

BINDURA UNIVERSITY OF SCIENCE EDUCATION

GENERAL ACADEMIC REGULATIONS FOR POST GRADUATE DIPLOMAS AND MASTERS DEGREES BY COURSE WORK

1. Preamble

- 1.1 The Senate shall be the final authority for the interpretation of these Regulations.
- 1.2 The Senate reserves the right to alter, amend, repeal, suspend or replace any of these Regulations.
- 1.3 The Senate has the power to exempt any student from any of the Regulations.
- 1.4 A student who has started a programme of study following one set of Regulations shall, normally, not be affected by Regulations subsequently adopted unless agreed to in writing by the student.
- 1.5 There shall be Academic Regulations for each Faculty which shall be subject to approval by the Senate and which shall include provision for admission to Programmes.
- 1.6 The General Academic Regulations shall take precedence over the Programme and Faculty Regulations.
- 1.7 Course Descriptions will not form part of the General or Faculty Regulations but shall be submitted to the appropriate Faculty Board for approval.
- 1.8 In these regulations the following terms shall be used as described:-
“**Programme**”, a plan of study lasting over a period of time which leads to the award of a diploma or a degree of the University.

“**Part**”, a defined portion of a Programme.

“**Subject**”, a field of study offered by a Department or Departments.

“**Course**”, a separately examinable component within a Subject. A full course is one which shall involve 48 hours of contact time between students and an academic member of staff. A double course is one which shall involve 96 hours of contact time and a half course is one which shall involve 24 hours of contact time.

“**Project**”, a defined practical assignment which is separately examinable.

“Professional Attachment”, a prescribed period of hands-on Attachment experience in a relevant professional setting.

“Continuous Assessment”, prescribed assignments to be completed within a given period and forming part of a course.

A schedule of a Programme, Subjects and Courses and their codes shall be maintained by the Registrar. These codes shall be alpha/numerical, alphabetical codes being used to identify Programmes and Subjects prefixing numerical course codes being used to indicate the level of study and individual examination components (units) within that course.

2. Entry Requirements

2.1 Post Graduate Diplomas

The normal entrance requirement shall be an appropriate Degree, professional qualification and professional experience or approved equivalent qualifications.

2.1.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

2.1.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements concerning entry. Faculty Regulations shall prescribe such additional requirements.

2.2 Masters Degree by Course Work

The normal entrance requirement shall be an appropriate Degree, professional qualification and professional experience or approved equivalent qualifications.

2.2.1 Other qualifications may be considered by the Senate on the recommendation of the Department and Faculty concerned. Normally, for such qualifications the University shall require proof of relevant experience and may require applicants to pass a qualifying examination to decide on their acceptability for admission.

2.2.2 For admission to a particular programme of study and/or for subjects/courses within the programme there may be specific restrictions on the choice of subjects in the general requirements and/or additional requirements concerning entry. Faculty Regulations shall prescribe such additional requirements.

2.2 A student cannot be simultaneously registered for a Post Graduate Diploma Programme and for a Masters Degree Programme of the same title.

2.3 Medium of Instruction

The medium of instruction in the University is English and therefore a pass in English Language at Ordinary Level or equivalent is a pre requisite

3 FACULTY REGULATIONS

There shall be Faculty Regulations which should be read in conjunction with the General Academic Regulations.

For admission to a Programme of study and/or for Subject/Courses within the Program there may be specific restrictions on the choice of subjects and additional requirements for entry. Faculty Regulations may prescribe additional requirements.

4. SUBMISSION OF APPLICATIONS

4.1 Post Graduate Diplomas and Masters Degrees by Course Work.

4.1.1 Applications shall be submitted on the official forms.

4.1.2 Application forms shall be submitted by the closing dates as Advertised.

4.1.3 Late applications may be considered upon payment of the prescribed late application fee.

5. DURATION OF PROGRAMMES

5.1 Post Graduate Diplomas

The minimum duration of the Post Graduate Diploma Programs shall be:-
Full-time - twelve months

5.2 Masters Degrees by Course Work

The minimum duration of the Masters Program by Course work shall be:-

Full-time - eighteen months.

6. STRUCTURE OF PROGRAMES

- 6.1 Programs may be divided into Parts.
- 6.2 The year of study shall comprise of 52 weeks with approved periods of vacation.
- 6.3 The possible combination of Courses within Subjects shall be in accordance with the Faculty Regulations and shall be subject to approval by the Chairpersons of Departments and the Dean concerned.

6.4 *Course Work Component*

The course work component of a Post Graduate Diploma programme will constitute no more than two thirds of the course work component of a Masters Degree programme of the same title.

6.5 *Research Component*

6.5.1 Post Graduate Diploma Programmes shall contain a research work component, which shall be 20% of the full programme.

6.5.2 Masters Degrees by Course Work Programmes shall contain a research work as well as a coursework component. The research component shall be 40% of the full programme.

7. MARKING SCHEME AND CLASSIFICATION

7.1 Post Graduate Diplomas and Masters Degrees by Course Work

Post Graduate Diplomas and Masters degrees and Courses by Course work shall be awarded in the following categories: Distinction, Merit, Credit and Pass.

The following Marking Scheme shall be used for the Courses and Programmes:

80% and above	-	Distinction
70% - 79%	-	Merit
60% - 69%	-	Credit
50% - 59%	-	Pass
Below 50%	-	Fail

8. ASSESSMENT OF CANDIDATES

8.1 Post Graduate Diplomas and Masters Degrees by Course Work

- 8.1.1 Normally, evaluation shall be based on continuous assessment, dissertation and formal examinations. The percentage allocation of each component of the assessment shall be set by the Senate on the recommendation of the appropriate Faculty Board.
- 8.1.2 Satisfactory completion of Courses may require submission of written work, attendance of lectures, seminars, tutorials, professional attachment and other activities as stated in the Faculty Regulations.
- 8.1.3 Each Department shall determine items of the course to be included in the continuous assessment and shall define the relative weighting assigned to each item. Each Department shall inform the students of these details at the beginning of the course and shall maintain written records of each student's performance on these elements of continuous assessment. Items incorporated in the continuous assessment include assignments, tests, essays and projects.
- 8.1.4 External Examiners shall be appointed to moderate all formal examination
- 8.1.5 All matters relating to the conduct of formal examinations shall be the responsibility of the Registrar.
- 8.1.6 To be admitted to any formal examination, a candidate shall:
- (a) be registered as a student of the University in accordance with the General Academic Regulations;
 - (b) have satisfactorily completed approved Courses of study at the University.
- 8.1.7 Candidates may be excluded from a formal examination by the Senate.
- 8.1.8 Candidates shall be required to attend a viva voce examination before a Departmental Board of Examiners. The viva voce shall contribute 15% to the final project mark.

9. DETERMINATION OF CANDIDATE'S RESULTS

9.1 Post Graduate Diploma and Masters Degree by Course Work

9.1.1 Results shall be determined by the Senate on the recommendation of the Faculty Board of Examiners.

9.1.2 Faculty Board of Examiners shall consist of the Dean of the Faculty, the Chairperson of each Department, the External Examiner for the Department and normally one other academic member of the Department, nominated by the Departmental Panel from each Department involved in the subjects for that examination.

9.2 *The Faculty Board shall:*

9.2.1 Consider the recommendations of the Panel of Examiners and recommend to the Senate an overall result for each candidate and any other conditions as it may deem appropriate;

9.2.2 Make recommendations to the Senate with regard to the award of any prizes which may be available for candidates within the programme.

9.2.3 Departmental Panel of Examiners shall comprise all full-time lecturing staff in that Department, the External Examiner(s) and, where appropriate, as determined by the Departmental Panel, Part-time Lecturers for the course/subject concerned.

9.3 **The Departmental Panel of Examiners shall:**

9.3.1 agree, for each candidate, marks in terms of percentages, for continuous assessment, for the dissertation where applicable, for the formal examination and overall course work in terms of the Faculty Regulations for courses;

9.3.2 recommend to the Faculty Board of Examiners whether a candidate should pass the relevant course(s) and subject(s) taken, and recommend the category of passing;

9.3.3 where subject/course prizes are available for award ,make recommendations for the award of these prizes.

9.3.4 In determining results, Departmental Panel of Examiners and Faculty Board of Examiners shall have regard to all special requirements as prescribed in the Faculty Regulations. Such regulations may require candidates to satisfy the examiners in continuous assessment, dissertation and formal examination in individual components of the examination either separately or in aggregate.

10. FAILURE TO SATISFY EXAMINERS

10.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by the Senate to 'repeat' or to 'withdraw'.

10.1.1 *'Repeat'* means that the student may apply for re-admission into the same Programme and his/her application shall be considered through the normal procedures. This measure would normally be taken in respect of a student who has failed in a Programme. Such a candidate shall be re-admitted only if a place is available after normal entry candidates have registered.

If a student is repeating a course(s); he/she shall only be credited with the marks obtained during the 'repeat' examination. Nevertheless, where this is provided in the Faculty regulations a 'repeat' student may be exempted from re-attendance and re-examination in any course(s) in which he/she previously passed, or may take another approved course or other approved Courses instead of the course(s) previously passed. Exemptions shall be granted only in those cases where a candidate has scored an upper second class or better pass.

10.1.2 *'Withdraw'* means that the student shall withdraw from the University. This measure would normally be taken in respect of a student who has either failed in two programmes or failed overall twice in one Part of one Programme. Once 'withdrawn' the student may not apply again for admission until after a period of two years has elapsed.

10.2 Where a dissertation or project is prescribed in any programme candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by the Academic Board, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project.

In such cases, on the recommendation of the Examiners, candidates may be permitted to submit the dissertation or project at a later date,

normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

10.3 Re-submission of Dissertation

Where circumstances justify such action, the Board of Examiners may recommend to the Senate that either the candidate be permitted to re-submit his/her dissertation in revised form, within three months of the decision of the Senate in that regard; or the candidate be required to make editorial amendments to his/her dissertation to the satisfaction of the Chairperson of the Department concerned before lodgment of the final bound copies of the dissertation.

- 10.4 Where a dissertation of project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project.
- 10.5 Unless the Senate Executive Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of the Examiners, the candidate may be permitted to submit the dissertation or project at later date, normally within three months of the original submission deadline.
- 10.6 A candidate who attains a final mark of 40 - 49 % can resubmit a revised version of the original project/dissertation within three months from publication of the results. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.
- 10.7 A candidate who decides to start on a new project or dissertation shall fail the original one and be awarded the attained mark for the new project/dissertation which shall be submitted not later than six (6) months from the date of publication of results for the failed one.
- 10.8 A candidate studying for a Masters' programme who by the time of expiry of the residence period for that programme fails to pass/complete/attempt the dissertation but has passed all the required taught courses in the programme shall be awarded a Postgraduate Diploma of the same programme. The candidate shall not be admitted into the same programme in future.

11. APPEALS AGAINST TERMINATION OF STUDIES

- 11.1 Any candidate who, having failed to satisfy the examiners, is required to

withdraw from the University or is to discontinue a programme, shall have a right to appeal.

- 11.2 A committee shall be established by the Senate to consider such appeals.
- 11.3 Any candidate who wishes to lodge an appeal against withdrawal shall do so in writing to the Registrar within 14 days after publication of the examination results.
- 11.4 On appeal, the candidate shall state clearly the grounds of the appeal. Medical grounds shall be substantiated in writing by a medical practitioner registered in terms of the Health Professions Act. Any other evidence which the candidate wishes to submit in support of his/her case shall also be lodged with the written appeal.
- 11.5 The Registrar shall refer all appeals that reach him on time to the Appeals Committee for consideration.
- 11.6 The Appeals Committee shall consider, as legitimate grounds for appeal, new evidence of mitigating circumstances which was not previously available to the examiners and extenuating circumstances of a 'force majeure' nature, which explain and are directly relevant to the student's academic performance, such as serious illness or other disability or circumstances which he/she could not reasonably have expected.
- 11.7 The committee shall be empowered to hear an appellant orally and to seek all such information or evidence as it may consider pertinent.
- 11.8 No right to oral hearing is conferred upon appellants and the University shall not reimburse any expenses incurred by an appellant in making a personal appearance before the Committee.
- 11.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to the Academic Committee or the Vice-Chancellor on behalf of Senate.
- 11.10 Appellants should be notified in writing by the Deputy Registrar (Academic) of the results of their appeal.

12 AEGROTAT PROVISIONS

- 12.1 If any candidate, having completed a substantial component of a Part if his/her Programme, is prevented by serious illness or other sufficiently substantiated cause, from completing the prescribed requirements for that Part of the Programme, he/she may be deemed by the Senate to

have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as the Senate may decide, provided:

12.1.1 A candidate shall not be exempted from presenting a thesis or dissertation where such is prescribed;

12.1.2 The award of an aegrotat diploma or degree on completion of a Programme shall be without classification.

12.1.3 Where a student qualifies for an aegrotat pass he/she may opt instead to write a special examination in order that an overall grade may be determined and formally credited to the student.

Application for such an option shall be submitted in writing to the Registrar not later than four weeks before the scheduled examinations.

12.1.4 The Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of 'force majeure' nature to write special examinations at an appropriate future date, normally not later than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by the Senate, the mark obtained in the special examination shall be counted in the overall assessment for purposes of diploma or degree classification.

12.1.5 A candidate who wishes to be considered for an aegrotat pass shall apply in writing, together with written substantiation for his/her case to the Registrar, normally within ten days of the end of the formal examinations for the course concerned. Appeals which are submitted on medical grounds shall be supported by a certificate from a medical practitioner registered in terms of the Health Professions Act.

12.1.6 A candidate who passes a diploma or degree by virtue of an aegrotat pass in the final examinations may not re-enter the examination, but may be allowed by the Senate the alternative of writing a special examination.

13. PLAGIARISM

13.1 The University considers plagiarism to be a serious academic offence and students who plagiarise threaten the values and beliefs that underpin

academic work and devalue the integrity of the University's awards, whether or not such plagiarism is intentional. Depending on the severity of the case, offenders may be punished, and the punishment may extend to failing their degree, temporary suspension or expulsion from further study at the University. Plagiarism, at any point of a student's course, whether discovered before or after graduation, shall be investigated and dealt with appropriately by the University.

All work submitted by students for assessment is accepted on the understanding that it is the student's own effort and written from their own understanding, without falsification of any kind. Students are expected to offer their own analysis and presentation of information extracted from research, even when group exercises are carried out. In so far as students rely on sources, they should properly cite these sources in accordance with the appropriate convention in their discipline.

13.2 Definition of Plagiarism

Plagiarism is the unacknowledged use of material, an idea or ideas, which are not originally one's own. As such, plagiarism is an academic offense in the sense that theft, piracy, and robbery are in ordinary daily life.

13.3 The University shall consider plagiarism to be activities including, but not limited to the following:

- .1 direct copying without crediting the source,
- .2 translating without crediting the source,
- .3 paraphrasing someone else's work without crediting the source,
- .4 piecing together sections of the work of others into a new whole,
- .5 copying the work of other persons with or without their knowledge and presenting it as your own,
- .6 knowingly allowing another person to copy one's work,
- .7 resubmitting one's own or other's previously graded work,
- .8 ghost-writing: using ghost writers or professional agencies in the production of your work or submitting material which has been written on your behalf,
- .9 conspiring by two or more individuals to produce a piece of work together with the intention that at least one passes it off as his or her own work, and
- .10 submission by a person of the work of another person, in circumstances where the latter has willingly given the former the work and where it should be evident to the person giving the

work that the other person would submit it as his/her own. In this case **both** persons are guilty of plagiarism.

13.4 Obligations of students

Students should:

- .1 act with integrity and take responsibility for their academic work,
- .2 sign a declaration that they have read and shall abide by the Plagiarism Policy,
- .3 familiarise themselves with and make use of citation methods in accordance with the appropriate conventions in their discipline,
- .4 not mislead examiners by submitting another person's work for assessment in a way which intentionally and/or negligently and/or recklessly suggests that factual information has been collected and/or analysed which has not in fact been collected and/or analysed by the student, and
- .5 sign for originality of their work when submitting their thesis/dissertations.

13.5 Penalisation

- 13.5.1 Recommendations on the severity of the offence and penalty shall be determined by the appropriate Departmental Board of Examiners as stipulated in the guidelines in a fair, transparent and consistent manner. The most serious cases of Plagiarism shall be referred to SENEX.
- 13.5.2 Alleged plagiarism shall be penalised in accordance to the Plagiarism Penalty Scale. If a student admits the plagiarism, a note of the offence shall be made on the student's record. If the student denies committing the offence, or disputes the degree of seriousness, the case shall be referred to SENEX for further investigation.

PENALTIES

<u>Level I</u>	- (Score)	-	No penalty
<u>Level II</u>	- (Score 1 - 4)	-	Mark of zero awarded and recorded
		-	Opportunity to re-submit: highest mark of 50%

- Note on student's record
- Chairperson's warning
- Student has to attend library training

Level III - Score 5 - 8

- Mark of zero awarded and recorded
- Disciplinary action by SENEX to either suspend or expel the candidate.

14. Failure to Satisfy the Examiners

- 14.1 A candidate who fails to satisfy the examiners in terms of the Faculty Regulations may be required by Senate to “withdraw” or to “discontinue”, or to “repeat”.
- 14.2 **“Repeat”** means that the student may apply for re-admission into the same programme and his application will be considered through the normal admission procedures. If a student is repeating a Course(s), he shall only be credited with marks obtained during the “repeat” examination. Nevertheless, where this is provided in the Faculty Regulations, a “repeat” student may be exempted from re-attendance and re-examination in any Courses (s) in which he previously passed, or may take another approved Course or other approved courses instead of the Courses previously passed.
- 14.3 **“Discontinue”** means that the student must discontinue the programme in which he has failed, but need not necessarily withdraw from the University, and as such a student will be free to apply for admission into a different program and his application will be considered through the normal admission procedures.
- 14.4 **“Withdraw”** means that the student must withdraw from the university. This measure would normally be taken in respect of a student who failed in either two different programmes or twice in one Part of one Programme. Once “withdrawn” the student may not apply for admission until after a period of two years has elapsed.
- 14.5 Where a dissertation or project is prescribed in any programme, candidates shall be informed in advance of the deadline for submission of such dissertation or project. Unless the Senate Executive Committee has granted prior permission for an extension of this deadline, any candidate who fails to meet this submission deadline shall normally fail the dissertation or project. In such cases, on the recommendation of

the Examiners, the candidate may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

- 14.6 Any candidate who wishes to appeal against examinations results shall apply through the Registrar within Fourteen (14) days from the date of publication of the results of that examination. The application shall be accompanied by proof of payment of the appropriate appeal fees. No appeals shall be considered if lodged after the stipulated time or appropriate fees have been paid.

15. Appeals against Examination Results

- 15.1 Any candidate who is dissatisfied with examination results, has a right to appeal.
- 15.2 A committee shall be established by the Senate to consider such appeal.
- 15.3 Any candidate who wishes to lodge an appeal against withdrawal or examination results must do so in writing to the Registrar within 14 days after the publication of the examination results.
- 15.4 On appeal, the candidate must state clearly the grounds of appeal. A medical practitioner registered in terms of the Health Professions Act must substantiate medical grounds in writing. Any other evidence, which the candidate wishes to submit in support of his case, must also, be lodged with the written appeal.
- 15.5 The Registrar will refer all timeous appeals to the Appeals Committee for Consideration.
- 15.6 The Appeals Committee will consider, as legitimate grounds for appeal, new evidence of mitigating circumstances (except mere lack of diligence or other fault on the part of the student) which was not previously available to the examiners and extenuating circumstances of a force majeure nature which explain and are directly relevant to the student's unsatisfactory academic performance, such as serious illness or other disability or circumstances which adversely affected the student's academic performance and which he could not reasonably have been expected to have foreseen or avoided.
- 15.7 The Committee shall be empowered to hear an appellant orally and to seek all such information or evidence, as it may consider pertinent.
- 15.8 No right to oral hearing is conferred upon appellants and the university

will not reimburse any expense incurred by an appellant in making a personal appearance before the Committee.

- 15.9 The Committee shall make recommendations in each case, as it deems appropriate. Its recommendations shall be submitted to Senate for approval or to Senate Executive Committee or the Vice-Chancellor on behalf of the Senate.
- 15.10 Appellants shall be notified in writing by the Registrar of the results of their appeal.

16. Aegrotat Provisions

- 16.1 If any candidate, having completed a substantial component of a Part of his programme, is prevented by serious illness or other sufficiently substantiated cause from completing the prescribed requirements or that Part of the programme, he/she may be deemed by Senate to have satisfied the examiners for that Part upon the recommendation of the Board of Examiners concerned and upon such other conditions as Senate may decide, provided that:

16.1.1 a candidate shall not be exempted from presenting thesis or dissertation where such is prescribed.

16.1.2 award of an aegrotat degree on completion of a programme shall be without classification.

- 16.2 A candidate who wishes to be considered for an aegrotat pass must apply in writing, together with written substantiation of his case to the Registrar, normally within ten days of the end of the formal examinations for the Course concerned. A certificate from a medical practitioner registered in terms of the Health Professions Act must support appeals, which are submitted on medical grounds.

- 16.3 Where a student qualifies for an aegrotat pass, he may opt instead to write a special examination in order that an overall grade be determined and formally credited to the student. Application for such option must be submitted to the Registrar.

- 16.4 Senate may require any candidate, irrespective of his/her Programme or Faculty, whose examination performance has been adversely affected by sufficiently substantiated circumstances of a force majeure nature to write special examinations at appropriate future dates normally not later than three months after the date of the last examination missed. In such cases, unless otherwise stipulated by Senate, the mark obtained in the special examination will be counted in

the overall assessment for purposes of degree classification.

17. Publication of Results

- 17.1 The Registrar shall be responsible for the publication of the results of formal examinations as approved by the Senate.
- 17.2 Results lists shall be posted on university notice boards and university website in addition, the Registrar shall avail to each individual a copy of individual results at the end of each academic year.

18. Regulations for Occasional Entry (For non-degree Studies)

- 18.1 The following may apply for Occasional Entry (for non-degree studies only).
 - 18.1.1 A person who, for the purpose of admission into a course or courses offered at undergraduate level, has passed 5 'O' Level subjects including English Language, or equivalent: OR
 - 18.1.2 Who, for the purpose of admission into a course or courses offered at postgraduate level; holds an approved degree in the relevant area; AND
 - 18.1.3 Who, in addition to the provisions of either 14.1.1 or 14.1.2 above, can prove to the satisfaction of the Senate Executive Committee or Senate that the course or courses he proposes to study have a direct effect and purpose of enhancing his knowledge, appreciation of, performance of or at his occupation, profession, or further studies undertaken elsewhere other than the Bindura University of Science Education; OR
 - 18.1.4 A person who is a full-time registered student of a university other than the Bindura University and who, through an arrangement agreed upon by his University and the Bindura University for credit or for improving his knowledge in the area in which he is registered in his University normally for a period of up to one full academic year only.
- 18.2 Other than the category of persons mentioned in 14.1.4 above, no persons admitted as an Occasional Student may normally be registered for more than two thirds of the full load of courses undertaken by a person registered as a full-time student in a relevant programme.
- 18.3 Admission into a course or courses as an Occasional Student shall

normally be for up to one full academic year only at a time, and overall up to a maximum of two thirds of the minimum number of years prescribed for the completion of the programme on a full time basis.

- 18.4 Occasional Students shall be required to pay fees as set from time to time in the Fees Ordinance.
- 18.5 Applications must normally be submitted on the official Admissions form for Study for Non-Degree Purposes, and must be submitted to the Admissions Office three (3) months before the year for which admission is sought. Late applications may be considered upon receipt of a late application fee as set out in the Fees Ordinance from time to time.
- 18.6 The admission of each applicant into the University as an occasional student shall be subject to availability of places and approval by the Senate Executive Committee on behalf of Senate.
- 18.7 An occasional student who decides to take an official examination shall not be illegible for an award of certificate but will receive official results for that examination.
- 18.8 A student who has been previously awarded a Bindura University of Science Education qualification who takes an official examination while registered as an occasional student may apply for an amended transcript which will be issued at a fee as stipulated in the relevant ordinance.

19. Academic Transcript

On leaving the University each student may obtain, on application to the Registrar, one copy of formal transcript of his complete academic record at the University. The copy of the transcript shall be issued to a student who has submitted set of one (1) executive bound copy and one (1) soft copy of his/her dissertation to the University Library and Department. The student should not be indebted to the university.

20. Award of Certificates and Diplomas

The award of certificates and diplomas of the University shall be subject to approval by the University Council.

Candidates completing the requirements for such award will be entitled to receive a formal certificate of the university, bearing the University seal and signed by the Vice Chancellor and the Registrar, confirming the award.

21 EXAMINATIONS REGULATIONS FOR STUDENTS.

21.1 EXAMINATIONS TIMETABLE.

21.1.1 Consolidated official examinations timetables are posted on University Notice Boards and Website.

21.1.2 Candidates must note carefully the dates, times and venues for their examinations as given in the **FINAL** copy of the timetable. (Special care should be taken to ensure that it is the Final Timetable and not a provisional draft).

NB: It is the candidates' responsibility to check the timetable themselves and to ensure that they know the correct date, time and venue of each examination. They should not depend on information given by fellow students or on information communicated by telephone.

21.1.3 Misreading a timetable is not an acceptable excuse for missing an examination.

21.1.4 Any queries on the timetable should be directed in the first instance to the subject lecturer and Chairperson of Department.

21.2 EXAMINATION MATERIALS.

21.2.1 Answer book, graph paper, blotting paper, mathematical tables and essential reference material will be provided.

21.2.2 Candidates must bring their own pens, pencils, rulers, rubbers etc. Candidates must **not** use red ink.

21.2.3 Candidates must **not** bring into the examination room any unauthorized material. Bags, briefcases, parcels, cellphones etc. must **not** be brought into examination room or left in the vicinity of the room. The University is not accountable for any items left outside the examination room.

21.3 CONDUCT OF EXAMINATIONS.

21.3.1 **Admission into Examination Halls:** A candidate will not normally be admitted into the examination room later than thirty (30) minutes after the commencement of an examination nor shall a candidate be allowed to leave the examination room earlier

than thirty (30) minutes after the commencement of an examination session.

Any candidate who arrives late (normally within the first thirty (30) minutes of the examination) must explain the reasons for his lateness to the invigilator and may start the examination only with the approval of the Invigilator but will not be given extra time.

- 21.3.2 **Attendance Slips:** In the main venue each candidate will be assigned a desk on which will be placed an attendance slip giving his individual name, surname, registration number, and degree programme and the paper title. Each candidate must fill in and sign the attendance slip. These slips will be collected by Invigilators. Report any mistakes regarding your personal
- 21.3.3 **Identification cards:** Candidates should place their student identification cards on their desks for checking by Invigilators.
- 21.3.4 **Examination Answer Scripts:** Candidates must fill in their student registration numbers on the top of their examination scripts and comply with the instructions listed on front cover of the examination answer scripts. **Candidates should not write down their names on the examination answer scripts.**
- 21.3.5 Wearing a cap or a wide-brimmed hat during examinations is prohibited.
- 21.3.6 Once the Invigilator has announced the commencement of the examination, all conversations or any other form of communication between candidates shall cease. During the course of the examination there shall be no communication of any nature whatsoever between students.
- 21.3.7 No candidate shall assist or attempt to assist another candidate, or obtain help, or attempt to obtain help from another candidate with regard to any information during the examination.
- 21.3.8 Writing on any paper other than that provided for examination purposes is strictly prohibited. Candidates **shall not write on the examination question paper**, except on fill-in and multiple choice examinations.
- 21.3.9 Rough work shall be done in the examination answer script and then crossed out. No pages shall be removed from the examination answer script.

21.3.10 Leaving the examination room:

Any candidate who wishes to leave the room may do so only with the permission of the Invigilator. Any candidate who leaves the examination room without permission may not be allowed to re-enter the room and may be disqualified from the examination. Normally, no candidate may, be allowed to leave the examination room during the last ten (10) minutes of the examination.

21.3.11 Candidates shall not take used or unused answer books from the examination room.

21.3.12 When the Invigilator announces that the time has expired, students shall stop writing immediately.

21.3.13 **At the end of the examination** candidates must tie together, with the string provided, their answer books and all supplementary work. The papers should be tied securely but with a sufficiently large loop to allow the answer book to be opened without tearing. All candidates must remain seated until their papers are collected by the Invigilators or until the Invigilator In Charge has given them permission to leave the examination room.

21.4 FAILURE TO ATTEND EXAMINATIONS.

21.4.1 Any candidate who fails to attend an examination must notify the **Examinations Officer** without delay and confirm the absence with explanations in writing.

21.4.2 **When the absence is due to illness, a certificate** from a Medical Practitioner registered in terms of the Health Professions Act must be submitted, with the written report, **FROM THE STUDENT, within 7 days** of the examination missed. The University will not accept any excuses for absence which are not properly substantiated and authenticated.

21.4.3 Students who wish to be considered for special examinations shall be required to make their requests in writing to the Registrar through their Departments within seven (14) days after the end of the examination period (*ref: General Academic Regulations, sect.7.7*).

21.5 EXAMINATION MISCONDUCT AND PENALTIES SCHEDULE

Any suspected breaches of examination regulations may result in a misconduct/malpractice investigation. The following criteria inform the level of penalty imposed on a student. The criteria are not exhaustive but provide a benchmark against which individual cases are considered.

- 21.5.1 **Minor breach of the regulations which does not affect the integrity of the examination, but interferes with the normal running of the examinations.**
- 21.5.2 Making noise in an examination room before writing begins.
- 21.5.3 Mobile phone makes noise for a short period during an examination but is not in candidate's possession.
- 21.5.4 Tearing out pages from answer booklet.
- 21.5.5 Refusal to adhere to invigilator's instructions which does not disrupt other candidates.
- 21.5.6 Unauthorised materials in possession during the examination which do not give candidate an advantage over other candidates.
- 21.5.7 Any other action deemed to interfere with normal running of examinations.

Penalty: Written warning and nullification of results for that particular Examination/Paper.

Major breach of the regulations which affects the integrity of the examination.

- 21.5.8 Unauthorized materials found on the candidate during an examination which would have given candidate an advantage over other candidates or with potential to do so.
- 21.5.9 Unauthorized device (for example a listening or recording device) found on the candidate during an examination.
- 21.5.10 Severe disruptive behaviour during an examination.

- 21.5.11 Security breach of an examination paper with evidence that student has accessed secured examination materials prior to writing.
- 21.5.12 Evidence of use of mobile phone or other prohibited electronic devices during examination.
- 21.5.13 Concealing evidence of misconduct by refusal to handover suspected unauthorized materials or device when asked to do so or refusal to demonstrate that any suspected materials or device was in student's possession.
- 21.5.14 Sharing information in any form/way or attempting to do so during an examination.
- 21.5.15 Any other action deemed to be a major breach of examination regulations.

Penalty

If any candidate is found guilty of misconduct during the examination, he/she may be disqualified not only in that paper and subject, but in all other examinations and further disciplinary action (e.g. suspension) may be taken by the University (*General Academic Regulations, sect.6.10*), i.e. nullification of results for entire examination session, permanent record in the student's academic records and written warning.