Hereunder are some duties to be carried out by the lecturers based on the Epoka University Academic Regulation as it is listed below:

* Submitting of the mid-term/final exam file;
* Conducting the final exam and evaluation with final grades;
* Signing the grades form to be printed out in two copies;
* Placing the exam sheets to the envelope;
* Submitting the Answer Key
* Delivering of the course file

The documents to be included in the course file are listed below:

* Syllabus of the course
* Lecture notes and presentations based on the syllabus.
* Questions and answers of Mid-Term/Final Exam.
* Homework and Assignments.
* Quizzes and answer keys.
* Exams Attendance list
* Final list of grades.