpretation • How to set up in the GPA rules and gradebooks in MUBAS SARIS • Requirements of the module evaluations by students	**Lead:** R. Misomali (UNIMA) **Co-Lead:** A. Jika (MUBAS) UNIMA ICT Team; all MUBAS Participants
3	Wed. 14th to Fri. 16th Oct.'26	• Setting up the GPA rules and gradebooks in MUBAS SARIS	**Lead:** R. Misomali (UNIMA) **Co-Lead:** P. Kalamula (MUBAS) UNIMA ICT Team; MUBAS ICT Team
6	Mon. 19th to Fri. 23rd Oct.'26	• Setting up the GPA rules and gradebooks in MUBAS SARIS • Migrating grades for repeaters into MUBAS SARIS • Testing and refining the grade processing and gradebook generation • Testing the module evaluation by AQA department	**Lead:** R. Misomali (UNIMA) **Co-Lead:** P. Kalamula (MUBAS) UNIMA ICT Team; MUBAS ICT Team MUBAS Registry; MUBAS AQA Dept

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