



MULUNGUSHI UNIVERSITY
Pursuing the frontiers of knowledge

An Extract of

REVISED ACADEMIC REGULATIONS

(As Approved by Senate on 26th August 2016)

INTRODUCTION

Mulungushi University shall be an equal opportunity higher education service provider. It will offer opportunities for higher education to all persons meeting the admission criteria regardless of their colour, race, citizenship, creed, gender, political opinion or religion. The educational facilities of the University will be made accessible on specific terms to all persons equipped to benefit from their use.

Outlined below is an extract of the revised academic regulations

4.0 PRESCRIBED FEES

All students shall be required to pay prescribed fees.

5.0 ENROLMENT AND COURSE REGULATIONS

5.1 General

5.1.1 Students shall register in the University in a course of study leading to a degree, diploma or certificate at the beginning of the academic year in accordance with the registration time-table published for that year, and shall thereafter re-register at the prescribed time while pursuing his/her studies provided that, where a student is by reason of illness or of exceptional circumstances beyond his/her control, unable to register in due time, he/she may register late if he/she produces a medical certificate or reasonable evidence of the exceptional circumstances relied upon, provided no student shall be allowed to register after the deadline prescribed for late registration.

5.1.2 **Distance Education Students** shall register in accordance with the rules applicable to the Institute of Distance Education and the registration time-table.

- (a) Attendance of Residential School is compulsory
- (b) Registration should be done before residential School

5.1.3 Transition from Institute of Distance Education Study to Full-Time Study and vice-versa

- (a) Transition from Institute of Distance Education study and vice-versa where available shall be allowed on permission of Senate provided that no student shall be registered in Distance and Full Time Mode at the same time.

5.1.4 Full-Time Enrolment

A student who registers for 60% or more of the normal workload of the Semester for a degree, diploma or certificate, shall be registered as a full-time student. The maximum number of courses per semester when permitted by the Dean/Director to take overload is six (6) courses.

5.1.5 Part-Time Enrollment

A student who registers for less than 60% of the normal workload of the Semester for a degree, diploma or certificate shall be registered as a part-time student.

5.1.6 Senate Approval

The course of study for every student shall require the approval of the Senate, provided that:

- (a) The Senate may delegate to the Dean of the School or Director within which the student is registered, the power to give such approval;
- (b) Where options are prescribed for a course of study, the Senate, on the advice of the Board of Studies of the appropriate School/Directorate, may determine which of them shall be available in any academic year.
- (c) A student pursuing a course of study for a degree may, with the approval of the appropriate Board of Studies take a course(s) in a Semester in which the course(s) is not offered provided it involves sufficient number of students taking that course. The University may impose an extra fee on the students to cover provision of such a course(s).

5.1.7 Course Registration with other Units

A student pursuing a course of study for a degree may, with the approval of the appropriate Board of Studies or Senate, register for a course or courses in any other School.

5.1.8 Late Registration

Students shall register on the appropriate days as set out in the time-table but in no case shall a student be accepted later than the prescribed deadline for late registration.

5.1.9 Alterations to Programmes and Courses of Study

A student who, upon having completed registration, wishes to alter his/her course of study, may apply to the Board of Studies through the Dean of the School upon the conditions in Clause **a** or **b** below (as the case may require) of this regulation for leave to add, substitute or withdraw from any course or subject.

- (a) All applications to add, substitute or delete a course or change programme of study (subject) shall require the permission of the Dean/Director of the relevant school/Centre and shall be lodged with the Dean/Director of the School/Centre in which the student is registered not later than second week of the Semester after the commencement of lectures in that course. In case of Change of Programme of Study, the candidate shall require permission from the Dean/Director of the new programme he/she is applying for.
- (b) A student pursuing studies for a degree, diploma or certificate, who wishes to terminate his/her studies shall give notice in writing to the Dean of the School of his/her intention to discontinue his/her studies. If the Dean of the School, after investigating the circumstances, is satisfied that the reasons for the withdraw of the student are genuine he/she shall inform the student in writing that he/she has been granted permission to withdraw from the studies. The Dean of the School shall also inform the Dean of Students in writing of his/her final decision.
- (c) Any student who has been granted permission by the Dean of a School to withdraw from studies, may apply for readmission to such studies and the Senate shall authorize the re-admission of that student subject to any such conditions as it thinks fit, including, without limiting the generality of the foregoing, a condition that he/she repeats and passes in such courses as he/she has already taken as the Senate may specify.

- (d) Where a student withdraws from his/her first year in the University within two weeks of commencement of lectures, he/she shall be regarded as a new entrant should he/she wish to apply for admission in the future.
- (e) A student who wishes to interrupt his/her course of study shall seek and obtain leave of absence from the appropriate Dean of the School. A student interrupting a course of study without leave of absence may be excluded by the Senate on the recommendation of the appropriate Board of Studies.

5.3 Student's Responsibility

5.3.1 Subject to the provision for admission by transfer and to the express provision of any other regulation, every candidate for a degree, diploma or certificate shall be required to:

- (a) Register as a student in the University.
- (b) Follow a prescribed course of study in the order prescribed or indicated in accordance with the regulations governing the course of study.
- (c) Keep terms (i.e. abide by all conditions laid down by the Senate) in each course or subject and shall:
 - i. Attend classes to the satisfaction of the Senate; and
 - ii. Perform to the satisfaction of the Senate such oral, practical, written and other work as the Senate may require.

5.3.2 Where a student is required to attend a course of lectures, he/she shall not be taken to have satisfied this requirement unless he/she attends at least 80 percent of the lectures in that course. Those students who do not fulfill this requirement will not be permitted to sit for examinations.

5.4 Exemptions

5.4.1 Subject to these regulations, in any case where a candidate has done the whole or part of the work in a course of study for any degree or diploma of the University;

- (a) He/she shall receive credit for courses passed as determined by the School;

- (b) He/she may not receive credit in excess of $\frac{1}{4}$ of the requirements of a degree or a diploma of the University.
- (c) Where a person seeks credit for work done in another institution to enter any programme of study or register for any course or subject in the University, that person shall be registered subject to approval of Senate on the recommendation of the Board of Studies.
- (d) All requests for course exemptions shall attract an appropriate charge determined by the office of the Bursar.

6.0 PROGRESSION RULES

6.1 Every student shall be required to maintain a minimum rate of progress in a course of study to be permitted to continue with his/her studies.

- (i) A student who passes all his or her semester courses and has no arrears shall proceed to the next semester or graduate as the case may be. *Clear Pass*
- (ii) A student who fails three or less courses in a Semester and has no failed courses from previous Semesters shall be allowed to proceed to the next semester and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be passed before the student is allowed to take the higher course. *Proceed and Repeat*
- (iii) A student who fails three or less courses in a Semester and has two (2) or one (1) failed course(s) from previous Semesters shall be allowed to proceed to the next semester and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be cleared before the student is allowed to take the higher course. *Proceed and Repeat*
- (iv) A student who has failed a non core course three times shall not be entitled to register in that course unless with permission from Senate. The School may propose an alternative course for the student.
- (v) A Student who repeatedly fails core courses in his study program may be allowed to change Program provided they shall meet the requirements of the new programme. *Change Program*
- (vi) A student who fails five (5) courses in one semester shall be excluded from the program. Such a student can apply for readmission after one semester.

6.2 PART-TIME

- 6.2.1 A student carrying more than five (5) cumulative uncleared failed courses goes to Part-Time.
- 6.2.2 A student who fails Four (4 courses) in a Semester goes to Part-Time to clear all failed courses before proceeding to full time.
- 6.2.3 A student on Part-time can register up to Three (3) courses in a Semester.

6.3 ALLOWABLE MAXIMUM PERIOD OF STUDY

6.3.1 Notwithstanding the provision of Section 6.1 and 6.2 above, a student is required to complete his/her studies within a prescribed period. No student who has not completed his/her studies by the end of the allowable maximum period of study shall be entitled to further registration in the University. The following maximum periods shall be allowed for study.

(i) **Degree – Full Time**

Four (4) years beyond the normal period of study.

(ii) **Degree Evening Classes**

Five (5) years beyond the normal period of study.

(iii) **Degree – Distance**

Six (6) years beyond the normal period of study.

(iv) **Diploma or Certificate – Full time**

Two (2) years beyond the normal period of study

(v) **Diploma or Certificate - Distance**

Three (3) years beyond normal period of study.

(vi) **Diploma or Certificate Evening Classes**

Three (3) years beyond normal period of study

(vii) **Master’s Degree**

Two years beyond the normal period of study.

(viii) **Doctoral Degree**

Four (4) years beyond the normal period of study

6.4 Absence from any examination

Where a student is absent from any examination and the Board of Examiners is of the opinion after investigating the circumstances that his/her absence was inexcusable the student shall fail the course.

6.5 Registration

- (a) To be a bonafide student of Mulungushi University, a student shall be required to register each semester.
- (b) Applications for permission to register must be made on the appropriate form and be submitted with the prescribed fee to the Registrar of the University no later than the advertised date in the academic year in which the student wishes to register, provided that:
 - i. Such application shall be for registration in a course of study not different from the one of which the student was excluded due to failure to make sufficient academic progress; or may be allowed to take a course different from the one of which the student was excluded.
- (c) In granting a student permission to register the Senate may impose on the student such conditions as it thinks fit:
 - i. In relation to the minimum academic progress he/she must make in the semester;
 - ii. In relation to his/her future course of study.

7.0 BAR FROM WRITING FINAL EXAMINATION

7.1 Unsatisfactory Progress During the Academic Year

Every student shall be required to maintain a minimum rate of progress;

- (a) The Board of Studies may, on the recommendation of the Head of Department, exclude any student from writing an examination in a particular course or subject in a department on the grounds of unsatisfactory progress in such course or subject and such a student, if

he/she so wishes, shall have the right to appeal to the Senate. All students recommended for exclusion under this clause shall be informed individually by the Dean of the appropriate School. Such students may lodge an appeal against their exclusion within one week following notification of their exclusion to the Chairperson of Senate.

10.0 EXAMINATION MANAGEMENT PROCEDURES

10.1 CONDUCT OF EXAMINATION REGULATIONS

- 10.1.1** The examination shall comprise such written, oral and practical tests as the Boards of Studies may determine.
- 10.1.2 To be eligible to present himself/herself for examination in a paper, course or subject a candidate must have enrolled and registered as a student in the University and must have dully performed the work of the year/semester as specified by the School.
- 10.1.3 No candidate shall be examined in any paper, course or subject at any other time other than that set down for him/her in the timetable except in exceptional circumstances.

10.2 REGISTRATION FOR EXAMINATIONS

- 10.2.1 The student shall have registered with the Registrar for courses, papers or subjects in which he/she wishes to be examined at the beginning of the semester.
- 10.2.2** Prior to commencement of examinations a student shall require confirmation of courses for which he/she had registered with Academic Office. Such confirmation shall be conducted by the mid-semester break.
- 10.2.3 Students shall collect examination slips at least two weeks before examinations.

10.3 TIME AND VENUE

- 10.3.1 Except when otherwise provided for, Sessional examinations shall be held at the end of each semester.
- 10.3.2 Examinations conducted by the University shall be held at the places/venues and times specified in the examination time-table as published by the authority of the Senate.

10.4 EXAMINATION TIME – TABLE:

- 10.4.1 Two draft timetables and a final timetable shall be posted on all official notice boards and website.
- 10.4.2 All Changes to the draft examinations time-table shall only be communicated through the Dean/Director of the School/Directorate.
- 10.4.3 The posting of the final timetable on the notice boards and student portal shall constitute the formal publication of the examinations timetable. Thereafter candidates shall not be expected to claim ignorance of the dates, times, and venues of the examinations.

10.5 MANAGEMENT OF EXAMINATIONS

- 10.5.1 Results of the continuous assessment (CA) shall be made available and posted on notice Board of the School and student portal using student numbers only by the responsible lecturer and submitted to the respective Schools five (5) days before commencement of examinations.
- 10.5.2 The examination slip showing the courses for which the student wishes to be examined shall be presented to the examination officials at the examination hall/room every time the student attends an examination and the officials shall ensure that the course being examined on that day and in that place is one that appears on the student's registration slip.
- 10.5.3 In addition to the examination registration slip, the student shall present to the examination officials at the hall/room his/her identity card and the officials shall ensure that the name and computer number on the Identity card are the same as those on the examination registration slip.
- 10.5.4 The examination officials shall conduct a search for any unauthorized materials before the student is allowed into the examination hall/room. Where suspicion has been raised, the Chief Invigilator may order a more thorough search of the said student. For purposes of propriety and decency, female students shall be searched by female officials while male students shall be searched by male officials.
- 10.5.5 No candidate shall be allowed to enter the examination room later than thirty (30) minutes after the beginning of the examination nor to leave the examination room until thirty (30) minutes have elapsed from the beginning of the examination and then only with the permission of the Chief Invigilator. Further, no candidate shall be allowed to leave the examination room during the last thirty (30) minutes of the

examination. No candidate shall leave the examination room without the approval of the Chief Invigilator and without being escorted.

- 10.5.6 No candidate shall be admitted to an examination room after he/she has left unless during the full period of his/her absence he/she has been under approved supervision.
- 10.5.7 It shall be the responsibility of the candidate to produce a script that is clearly legible for the Examiner to evaluate.
- 10.5.8 The Course lecturer shall mark and submit the results to the Dean/Director of the respective School through the Head of Department within prescribed period of marking the examination.
- 10.5.9 The Board of Examiners in each School shall deliberate on and moderate the examination results. The Dean/Director shall submit the moderated results to Senate through the Academic office.

10.5.10 Incomplete Work

Senate shall not approve schedules of Examination results presented to it for approval. Such incomplete work shall instead be referred back the concerned School Board of Examiners.

- 10.5.11 Academic Office shall retain custody of marked examination scripts for at least five (5) years after which they shall be destroyed.
- 10.5.12 A report by an invigilator that a candidate has committed an examination offence shall immediately be submitted in writing to the Registrar who shall refer it to the Senate Committee on Examination Irregularities. The Registrar shall notify the candidate concerned in writing of the complaint and he/she shall be invited to state in writing his/her answer. For the purpose of this regulation an examination offence includes any breach of rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any examination.
- 10.5.13 In all other offences, students shall be allowed to continue writing subsequent examination; except for riotous and disorderly behaviour; being in possession of unauthorized items including cell phones.

11.0 ASSESSMENT GRADES

The Assessment Grades shall be as set out below:

P	Pass in Supplementary Examination
F	Fail in Supplementary Examination
S	Pass in Practicals, Attachments and Seminars
DF	Deferred Examination
NE	No examination taken
LP	Left without permission
DQ	Disqualified
WP	Withdraw with permission
IN	Incomplete
DC	Deceased
CP	Compensatory Pass
U	Fail in practicals and attachments

12.0 GRADING SYSTEM FOR CERTIFICATE/DIPLOMA/DEGREE PROGRAMMES OF THE UNIVERSITY

Grade	Points	Percentage	Description
A+	2.5	86 and above	Distinction
A	2.0	76-85	Distinction
B+	1.5	66-75	Merit
B	1.0	60-65	Credit
C+	0.5	55-59	Clear Pass
C	0	50 - 54	Bare Pass
D+	0	45 - 49	Bare Fail
D	0	44 and below	Fail

13.0 DEGREE CLASSIFICATION SYSTEM

Cumulative points from 20 Courses at 3 rd & 4 th Year Level	Degree Classification
40 Points and above	Distinction
30 – 39.9 Points	Merit
20 – 29.9 Points	Credit
Less than 20 Points	Pass

13.1 In assessing the performance of a candidate in a course the examiners shall.

- Take into consideration the work done by the candidate during the semester, along with performance in the examination; and
- Give due weight to reports on practical work and oral examinations wherever these are required.

- c) Where oral work is required for a course or subject, unless otherwise provided, a pass in it shall be required.

14.0 DEFERRED EXAMINATIONS

- 14.1 A candidate, who through illness or other reasonable cause is unable to present himself/herself for an examination, session or otherwise, may make an application to the Dean of the School for deferred examination(s). Such application shall be done before commencement of Sessional Examinations or during Sessional Examinations if illness occurs during examinations.
- 14.2 The Dean/Director may, after consideration of any application, permit the applicant to present himself/herself at a deferred examination(s). The results of a deferred examination shall be treated in a similar manner as those obtained at scheduled Sessional Examinations.

15.0 COMPENSATORY PASS

- 15.1 Under special circumstances, when a student is unable to complete the requirements for a course and he/she is deemed by the School Board of Examiners to be a good student, the Senate may upon the recommendation of the Board of Examiners award a Compensatory Pass in that course.

16.0 CONFERMENT OF DEGREES AND GRANTING OF DIPLOMAS AND CERTIFICATES

- 16.1 No person is entitled to describe himself/herself as holding a degree, diploma or certificate granted by the University unless the qualification has been awarded either in person or in absentia at convocation in accordance with a general resolution of the Senate.
- 16.2 A student who wishes a qualification to be awarded must make an application for the award in the form prescribed from time to time under the authority of the Senate whether it is desired that the degree, diploma or certificate be awarded in person or in absentia.
- 16.3 Notwithstanding anything to the contrary in this regulation, a degree may be awarded posthumously within the twelve months after a person has fulfilled the conditions prescribed for admission to the degree. Accumulation of points towards the final degree classification should start from the third year level courses.

20.0 BREACHES AND PENALTIES REGULATIONS

20.1 BREACHES AND PENALTIES

20.1.1 Failure to present student identity card and examination slip for that semester examination at the entrance to the examination hall.

Penalty

The student shall be barred from writing the examinations.

20.1.2 Writing before such instruction at the beginning of examinations, or, continuing writing after expiry of time as announced by the Chief Invigilator.

Penalty

The student shall have his/her results in the particular course reduced to the next lower grade.

20.1.3 Being found while writing an examination with pre-written answers, unauthorized written or printed materials, or other unauthorized items including cell phone.

Penalty

The student shall be expelled from the University.

20.1.4 Aiding or attempting to obtain aid, or, communicating with another student during the examination.

Penalty

The student shall be expelled from the University.

20.1.5 Writing names on answer booklets or not writing student identification numbers.

Penalty

Upon the reports of the Chief Invigilator to the Dean/Director the student shall have his/her results grade in the particular course reduced to the next lower grade.

20.1.6 Disorderly or riotous conduct during the examination, such as refusing to obey instructions, refusing to sit for examination as specified in the timetable and abusive language etc.

Penalty

The student shall be expelled from the University.

20.1.7 Student found guilty of an examination breach, and who is deemed to be a repeat offender of examination breaches (i.e. the current breach is a second offence) during their current programme of study at the University.

Penalty

The Student shall be expelled from the University.

20.1.8 Student leaving the examination room/hall with an answer script.

Penalty

The student will be deemed to have failed that examination and a suspension for one academic year shall be imposed.

22.0 PLAGIARISM

Students shall be required to produce original work and shall properly acknowledge the source of any piece of information so used.

Any plagiarized work will be failed/or nullified – Repeat offenders shall be expelled.

23.0 PROVISION FOR APPEALS

23.1 Any student who feels aggrieved over any matter be it academic or otherwise may appeal in writing to the Vice-Chancellor within fourteen (14) days of the incident complained of.