Knowledge Innovation Excellence

LILONGWE UNIVERSITY OF AGRICULTURE AND NATURAL RESOURCES

(LUANAR)

ODL ACADEMIC RULES AND REGULATIONS

SEPTEMBER 2017

1 SECTION ONE - LUANAR VISION, MISSION, AIMS AND OBJECTIVES

1.1 LUANAR Vision

To be a world class University.

1.1 LUANAR Mission

To advance knowledge and produce relevant graduates with entrepreneurship skills for agricultural growth, food security, wealth creation and sustainable natural resources management, through teaching, training, research, outreach, consultancy and sound management.

1.2 LUANAR Aims and Objectives

The aims and objectives of the University include:

(a) to provide quality education and training in agricultural and natural resources sciences, engineering and irrigation technologies, agro-processing, entrepreneurship, trade, climate change adaptation, sustainable utilization of natural resources and environmental preservation for socio-economic development;

(b) to encourage the advancement, dissemination and commercialization of research;

(c) to promote industrial growth through research and dissemination of knowledge and skills;

(d) to establish and support science and technology innovation centers of excellence for industrial production and manufacturing of value-added agricultural and natural resource products;

(e) to develop partnerships with relevant industries for the generation, transfer, adoption and application of technologies;

(f) to develop into an institution of excellence in teaching, learning, training, Information Communication Technology (ICT), e-learning and research in science, technology and biotechnology;

(g) to promote practical University education, research and training so as to respond to the needs of Malawi, Africa and the World;

(h) to demonstrate and promote entrepreneurship among its students;

(i) to provide specialist training in such subjects as may be found desirable by the University Council and the nation; and

(j) to provide opportunities and facilities for accessing information in support of the programmes of the University.

1.3 LUANAR Values

All staff members shall strongly uphold the following core values:

(a) Innovativeness

(b) Integrity

(c) Excellence

(d) Environmental stewardship

(e) Openness and Transparency

(f) Professionalism

2 SECTION 2 – CONTROL AND CONDUCT OF ASSIGNMENTS

2.1 Preamble

a) Continuous assessment shall be a part of your assessment throughout your degree programme.

b) Reading, mid-term examinations, assignments, projects, research papers, quizzes, class presentations, practical work, etc., will be included in the calculation of the student's final continuous assessment grade.

c) Every Department/Faculty will specify the type of tasks students will perform for their continuous assessment.

d) Writing of the specified assignments for continuous assessment is compulsory.

e) Performance in continuous assessment will contribute to your end of semester results.

f) All assignments shall be submitted by the due dates.

2.2 Receiving assignments

a) The responsibility of getting all the assignments from facilitators for continuous assessment is with the students.

b) Students should ensure that they get all assignments they will be expected to do in semester during the facilitation period or within the next two weeks after the facilitation period.

2.3 Writing of assignments

a) Academic dishonesty in form of plagiarism, copying, and cheating is an academic offense and is not tolerated at LUANAR.

   i. Plagiarism implies using words or ideas from another source without acknowledging the source.

   ii. Copying is taking the words, sentences, or ideas from another student and presenting the material as his/her own work.

   iii. Cheating is obtaining help for an assignment that is supposed to be done independently.

b) Any assignment that has evidence of academic dishonesty shall receive a grade of zero (0)

2.4 Submission of assignments

a) Students are expected to submit all your assignments through the Moodle Platform unless it is stated otherwise by the facilitator.
b) Students must adhere to assignments' due dates.
c) Any assignment that is turned in late but within the first five days of the due date will be penalized with a ten percent (10%) deduction from the total marks.
d) Students who miss submission due dates without valid reasons shall be awarded a grade of zero (0) for that assessment.
e) A student who is unable to submit an assignment on the scheduled date for a legitimate reason, must inform the ODL Directorate, in writing, with supporting documents such as medical reports within three days of the due date.
f) Students may be asked to resubmit an assignment in an event that the one that was submitted earlier is missing or has been corrupted.

2.5 Getting feedback on assignments

a) Marking of an assignment shall be completed within three (3) weeks from the due date of the assignment.
b) Students will collect marked assignments from their respective ODL Satellite centres.
c) The onus of checking whether marked assignments have reached the ODL satellite centres is with the students

3. SECTION THREE – CONTROL AND CONDUCT OF EXAMINATIONS

3.1 Preamble

a) The formal University examinations are compulsory and performance in these examinations, coupled with performance in the continuous assessment during the semester, will determine candidates' results.

b) Candidates are reminded that the examiners may require them to attend an oral examination after the written examinations in order to clarify, or probe, further aspects relating to the written examination.

3.2 Accompanying regulations

Candidates must read these regulations in conjunction with the Rules of Student Discipline.

3.3 Scheduling of examinations

a) Examinations shall be administered during mid-semester, at the end of each semester and during deferred examination time.

b) All courses for which an end of semester examination is appropriate shall normally be examined at the end of the semester in which the course was taken.

c) Deferred examinations shall be administered immediately after the period set for the normal examinations.

d) In cases where a candidate a misses a deferred exam, the candidate will sit for the examination when it is next offered.

3.4 Timetable

a) A consolidated official examination timetable shall be published through the online portals at least ten days before the commencement of the end of semester examinations.

b) Candidates must note carefully the dates, times and venues for their examinations as given in the final copy of the timetable.

c) It is students' responsibility to check the timetable and to ensure that they know the correct date, time and venue of each examination.

d) Misreading the timetable is not an acceptable excuse for missing an examination.

e) Any queries on the timetable should be directed in the first instance to the ODL Directorate.

3.5 Examination Venues

a) Examination venues will be as indicated on the final timetable.

b) The examinations will be administered in the regional ODL satellite centres, unless stated otherwise.

c) The Chief Invigilator will determine the seating arrangements in the examinations.

3.6 Conduct of the End of Semester Examinations

a) End of semester examinations shall be conducted under the administration and control of the University Registrar.

b) A candidate shall use only the University Registration Number and full name to identify his/her scripts.

3.7 Absence from or Failure to Write Examination(s)

a) Candidates are required to write examinations at the scheduled times unless they are granted prior written permission to sit for the examination at another time.

b) If a candidate will absent himself/herself from an examination without medical or other good cause, he/she shall be deemed to have failed that examination.

c) If a candidate is absent from an examination due to unforeseen circumstances, he/she must notify the University Registrar, in written form, within 72 hours from the day of the examination. (Appendix 5: Form - Absence from or failure to write examination).

d) If a candidate is absent from examinations due to illness, he/she must submit to the University Registrar a written report supported by a certificate from a medical practitioner within 72 hours from the time of the missed examination (**Error! Reference source not found.**)

e) The University will not accept any excuses for absence which are not properly substantiated and authenticated or submitted within the stipulated time.

f) In cases where a candidate fails to write an examination on medical grounds or any other good cause, he/she shall be allowed to sit the examination during the deferred examination time or at the time the examination is next offered. In such cases, proof,

e.g. a doctor's certificate or a copy of a death certificate in the case of bereavement of a close relative, to substantiate the reason for absence have to be presented before admission into the examination.

3.8 Entry into the examination room

a) A candidate is required to be present at the start of examinations.

b) To be admitted to any end of semester examination, a candidate must:

   i. have registered as a student of the University, in accordance with the General Academic Regulations.

   ii. have duly registered for examinations and obtained an examination pass from the academic office.

   iii. show student identity card and original examination pass.

   iv. have completed the requirements of the course by attendance and otherwise.

c) A candidate may be admitted up to 30 minutes late but shall not be given extra time to complete the examination.

d) Candidates who gets to the examination room later than 30 minutes will not be allowed to sit for the examination and a Zero "0" will be recorded for that missed examination.

e) An examination is deemed to be in progress from the time candidates enter the examination room until all the scripts have been collected.

3.9 Examination Materials

a) Answer books, graph papers, mathematical tables, statistical tables and reference materials or any other material required for the examinations will be provided by the Academic Office or the Faculty (Department) concerned. Candidates are not allowed to bring these items into the examination room, nor any other similar items, unless specified prior to the examination by the examiner.

b) Candidates must bring their own writing materials (pens, pencils, rulers, rubbers, calculators, etc.).

c) No candidate should borrow anything from another candidate during examinations.

d) All authorised materials (such as basic scientific calculators) must be displayed for scrutiny by the invigilators. Electronic calculators should be portable, silent, battery-powered, nonprinting and not pre-programmable.

e) Candidates must write in blue or black ink;

f) Candidates are not allowed to bring into the examination room unauthorised material including the following;

   i. bags, briefcases, parcels, pencil bags/boxes/cases, mathematical instruments, containers and other similar items;
   ii. papers, books, notes or equipment other than what is permitted;
   iii. course materials and dictionaries not supplied or permitted by the examiners;
   iv. radio, alarm watch, computer, cellular telephone, pager and any other communication device;
   v. instruction manual for a calculator and detachable calculator case;
   vi. permitted materials containing unauthorised annotation;
   vii. course material written on permitted materials or any part of the candidate's body, clothes, etc.;
   viii. clothes not being worn;
   ix. calculators with meeting organisers;
   x. hats, caps and other head gear
   xi. any other items as determined by the invigilator(s).

g) Materials not allowed in the examination room must be left at a place specified by the invigilator(s) at candidate's own risk.

h) Any candidate caught with prohibited material will be dealt with according to the laid down regulations on misconduct as provided under 6 SECTION SIX - ACADEMIC **MISCONDUCT**.

3.10 In the Examination Room

a) Candidates must obey invigilators' instructions.

b) Candidates should maintain absolute silence from the moment they enter an examination room until the examination session ends.

c) Candidates must sign the attendance register provided.

d) Candidates are required to bring and place their LUANAR student identity cards and examination passes on their desks. Any person who is unable to identify himself/herself to the satisfaction of the invigilators shall be barred from the examination and a Zero "0" shall be recorded for the concerned examination.

e) Candidates must fill in their LUANAR student registration numbers and full names, clearly and correctly, and other details as required on the front cover of the main answer book, and all supplementary answer books.

f) Smoking, eating and drinking are not permitted in the examination room.

g) Silence must be maintained throughout the examination and, whilst in the examination room; candidates must not communicate with each other in any way.

h) Candidates shall not be allowed to leave the examination room, except in an emergency, during the first thirty (30) minutes and the last fifteen (15) minutes of the examination.

i) Candidates will not be allowed to leave and return to the examination room while the examination is in progress except under escort.

3.11 At the end of the examination

a) Candidates must insert the supplementary answer book inside the main answer book and must check the accuracy of all details in the answer books.

b) No examination stationery should be removed from the examination room. Rough work done in the answer book must be neatly crossed out. Candidates are allowed to take examination question papers out of the examination room except when answers are written on the question paper.

c) Candidates must remain seated until all the examination scripts have been collected by the invigilator(s).

d) A candidate must not leave the examination room during the last fifteen (15) minutes of the examination and must remain seated until the examination scripts have been collected by the invigilator(s).

e) No candidate shall be allowed to return to the examination room after he/she has been out of the room, except under escort or in an emergency.

3.12 Deferred examinations

a) Deferred examinations shall be governed by the same procedures for handling normal examinations.

b) A student who for very valid reasons fails to sit for a deferred examination shall be permitted to sit for another deferred examination.

c) The grade earned during a deferred examination shall be the actual grade obtained at this examination inclusive of marks from continuous assessment.

d) If for no valid reasons a student fails to write a deferred examination, he/she shall be given a grade of F.

4 SECTION FOUR - GENERAL ASSESSMENT REGULATIONS

4.1 Publication of the results

a) Official results will be published by the Registrar's Office after approval by Senate within four weeks from the last day of examination.

b) The Registrar, who is the only officer authorised to issue official results, shall transmit the results to each individual student.

c) Students shall ensure that they access their results soon after they have been released.

4.2 Assessment Procedures

a) The University uses a GPA system for assessment.

b) Each course assessment shall normally consist of both continuous assessment and end of semester examination.

c) Practical field experiences, internships, teaching practice and other related activities may be examined.

d) Undergraduate attachment shall be assessed based on 2 credit hours split between Semester 2 of Year 3 and Semester 1 of Year 4. Attachment shall be rated by continuous assessment only. Sixty per cent (60%) of the marks shall come from assessment by the employer while the remainder (40%) shall come from the Department based on both a written report (20%) and a presentation (20%) following the same format as that for degree projects.

e) Undergraduate degree projects will be assessed based on 4 credit hours split between the last four semesters of a programme of study. Assessment shall include conduct of research work and a dissertation (75%) and a seminar presentation (25%).

f) No undergraduate student shall be allowed to graduate without fulfilling requirements for industrial attachment and degree project and obtaining a grade of at least C-.

g) A student shall normally be required to submit work for continuous assessment by the due date, and failure to do so may result in penalty.

h) Each Faculty shall inform students about the relative weight of continuous assessment at the beginning of the course and shall maintain records of each student's performance.

4.3 Grading system

a) The University uses percentages and letter grades for both examinations and continuous assessment, which are assigned a numerical value. The pass grades are A+ to C- for undergraduates and A+ to C+ for postgraduates.

b) The full grading system for LUANAR is as follows:

Table 1 - Grading system

Percentage	Letter Grade	Weighted Points	Quality of Grade	Academic Decision
90 – 100	A+	4.00	Excellent	Distinction
85 – 89	A	3.80		
80 – 84	A-	3.60		
75 –79	B+	3.40	Above Average	Credit
70 –74	B	3.20		
65 – 69	B-	2.90		
60 – 64	C+	2.60	Average	Pass
55 – 59	C	2.30		
50 – 54	C-	2.00		
40 – 49	D	1.00	Marginal Failure	Fail
0 – 39	F (Fail)	0.00	Failure	
	H - Audit	0.00		

4.4 Calculation of the Grade Point Average (GPA)

4.4.1 Semester GPA (GPA_s)

a) A Grade Point Average for a given semester (GPA_s) shall be computed from semester results at the end of each semester to assess the student's overall performance, using the following formula:

$$GPA_s = \frac{\sum_{i=1}^{n} GP_i \times CH_i}{\sum_{i=1}^{n} CH_i}$$

Where:

i. GPA_s = Grade Point Average for a given semester S
ii. GP_i = Grade Point for the $_i$th course offered in a given semester S
iii. CH_i = Number of credit hours for the $_i$th course in a given semester S
iv. n = Number of courses taken in semester

b) The example for computing the GPA_s for student X in semesters 1 and 2 is presented below:

Table 2 -Computation of Cumulative Grade Point Average (Sem. 1 + 2) for Student

Semester	**Course Description**	**Final Mark**	**Credit Hours (CH)**	**Grade Points (GP)**	**CH × GP**
I	Biology I	53	3.50	2.00	7.00
I	Chemistry I	51	3.50	2.00	7.00
I	Comm. Skills I	64	3.50	2.60	9.10
I	Maths I	59	3.50	2.30	8.05
I	Social Physics	53	2.00	2.00	4.00
I	Comp. Application.	76	2.00	3.40	6.80
I	Physics	53	3.00	2.00	6.00
I	Sub-Total		21.00		47.95
II	Biology II	59	3.50	2.30	8.05

Table 2 -Computation of Cumulative Grade Point Average (Sem. 1 + 2) for Student					
Semester	**Course Description**	**Final Mark**	**Credit Hours (CH)**	**Grade Points (GP)**	**CH × GP**
II	Chemistry II	57	3.50	2.30	8.05
II	Comm. Skills II	83	3.50	3.60	12.60
II	Maths II	69	3.50	2.90	10.15
II	Physics	54	3.00	2.00	6.00
II	Sub-Total		17.00		44.85
I and II	Grand Total		38		92.80

Thus:

Semester 1 GPA for student X above will be:

$$GPA_1=\frac{\sum_{i=1}^{n} GP_i \times CH_i}{\sum_{i=1}^{n} CH_i}=\frac{2.0\times 3.5+2.0\times 3.5+\ldots+2.0\times 3.0}{3.5+3.5+\ldots+3.0}=\frac{47.95}{21}=2.28$$

Semester 2 GPA for student X above will be:

$$GPA_2=\frac{\sum_{i=2}^{n} GP_i \times CH_i}{\sum_{i=2}^{n} CH_i}=\frac{2.3\times 3.5+2.3\times 3.5+\ldots+2.0\times 3.0}{3.5+3.5+\ldots+3.0}=\frac{44.85}{17}=2.64$$

4.4.2 Academic Year Cumulative Grade Point Average ($cGPA_{ACYR}$)

a) A cumulative Grade Point Average for a given year ($cGPA_{ACYR}$) shall be computed from results at the end of the two semesters of an academic year to assess the student's academic year performance, using the following formula:

$$_{C}GPA_{ACYR}=\frac{GPA_1\times\sum_{i=1}^{n}CH_1+GPA_2\times\sum_{i=2}^{n}CH_2}{\sum_{i=1}^{n}CH_1+\sum_{i=2}^{n}CH_2}$$

Where:

b) GPA_1 = Grade Point Average for a given semester 1

i. GPA_2 = Grade Point Average for a given semester 2

ii. CH_1 = Number of credit hours for the $_i$th course in Semester 1

iii. CH_2 = Number of credit hours for the $_i$th course in Semester 2

iv. n = Number of courses taken in semester S

Thus, Academic Year Cumulative GPA for student X above will be:

$$_{C}GPA_{ACYR}=\frac{GPA_1\times\sum_{i=1}^{n}CH_1+GPA_2\times\sum_{i=2}^{n}CH_2}{\sum_{i=1}^{n}CH_1+\sum_{i=2}^{n}CH_2}=\frac{2.28\times21+2.64\times17}{21+17}=\frac{92.76}{38}=2.44$$

4.4.3 Cumulative Grade Point Average (cGPA)

a) A cumulative Grade Point Average (cGPA) shall be computed from results of over two or more semesters up to the current level to assess the student's overall performance up to that level, using the following formula:

$$_{c}GPA=\frac{\sum_{j=1}^{k}GP_j}{\sum_{j=1}^{k}CH_j}$$

Where:

i. $_c$GPA = Cumulative Grade Point Average over two or more semesters

ii. GP_j = Sum of grade points for the jth semester

iii. CH_j = Total number of credit hours for the jth semester

iv. k = Number of semesters

Thus, Cumulative GPA for student X above will be:

$$_cGPA = \frac{\sum_{j=1}^{k} GP_j}{\sum_{j=1}^{k} CH_j} = \frac{47.95 + 44.85}{21 + 17} = \frac{92.80}{38} = 2.44$$

b) Student X improved his GPAs from 2.28 in Semester 1 to 2.64 in Semester 2. However, his $_cGPA_{ACYR}$ /$_cGPA$ at the end of the year/level has been pulled down by poor performance in Semester 1.

4.5 Decision criteria for progression

4.5.1 Pass and proceed

a) An undergraduate student who has a cGPA of at least 2.00 and no grade below C- in the core courses prescribed and registered for the level is deemed to have passed at that level and will proceed to the next level.

b) A postgraduate student who has a cGPA of at least 2.60 and no grade below C+ in the core courses prescribed and registered for the level is deemed to have passed at that level and will proceed to the next level.

4.5.2 Carryovers

a) An undergraduate student who fails a core course(s) and whose cGPA is equal to or greater than 2.00 shall be allowed to carryover (CO) the failed core course(s) to the next level as long as the total load for the failed courses does not exceed 6 credit hours and the maximum allowable credit load does not exceed the limit set under regulation **Error! Reference source not found.**.

b) An undergraduate student that qualifies for a CO in their final year of study shall complete the CO in the next academic year.

c) A postgraduate student who fails any course(s) shall not be allowed to carryover but will be required to repeat the failed courses.

d) The mark for continuous assessment for a student with a CO shall be that of the failing year if it is at least 50% of the total attainable marks for coursework otherwise the

student would have to redo the coursework. The examination mark will be that of the CO year.

4.5.3 Repeat on academic grounds

a) An undergraduate student with a cGPA of at least 1.50 and less than 2.00 shall repeat all the failed course(s) provided that the student has not repeated before.

b) Students who qualify for CO will be required to repeat the failed courses if:

   i. the credit load of the CO course(s) exceeds 6 credit hours.

   ii. the student's total credit load exceeds the maximum allowable load under carry overs as provided under regulation **Error! Reference source not found.**.

c) A postgraduate student with a failing course(s) and a cGPA of at least 2.00 and less than 2.60 shall repeat all the failed course(s) provided that the student has not repeated before.

d) A repeat course shall be denoted with an asterisk "*" to the right of the grade to indicate that it is a repeat grade.

e) A student who qualifies for a repeat under conditions a) to c) above shall be allowed to repeat only once during the entire period of his/her studies.

4.6.4 Repeat for grade improvement

a) A student may repeat a course at his/her own discretion and expense in an effort to improve his/her current grade(s).

b) The original grade shall still be maintained on the student transcript together with the repeat grade which will be denoted by three asterisks "***" to the right of the grade to show that it is a repeat grade.

c) Only the repeat grade shall be used for calculation of GPA.

4.6.5 Conditions imposed on undergraduate students with carryovers

a) A student shall carryover the same course(s) once during a particular programme of study.

b) Examinations for carryover courses shall be taken at the next immediate sitting of such examination(s). The onus of checking the scheduling and registering for such examinations rests with the student.

c) A student with carryover courses may attend the failed courses if the timetable permits him/her to do so. The onus of preparing for the examination in the CO rests with the student.

d) The progression of a student to the next level shall depend on the outcomes of both the CO and cGPA.

e) Students with CO will not be permitted to change or substitute courses to which the carryover refers.

f) Students shall be required to pay an applicable fee for each carryover course as determined by Senate.

g) A carryover course shall be denoted with (**) to the right of the grade to indicate the grade is from a carryover course(s).

h) A student shall not be allowed to carryover a first-year course to the third year or second year course to fourth year or a third-year course to the fifth year.

4.6.6 Conditions imposed on students who are repeating a course(s)

a) Examination results for a repeated course shall be the actual grades obtained in the repeated course examined but will be denoted with "*" to the right of the grade to indicate the grade from a repeated course(s).

b) A student repeating a course(s) will be required to undertake continuous assessment in those courses, and to sit for examinations at the end of the semester.

c) A student shall be allowed to repeat only once during the entire period of his/her studies at the University.

d) A Postgraduate student repeating an elective course(s), may, at the discretion of the concerned Head of Department with the approval of the Dean of the relevant Faculty (in which the subject is offered), be allowed to register for a different elective course other than the failed course. The registration form shall carry a written approval as an attachment. Those who have been allowed to switch to another course shall still be deemed to have repeated the failed course and the new course shall be denoted with "*" to the right of the grade to indicate a grade from a repeated course(s).

e) A repeating student shall be required to pay an applicable fee for each repeated course(s) as determined by Senate.

4.6.7 Withdraw

a) A student shall be withdrawn from the university under the following conditions:
   i. $_{s}$GPA is less than 1.00.
   ii. cGPA is less than 1.50 for undergraduate students.
   iii. cGPA is less than 2.00 for postgraduate students.
   iv. fails a repeat course(s) in any semester of an academic year.
   v. fails a carryover course(s) in any semester of an academic year.

b) A student who fails first semester repeated course(s) or carryovers would automatically be withdrawn at the end of the first semester.

4.6.8 Grade definitions as they appear in the grade and on student portal

a) The following abbreviations and grade definitions are used at LUANAR:
   i. PP is given for Pass and Proceed for continuing students
   ii. PS is given for a pass award to a final year student
   iii. CR is given for a credit award a final year student
   iv. DS is given for a distinction award a final year student
   v. CP is given for a compensatory award to a final year student or one exiting at any level for which a qualification can be awarded
   vi. RT is given for a failed course(s) to be repeated
   vii. FW (Fail and Withdrawn) is given when a student has been officially withdrawn on academic grounds.
   viii. H (Audit Grade) this shall be awarded to a student who is not taking a course for credit.
   ix. OQ is given to candidates with a history of unresolved academic queries
   x. ?? (Incomplete grade) is given when full amount of work is not completed by the end of the semester due to reasons of illness or other circumstances directly related to the student's wellbeing for which proof is available and approved by the Faculty. A student shall be required to clear the deficiency within the allotted time

and the instructor shall submit the appropriate grade. An incomplete not removed within one academic year following its receipt becomes an “F”. The ?? is also given when a grade for a course is not available at the time of compiling results.

4.6.9 Withdrawal tags as they appear in the grade and on student portal

a) A withdrawal remark is given when a student has officially withdrawn from a course based on any of the following reasons:

	Abbrev		**Meaning**
i.	WB	-	Behavioural Withdrawal
ii.	WF	-	Financial Withdrawal
iii.	WI	-	Illness Withdrawal
iv.	WP	-	Pregnancy Withdrawal
v.	WD	-	Death Withdrawal
vi.	WA	-	Appeals Withdrawal
vii.	WC	-	Complete Withdrawal/Voluntary Withdrawal
viii.	EX	-	Expulsion on disciplinary
ix.	WE	-	Withdraw due to extended stay

4.6.10 Scholastic recognition for candidates

a) A student shall be recognised for scholastic achievement at the end of each semester as follows:

i. Scholastics list – GPA_s and/or ${}_cGPA_{ACYR}$ is at least 3.50 and less than 3.60.

ii. Dean’s list - GPA_s and/or ${}_cGPA_{ACYR}$ is at least 3.60

5 SECTION FIVE - AWARD OF LUANAR QUALIFICATIONS

5.1 Credit hour requirements for graduation

a) In order to graduate, a candidate must:

i. have passed all the prescribed courses for his/her programme;

ii. have fulfilled all other requirements including the minimum credit hours required for graduation and attained an acceptable cGPA;

b) The required credit hours for the various undergraduate programmes are:

Programme	**Credit Hours**
5 years	180 - 200
4 years	136 - 176
years	102 – 132
2 years	68 – 88

5.2 Classification of degrees, diplomas and certificates

a) Undergraduate qualifications at LUANAR shall be awarded based on the cGPA at the end of the graduating year as below:

	$_{c}$GPA Range	**Award**
i.	3.60 – 4.00	Distinction
ii.	3.00 – 3.59	Credit
iii.	2.00 – 2.99	Pass

b) A student who repeats a course or had a CO course in any year of study shall not be eligible for an award of a distinction.

5.3 Compensatory awards

a) In the event that a candidate fails to complete his programme on academic grounds, candidates shall be awarded compensatory unclassified qualifications as follows:

Table 3 - Compensatory awards

Level Failed	**Award**	**Remarks**
PhD Research	MPhil in the field of study	To be based on the recommendation by

Table 3 - Compensatory awards		
Level Failed	**Award**	**Remarks**
		the Examination Panel
M.Sc. Research	Postgraduate Diploma in the Field of Study	To be based on Pass and Proceed determination for year 1
M.Sc. year 1 course work	Postgraduate Certificate in the Field of Study	To be awarded if cGPA is between 2.00 to 2.59
End of year 4 or year 5 of an undergraduate programme	Diploma in the field of study	To be based on Pass and Proceed determination for year 3
End of year 3 of an undergraduate programme	Certificate in the field of study	To be based on Pass and Proceed determination for year 2

5.4 Academic transcript

a) Upon successful completion of studies, a student shall receive a certificate together with an academic transcript showing the record of performance in his/her studies during his/her entire academic career at LUANAR. A fee will be charged for additional transcripts.

b) Approved credits earned at other universities shall be incorporated into the student's transcript outside the LUANAR Academic Record Management System.

6 SECTION SIX - ACADEMIC MISCONDUCT

6.1 Misconduct in the examination room/Examination irregularities

a) The following are acts of examination misconduct and are punishable.
   i. using or possessing any unauthorised materials while in the examination room;
   ii. helping or trying to help another candidate, or obtaining or trying to get help from another candidate; consulting or trying to consult, during the examination, any books, notes, or other unauthorised materials, or another candidate while temporarily outside the examination room;
   iii. impersonating another candidate or allowing yourself to be impersonated;
   iv. attempting to bribe the examiner or other University official;
   v. failing to obey or comply with any of the examination regulations or instructions of the Invigilator acting within the scope of their authority; and
   vi. conduct in the examination room which constitutes a breach of the published rules and regulations of the University.

6.2 Procedures for handling misconduct during examinations

a) When a candidate is found to have been involved in a case of examination misconduct, the Chief Invigilator shall confiscate or impound any evidence, get a witness to the alleged cheating and request the candidate to complete the cheating form (**Error! Reference source not found.**, section **Error! Reference source not found.**) before the candidate is allowed to continue writing the examination.
b) The Chief Invigilator will report any misconduct in writing to the University Registrar using **Error! Reference source not found.**, copied to the Dean and Head of Department of the student's home faculty/department within one working day.
c) A candidate who commits an act of misconduct is required to make a written statement to the Chief invigilator within 3 hours from the time of detection of the misconduct and failure to comply will be deemed as another act of misconduct and dealt with accordingly.

d) The Chief Invigilator is empowered to discontinue the examination of any candidate who commits an act of misconduct that may interfere with the work of the other candidates.

e) Any candidate found guilty of misconduct during an examination shall be deemed to have failed the paper and shall also be subject to disciplinary action.

6.3 Plagiarism

a) Plagiarism, which entails the quotation of another author's materials and ideas without proper acknowledgement (when used in essays, research papers and other continuous assessment assignments), is considered a serious offence and will attract an appropriate penalty as provided under Section 0.

6.4 Penalties for academic misconduct

a) The penalties for academic misconduct will range from deducting marks to permanent dismissal from the University. Each case will be considered on its merit as provided in **Table 4 ,** but in the case of cheating in the examinations, expulsion from the university shall be mandatory. In this context "examinations" will be taken to include all final examinations, course tests and any other examinations taken during the year.

Table 4 - Range of penalties for academic misconduct

Misconduct	**Penalty**
Plagiarism of assignments	A grade of zero "0" in the concerned assignment and a written serious warning
Plagiarism of research project or thesis/dissertation	A grade of "F" shall be awarded and dismissal from the University
Cheating in any examination	expulsion from the university
Cheating involving course work	A grade of zero "0" in the concerned assignment and a written serious warning

7. SECTION SEVEN - APPEALS

7.1 Assessment Appeals

a) A candidate who is not satisfied with Senate decision on his/her results may appeal to the Vice Chancellor.

7.2 Procedure for contested examination results

a) A student who wishes to appeal for a review of the examination or final grade may do so by completing an appeals form (**Error! Reference source not found.**) within 14 days after publication of the results.

b) The appeal form shall be addressed to the Chairperson of Senate through the Academic Registrar detailing the reasons for the appeal.

c) Upon receipt of the Appeal Form, the Chairperson of Senate shall refer the appeal to the Dean of the concerned Faculty in cases of requests for examination remarking and to the Appeals Committee for substantive appeals.

d) The student who appeals will be required to pay a non-refundable appeal processing fee as determined by Senate.

e) The grade awarded as a result of the Appeal, whether higher or lower than the original grade awarded, will be the official grade.

f) The decision of the Appeals Committee shall be final.