

# **ACADEMIC REGULATIONS AND PROCEDURES**

## **Purpose**

The academic regulations and procedures provides a framework of rules related to learning and teaching. They help ensure that students receive consistent and equitable assistance, and that programmes are sustainable and meet academic standards

## **Scope**

These Regulations implement a coherent and accessible quality management system that covers all phases of the learner cycle, such as recruitment, admission, progression and support, recording and reporting outcomes, certification, grievances, and refunds.

## **Principles of Regulations and Procedures**

University of Fiji is responsible for sustaining the academic standards of its awards, ensuring the quality of its programmes, and providing equitable and consistent treatment of students. The treatment of students must be on the basis of capacity, potential and academic performance, and students should not be disadvantaged on any basis related to academic study. The University is expected to provide suitable learning, teaching and assessment functions.

## **Structure**

The Regulations relating to Academic principles and practices are derived from the powers of the Senate, as bestowed upon it by the University of Fiji Act 2011. The Senate approves and administers such powers which are subject to review. It may update, review or amend regulations including those related to a distinct award, to academic, administrative or support services, including those provided partially or wholly on the University's behalf.

Students also accept that they are bound by these Regulations when they enrol into a programme. The School/Centre have the responsibility to put in place arrangements for the development and support of students.

The Regulations apply to all awards and courses of study of the University including undergraduate, post graduate, professional, short course and continuing professional development and research degrees.

These Regulations reflect national and international higher education expectations and standards, and legislation, and constitute our policy on quality assurance as required by the Fiji Higher Education Commission and the European Standards and Guidelines.

The amendment, review or otherwise of the Regulations will be done annually, upon approval of the Senate, to consider legislative and regulatory change, national or international requirements, and any other developments in the higher education sector.

### **The University of Fiji Credit Point System**

Learning, teaching and assessment activities of the University of Fiji are based on a credit point system. Students accumulate credit points as they progress through a programme, and advancement depends on meeting academic requirements. To qualify for an award, students must successfully complete the required amount of credit points.

# **ADMISSION, REGISTRATION, WITHDRAWAL AND AUDITING REGULATIONS**

## **1. Admission Criteria**

1.1. The general admission requirement for programmes are as follows:

**To be admitted to The University of Fiji, an individual must:**

- 1.1.1. Pass a Senate recognized Year 13 or equivalent examination outlined in Clause 1.2; or
- 1.1.2. Complete a diploma or a degree at a recognized tertiary institution; or
- 1.1.3. Meet the criteria outlined in Clause 1.4 for Admission with Standing; or
- 1.1.4. Meet the criteria outlined in Clause 1.5 for Mature Student Admission; or
- 1.1.5. Meet the criteria outlined in Clause 1.6 for Foundation Student Admission (for admission to the Foundation Studies Programme only)

## **1.2. Year 13 Examination or Equivalent**

Individuals seeking admission under Clause 1.1.1 must:

- 1.2.1. Achieve an aggregate of at least 200 marks out of 400, and a minimum of 50% in each of the four subjects including English on the Year 13 Examination; or
- 1.2.2. Complete the requirements for The University of Fiji Certificate in Foundation Studies or an equivalent programme from another institution; or
- 1.2.3. Complete studies at the Year 13 level deemed equivalent by Senate or its delegate to Clause 1.2.1
- 1.2.4. For MBBS, BNUR, BPHC, BTEACH, BSC, BA-GDT, BSC-GDT, BCOM-GDT, BAE and LLB entry requirements, please refer to the respective schools' entry requirements.

## **1.3. Failure to meet The University of Fiji requirements for Fiji Year 13 Examination or Equivalent**

- 1.3.1. Students who attain a score of 199 and less in four subjects will be admitted to Unclassified Studies and will be required to

register for and pass 1-3 Foundation courses to become eligible for Degree studies. The classifications are provided below:

- 1.3.1.1. Students who score between 190–199 must register for and pass at least one Foundation course and cannot enrol in more than three Degree courses.
  - 1.3.1.2. Students who score between 180–189 must register for and pass at least two Foundation courses and cannot enrol in more than two Degree courses.
  - 1.3.1.3. Students who score between 170–179 must register for and pass at least three Foundation courses and cannot enrol in more than one Degree course.
  - 1.3.1.4. Students who score 169 or below must register for the full Foundation Studies Programme.
- 1.3.2. In addition, any individual who scores below 40% in English in the Year 13 Examination, will also be required to pass LLCF11 and LLCF12.

#### **1.4. Criteria for Admission with Standing**

- 1.4.1. Individuals seeking admission under Clause 1.1.3 normally must complete a tertiary qualification for which The University of Fiji credit transfers is applicable.

#### **1.5. Mature Student Admission**

- 1.5.1. Individuals who do not meet the requirements in Clauses 1.2.1, 1.2.2, 1.2.3, 1.2.4 and 1.3 may be admitted as a mature student to a specific programme if:
  - 1.5.1.1. They are over 21 years of age; and
  - 1.5.1.2. The Dean/Director or representative determines that they will likely complete the programme successfully based on their academic background and work experience; and
  - 1.5.1.3. They pass any course or courses that may be required by Senate or Dean/Director on a case-by-case basis for admission to a specific programme.

## **1.6. Foundation Student Admission**

- 1.6.1. To be admitted as a Foundation student, an individual must pass the Year 12 Examination or equivalent as outlined in Clause 1.7

## **1.7. Year 12 Examination or Equivalent**

An individual seeking admission under Clause 1.6.1 must:

- 1.7.1. Achieve an aggregate of at least 200 marks out of 400, and a minimum of 50% in each of the four subjects including English; or
- 1.7.2. Complete studies at the Year 12 level deemed equivalent by Senate or its delegate.

## **2. Admission Procedures**

### **2.1. Applications**

Individuals seeking admission to a programme or course must:

- 2.1.1. Apply for admission on the Application for Admission Form; and
- 2.1.2. Provide the following documents:
  - 2.1.2.1. A certified copy of educational qualifications and transcripts; and
  - 2.1.2.2. A certified copy of a birth certificate; and
  - 2.1.2.3. A certified copy of a TIN Registration letter or FNPF and FRCA Joint card; and/or
  - 2.1.2.4. A certified copy of a marriage certificate if the surname is different than the surname on the birth certificate;
  - 2.1.2.5. Two certified passport-size photographs; and/or
  - 2.1.2.6. Other documents that may be required by the University.
- 2.1.3. All applications must be received at the University by the dates advertised by the University.

### **3. Admission**

- 3.1. In any year, the University may decline to enrol any individuals in any programme or course due to insufficient academic progress in this University or any other tertiary institution.
- 3.2. Any individual who is admitted agrees to comply with the University's regulations and rules.
- 3.3. An individual can be admitted to only one programme at any University unless approved by the Senate.

### **4. Cancellation of Admission**

- 4.1. The Senate may, at any time, withdraw or cancel any admission, enrolment, or re-enrolment, if it is satisfied that any component of an application was untrue or misleading.
- 4.2. In the event that the admission is declined or cancelled subject to clause 4.1 the student may re-apply after one (1) semester, students in the MBBS programme can re-apply after one year.

### **5. Enrolment and Registration**

- 5.1. All students must enrol at the required times in accordance with registration and enrolment procedures approved by the University.
- 5.2. Registration and enrolment shall take place at the beginning of each semester/ trimester/flexi-mode/year-long MBBS (hereinafter referred to as Academic Term), at dates determined by the University.
- 5.3. Students who do not complete their enrolment and registration on the day specified by the Registrar shall pay a late enrolment fee (see schedule of fees).
- 5.4. Late enrolment is normally permitted until a week after the first Friday of the Academic Term. A fee of \$50.00 shall be incurred by students who enrol late.
- 5.5. Students must notify the Student Academic Service immediately of any subsequent change(s) in the information given at enrolment regarding their name, address, choice of courses and any other personal details.
- 5.6. Students will not be permitted to attend lectures, classes or laboratories, or to use any University facilities including the library until they have been properly enrolled.

5.7. The applicant's signature on a Registration Form indicates a declaration that the information is complete and accurate, and a promise that they will abide by the regulations and rules of the University.

## **6. Restriction on Enrolment**

6.1. Students who fail a course on three occasions will not be permitted to re-enrol in that course unless approved by the Chair of the Senate.

6.2. Students who are suspended under the Unsatisfactory Progress Regulations cannot enrol in the Academic Term in which they are serving their suspension.

6.3. Students who are on academic probation shall be permitted to take no more than 50% of a full-time load.

## **7. Addition of Course(s) (Add Course)**

7.1. Students wishing to add a course(s) after registration must apply to the Student Academic Services on the prescribed form. A student normally cannot add course(s) after the second Friday of the Academic Term.

## **8. Change of Programme**

8.1. Students who wish to change their programme must apply to the Student Academic Services on the prescribed form.

8.2. Students on scholarships/Loans Scheme must obtain written approval from their sponsor(s) to change their programme.

8.3. Students normally cannot change their programme after the second Friday of the Academic Term.

## **9. Withdrawal from Course(s)**

9.1. Students who wish to withdraw from course(s) for which they do not wish to be assessed must complete the prescribed form by the second Friday of the Academic Term, in which case the fees for those course(s) shall be refunded in full. Each week of delay after this shall incur a penalty of 25% of the fee. No fee shall be refunded after the fifth Friday of the Academic Term.

9.2. The final date of withdrawal is the first Friday after the mid-term break.

- 9.3. Students who have withdrawn from the course(s) shall have their names removed from the course lists. Students who do not formally withdraw from a course(s) but ceased attending classes or doing exams shall be recorded as having failed the course.

## **10. Cancellation of Registration**

- 10.1. The University shall cancel the registration of students who failed to pay their tuition fees in full or failed to make alternative arrangements with the University's Finance Department on the date determined by the Vice-Chancellor or his or her delegate. Students whose registrations have been cancelled in accordance with this clause shall not, without the written authority of the Vice-Chancellor or its delegate, enter the campus, use any University facilities, or attend classes from the date of registration cancellation.
- 10.2. Students may have their registration revalidated on the payment of full fees or making alternative arrangements with the University's Finance Department.
- 10.3. Students whose registrations have been cancelled in accordance with this section shall not be allowed to return to the University or to enrol for any courses until they pay the tuition in full.

## **11. Withdrawal from the University**

- 11.1. Students who wish to withdraw from the University must apply for withdrawal on the prescribed form to receive a refund for tuition fee deposits, if any. However, the registration fee is not refundable.

## **12. Leave of Absence**

- 12.1. Students who wish to take leave from their programme must apply for leave on the prescribed form to Student Academic Services.
- 12.2. Students can apply to take leave from their programme for up to one year. The University may consider a leave of absence for up to two years only.

## **13. Resuming Studies**

- 13.1. Students who withdraw from studies without completing their programme may request to resume studies. Such students must submit their requests in writing to Student Academic Services.
- 13.2. Students who withdrew or took leave under Clauses 11 and 12, can apply by completing the necessary form if they wish to resume

studies. Their application will be treated as a new application, and they may be required to provide additional information.

- 13.3. Resuming students may be readmitted to a programme but must follow the most current programme structure. Credits for any course previously completed and deemed relevant to the new structure may be transferred.

#### **14. Auditing of Courses**

- 14.1. The University may permit a limited number of individuals to audit its courses depending on resources.
- 14.2. Auditing is limited to attending lectures and such students cannot receive tutorial assistance, take tests, or have assignments marked and graded, or use library facilities.
- 14.3. Individuals who have been accepted to audit a course may, however, apply to become external borrowers under the normal library regulations.
- 14.4. Individuals seeking permission to audit a course shall apply in writing to the Registrar stating their qualifications and the reason(s) for their request. They may be invited to attend an interview before permission is granted. Each application shall be considered by the appropriate School.
- 14.5. A decision to accept an applicant to audit a course shall only be made after the end of the first week of the Academic Term.
- 14.6. Students whose applications are approved shall, on payment of the fees, be issued with a letter authorizing them to attend lectures for the course(s), which must be produced on demand.
- 14.7. A certificate of attendance may be issued at the end of the course.
- 14.8. The auditing fee is 50% of the normal fee of a course.

#### **15. Unclassified Studies**

- 15.1. Students may apply to the University to take courses under unclassified Studies that do not lead to the award of a certificate, diploma or degree.
- 15.2. Students enrolling for Unclassified Studies must meet normal admission requirements and prerequisites, except where it is provided as a bridging programme for admission from Year 13 and mature entry or approved by the Dean/Centre Director or Delegate.

- 15.3. An individual who is not eligible under Clauses 15.1 and 15.2 may be granted permission by the Senate to enrol as a student for Unclassified Studies based on academic history and relevant work experience.
- 15.4. Students for Unclassified Studies shall pay fees as if they were proceeding to the relevant degree, diploma or certificate.
- 15.5. The normal regulations for assessing and crediting courses shall apply.
- 15.6. A student who has passed a course under Unclassified Studies may, at a later date, have this course cross credited towards a postgraduate programme, degree, diploma, or certificate.

## **PROGRAMME REGULATIONS**

The University awards Certificates, Diplomas, Bachelor's Degrees, Graduate Diplomas, Postgraduate Certificates, Postgraduate Diplomas, Master's and Doctoral Degrees.

The UniFiji programme regulations for all academic qualifications are tied to the levels and credit point requirements of the Fiji Qualifications Framework (FQF). Foundation Certificates are pegged at Level 4, and Diplomas are set at Level 6 of the FQF. Bachelor's Degrees, and Graduate Diplomas are pegged at Level 7, and Postgraduate Diplomas are Level 8. Master's Degrees are set at Level 8 and Level 9. Doctoral Degrees are set at Level 10.

### **A. QUALIFICATION AND ADMISSION REQUIREMENTS**

#### **1. Credit Point System**

- 1.1 Once credit point is the equivalent of 10-15 student-learning hours.
- 1.2 Each course offered at the Foundation level is worth 15 credit points.
- 1.3 Each course offered at the undergraduate level is worth 15 credit points.
- 1.4 Each course offered at the postgraduate level is worth 30 credit points or multiples thereof.
- 1.5 Some courses may be exceptions to the credit point values of clauses 1.3 and 1.4 above to account for programmes that may have a different structure.
- 1.6 Each course offered in the MBA programme is worth 20 credit points.
- 1.7 For the purposes of assessing fees for a full-time student, an Academic Year is defined as 120 credit points.
- 1.8 Except for those in MBBS, all 100-level courses are Level 5, 200-level courses are Level 6, and 300-level courses are Level 7 of the FQF.
- 1.9 For the MBBS programme, Year 1-2 courses are Level 5, Year 3-4 are Level 6, and Year 5-6 courses are Level 7 of the FQF.
- 1.10 To be eligible for the award of a Foundation Certificate (Level 4), a student must complete 120 credit points.

- 1.11 To be eligible for the award of a Diploma (Level 6), a student must complete 240 credit points.
- 1.12 To be eligible for the award of a Bachelor's Degree (Level 7), a student must complete 360 credit points for a three-year degree, 480 credit points for a four-year degree and 720 credit points for a six-year degree.
- 1.13 To be eligible for the award of a Graduate Certificate (Level 7), a student must complete 60 credit points.
- 1.14 To be eligible for the award of a Graduate Diploma (Level 7), a student must complete 120 credits points.
- 1.15 To be eligible for the award of a Postgraduate Certificate (Level 8), a student must complete 60 credits point.
- 1.16 To be eligible for the award of a Postgraduate Diploma (Level 8), a student must complete 120 credit points.
- 1.17 To be eligible for the award of a Master's Degree (Level 9), a student must complete 240 credit points.
- 1.18 To be eligible for a Doctoral Degree (Level 10), a student must complete a 360 credit points.

## **2. Programme Monitoring and Review**

- 2.1 All programmes offered by the University shall be monitored internally through appropriate processes established by the School/Centre Board of Studies.
  - 2.1.1 The internal programme review report shall be presented to the Senate for consideration by the respective School Dean, Centre Director or Delegate.
- 2.2 All Programmes offered by the University shall be reviewed one year after the graduation of the first cohort.
- 2.3 For programmes which are externally accredited, reviews shall also be conducted as per accreditation requirements.
  - 2.3.1 All external reviewer(s) shall be appointed by the Vice Chancellor in consultation with the respective School Dean or Centre Director.

2.3.2 The report of the external assessor(s) shall be presented to the Senate by School Dean, Centre Director or Delegate with the School/Centre's comments.

2.3.2.1 On the basis of the review report and the comments by the School/Centre, the Senate may:

2.3.2.1.1 Request further examination of the report(s);

2.3.2.1.2 Maintain or withdraw the validation of a programme; and/or

2.3.2.1.3 Take all actions necessary to upgrade the quality standing and sustainability of the programme.

## **B. QUALIFICATION REQUIREMENTS**

### **1. Certificate Programmes**

1.1 The University offers Certificates in a number of disciplines. Candidates are admitted according to the Admission Regulations and follow a programme in one or more of the Schools for at least 2 Semesters of full-time study. However, candidates who are granted credits or exemptions under the Cross-Credit Regulations may complete their programme in a shorter time period.

1.2 A Certificate programme must consist of at least 120 Credit Points. Students may substitute a 100-level course with a 200-level course if permitted by the Dean of the School and Registrar.

1.3 The normal full-time course load for a Certificate is 60 Credit Points in the first Academic Term and 60 Credit Points in the second Academic Term. Students may be permitted to take greater loads if permitted by the Dean of the School.

1.4 Individuals must satisfy any prerequisites or any requirements made by Senate before enrolling in a course. However, Senate may, upon the recommendation of the Dean of the School and Registrar, waive requirements related to prerequisites in individual cases. Pre-requisites may include:

1.4.1 A pass grade (excluding R) in a specified or unspecified course at a lower level, or

1.4.2 Completion of a specific course at the same level.

1.5 LLC101 is compulsory for Certificate programme.

## **2. Diploma Programmes**

- 2.1 The University offers Diplomas in various disciplines. Candidates are admitted to the University according to the Admission Regulations and follow a programme of study in one or more of the Schools/Centre for at least three (3) academic terms. However, candidates who have been granted credits or exemptions under the Cross-Credit Regulations may complete their programme in a shorter time period.
- 2.2 A Diploma programme must consist of at least 120 Credit Points, with at least 60 Credit Points at the 100-level and at least 60 Credit Points at the 200-level. Students may substitute a 200-level course with a 300-level course, and a 100-level course with a 200-level course if permitted by the Dean of the School or Centre Director and Registrar.
- 2.3 Individuals must satisfy any prerequisites or any requirements made by Senate before enrolling in a course. However, Senate may, upon the recommendation of the Dean of the School or Centre Director and Registrar, waive requirements related to pre-requisites in individual cases. Pre-requisites may include:
  - 2.3.1 A pass grade (excluding R) in a specified or unspecified course at a lower level, or
  - 2.3.2 Completion of a specific course at the same level.

## **3. Bachelor's Degree Programmes**

General programme regulations for Bachelor's degree (other than LLB and MBBS)

- 3.1 The University offers the Bachelor's degree in several disciplines. Candidates are admitted according to the Admission Regulations and follow a programme of full-time or part-time study in one or more of the Schools/Centre of the University. A full time Bachelor's degree is normally for at least 6 Semesters. Candidates who are granted credits or exemptions under the Cross Credit Regulations may complete their programme in a shorter time period.
- 3.2 A Bachelor's degree programme must consist of at least 360 Credit Points, with 120 Credit Points at the 100-level, 120 Credit Points at the 200-level, and 120 Credit Points at the 300-level. Students may substitute a 200-level course with a 300-level course, and a 100-level

course with a 200-level course if permitted by the Dean of the School or Centre Director and Registrar.

- 3.3 The Bachelor's degree shall be structured so that it consists of either a single major (with a minor) or a double major.
- 3.4 For a single major (with a minor), the following requirements must be met:
  - 3.4.1 A minimum of 150 Credit Points and a maximum of 180 Credit Points in the discipline of the single major. Of the minimum (150 Credit Points), at least 30 Credit Points must be at the 100-level, at least 60 Credit Points must be at the 200-level, and at least 60 Credit Points must be at the 300-level. Electives for the balance of Credit Points should include Compulsory Courses.
  - 3.4.2 The minor shall be in a discipline other than the major discipline and must consist of 90 Credit Points (a service course may be part of the minor). Of these, at least 30 Credit Points must be at the 100-level, at least 30 Credit Points must be at the 200-level, and at least 30 Credit Points must be at the 300-level.
- 3.5 For a double major, the following requirements must be met:
  - 3.5.1 A minimum of 120 Credit Points and a maximum of 165 Credit Points in each of the two disciplines. Of the 120 Credit Points required, at least 30 Credit Points must be at the 100-level, at least 45 Credit Points must be at the 200-level, and at least 45 Credit Points must be at the 300-level. And
  - 3.5.2 The balance of the Credit Points shall be from other courses to meet the required 360 Credit Points including Compulsory Courses.
- 3.6 The normal course load for a Bachelor's Degree is 60 Credit Points in a semester for courses at the 100, 200 and 300-levels. A student will be allowed to take a greater load if:
  - 3.6.1 The student's GPA is at least 3.0 for the Academic Term immediately before the Academic Term with the requested greater load; or
  - 3.6.2 The greater load would allow the student to graduate in the final year.

3.7 Individuals must satisfy any prerequisites or any requirements made by Senate before enrolling in a course. However, Senate may, upon the recommendation of the Dean of the School or Centre Director and Registrar, waive requirements related to pre-requisites in individual cases. Pre-requisites may include:

- 3.7.1 A pass grade (excluding R) in a specified or unspecified course at a lower level, and/or
- 3.7.2 Completion of a specific course at the same level.

### 3.8 **Bachelor of Laws (LLB)**

3.8.1 To enter the LLB programme, applicants must:

3.8.1.1 In the Fiji Year 13 Examination obtain an aggregate of at least 250 marks out of 400 including a minimum of 65% in English; or

3.8.1.2 Pass the Certificate in Fundamentals of Law; or

3.8.1.3 Be eligible for Mature Student Admission as per clause 3.9.2.

3.8.2 Mature Student Admission: Individuals may be admitted as mature students if;

3.8.2.1 They are over 21 years old; and

3.8.2.2 The Dean or its delegate determines that they will likely complete the LLB programme successfully based on their academic background and work experience; and

3.8.2.3 They pass any course(s) or examination(s) that may be required by Senate or its delegate on a case-by-case basis.

### 3.9 **Bachelor of Medicine and Bachelor of Surgery (MBBS)**

3.9.1 The following specific regulations apply for the MBBS. To be considered for admission into the MBBS Programme persons must have:

3.9.1.1 Passed the Fiji Year 13 Examination or its equivalent (at least 320 marks in 4 subjects with English, Biology, Mathematics compulsory and either/or

Chemistry, Physics, Computer Sciences) with minimum of 60% in English; or

- 3.9.1.2 Passed a foundation science programme from a recognized tertiary institution with a minimum of 8 subjects (2 English, 2 Biology, 2 Mathematics and either/or 2 Chemistry, 2 Physics). Aggregate of GPA >3.5 without any fail grades or undeclared results and a minimum of B+ in English; or
- 3.9.1.3 At least a relevant Bachelor's degree or other Science/Medical degree with at least a year completed and without any pending results. Must have an aggregate GPA of 3.5 and above and not have failed or repeated any courses; or
- 3.9.1.4 Admission with Mature Entry. Students age limit >21 <40 at the time of enrolment, should have relevant work experience in Health sector desirable (minimum 3 years). Must have completed a relevant Bachelor's degree in Science/Health Science/Public Health (relevance will be decided by the Board of Studies of UPSM&HS). Must apply with approval letter from Ministry of Health.
- 3.9.1.5 Transfer students will only be accepted in Year 1 if the student fulfills any one of the above criteria. Confirmation of seat is subject to availability and at the discretion of the Dean.
- 3.9.1.6 International candidates will be decided on case by case basis. All international candidates must attach a recent (with 3 months) Medical Report with the application. All international candidates must provide evidence of English proficiency.

#### **4. POSTGRADUATE CERTIFICATE PROGRAMMES**

- 4.1 The University of Fiji offers Postgraduate Certificates in a range of disciplines. Postgraduate Certificates should normally be in the same or related discipline as the first degree. In most instances, these can lead to Master's Degree programmes, and subsequently to a Doctor of Philosophy (PhD) Degree.

4.2 Postgraduate Certificate shall consist of a minimum of 60 credit points.

4.3 Full details and admission requirements for Postgraduate Certificates is provided for under the relevant School.

## **5. POSTGRADUATE DIPLOMA PROGRAMMES**

**To obtain a Postgraduate Diploma, candidates shall be admitted to the University in accordance with the Admission Regulations, and follow a programme of study provided for under the relevant School.**

5.1 The general admission requirements for the Postgraduate Diploma are:

5.1.1 A bachelor's degree with a minimum GPA of 3.0 in the relevant discipline; or

5.1.2 A tertiary qualification deemed by Senate or its delegate to be equivalent to the criteria in Clause 5.1.1; or

5.1.3 A professional qualification deemed by Senate or its delegate to be equivalent to the criteria in Clause 5.1.1; or

5.1.4 In exceptional cases, demonstrated experience or achievement as per the programme requirements as deemed by Senate or its delegate to be sufficient; or

5.1.5 Eligibility under the Mature Student Admission criteria.

5.1.6 Additionally, Senate or its delegate may require applicants to demonstrate their suitability for admission by completing additional work and/or sitting for examinations if deemed necessary. A 400- level course taken as a qualifying course for the Postgraduate Diploma may be credited towards the Postgraduate programme.

5.1.7 Some programmes have additional or exceptional admission or programme requirements, which have been listed with the programmes under their respective Schools.

5.2 The Postgraduate Diploma is an entry qualification for the Master's degree.

5.2.1 Each Postgraduate Diploma must have a recognized and consistent structure (core and the optional courses are clearly defined), and must be approved by Senate.

- 5.2.2 The maximum period of candidature normally for the Postgraduate Diploma is one year of full-time study or two years of part-time study.
- 5.2.3 A Postgraduate Diploma programme must consist of a minimum of four 400-level courses.
- 5.3 A Postgraduate Diploma shall consist of a minimum of 120 credit points.
  - 5.3.1 Students will not be allowed, during their candidature for the Postgraduate Diploma, to suspend their studies for more than 6 months unless approved by the Office of the Registrar.
  - 5.3.2 Students are required to seek approval from the Office of the Registrar for resumption of studies.
  - 5.3.3 A student who has obtained a minimum GPA of 3.0 after completing at least 4 courses for the Postgraduate Diploma programme may apply for admission to the Master's degree programme. The Master of International Relations and Diplomacy (MAIRD) is an exception to this general regulation. Please see the School of Law section for MAIRD admission requirements.
  - 5.3.4 A student admitted into a Postgraduate Diploma programme cannot enrol concurrently in the Master's degree programme.
  - 5.3.5 Notwithstanding the general programme regulations, some Postgraduate Diploma programmes have other specific requirements and regulations (see respective Schools for details).

## **6. GRADUATE DIPLOMA IN LEGAL PRACTICE (GDLP)**

- 6.1 Graduate Diploma in Legal Practice (GDLP) programme prepares students for the practice of law in Fiji. This 6 months practical programme consists of 10 modules of full-time study.
- 6.2 Candidates must:
  - 6.2.1 Demonstrate competency in all aspects of the programme.
  - 6.2.2 Attend all modules of the programme.

- 6.2.3 Complete all assignments on time. Students will be penalised for late assignments.
- 6.2.4 Follow all general/academic rules and regulations of the University.

## 7. MASTER'S DEGREE PROGRAMMES

**To obtain a Master's Degree, candidates shall be admitted to the University in accordance with the Admission Regulations, and follow a programme of study provided for under the relevant School.**

- 7.1 A Masters Programme shall consist of a minimum of 240 credit points.
- 7.2 Masters degrees are constituted in one discipline or coherent field of study. They may be undertaken by coursework or research or by a combination of both.
- 7.3 A candidate for a Master's Degree shall normally follow a minimum prescribed programme of eight taught courses (240 credit points) or four taught courses (120 credit points), and either:
  - 7.3.1 Supervised research leading to the preparation of a 120 credit points major thesis, embodying the results of research, or
  - 7.3.2 Supervised research leading to the preparation of a 60 credit points minor thesis embodying the results of research, and two further courses (60 credit points), or
  - 7.3.3 Supervised research entirely (240 credit points) leading to the preparation and presentation of a full thesis embodying the results of research.
- 7.4 A Master's Degree is normally pursued after a relevant Postgraduate Diploma except for the below programmes:
  - 7.4.1 Master of Laws (LLM);
  - 7.4.2 Master in Business Administration (MBA);
  - 7.4.3 Master of Science in Renewable Energy Management (MScREM); and
  - 7.4.4 Where a candidate chooses to enrol directly in the Master's programme after obtaining, or qualifying to receive, a relevant postgraduate diploma.

**Refer to the School's sections in this handbook for the specific requirements for each of the Master's Degree programme; LLM, MBA and MScREM.**

## **8. MASTER'S DEGREE BY THESIS/COURSEWORK**

8.1 To be admitted into a Master's by Thesis programme (240 credit points), individuals must obtain:

8.1.1 A Bachelor's degree with a minimum GPA of 3.5 in a relevant major and do not need a Postgraduate Diploma. The candidate may be required to complete postgraduate courses as specified on admission to the Master's programme; or

8.1.2 A relevant Postgraduate Diploma with at least 120 credit points and a minimum GPA of 3.0; or

8.1.3 A qualification from another (internationally recognised) tertiary institution deemed by the relevant Postgraduate Committee to be equivalent to a University of Fiji Bachelor's degree (equivalent to the requirements set out in clauses 8.1.1 and 8.1.2); or

8.1.4 A professional diploma or degree deemed by the relevant Postgraduate Committee to be equivalent to the requirements set out in clauses 8.1.1 to 8.1.3 above.

8.1.5 The Master of Laws (LLM) is an exception to the general admission regulations. Please see JDPSoL section for admission requirements.

8.2 The Postgraduate Committee may require applicants to demonstrate their suitability for admission as students for the Master's Degree. This may be by completing work and/or sitting for examinations as it may determine.

8.3 Students proceeding to the Master's Degree by Thesis shall enrol provisionally in the programme for a semester to prepare their thesis proposal and meet other requirements of the programme. Students will also be required to present their proposal at a seminar. The final proposal will be submitted to the Postgraduate Committee for approval and candidature confirmation. At the end of this period, the relevant Postgraduate Committee shall decide based on the student's work

whether enrolment should be confirmed, cancelled, or be granted a maximum extension of three months for resubmission.

8.4 If the student's candidature is confirmed, the date of registration shall be taken from the date of provisional enrolment.

### **8.5 Academic Supervisors:**

8.5.1 The relevant Postgraduate Committee shall appoint a supervisor or supervisors for every student enrolled in a Master's by Thesis programme.

8.5.2 The supervisor who is also a staff member of the University shall be referred to as the Principal Supervisor.

8.5.3 University staff shall not normally supervise more than 3 full-time students at the Master's level.

8.5.4 The supervisor must have publications in the relevant field.

### **8.6 Responsibilities of Master's Students**

8.6.1 After enrolment, Master's by Thesis (240 credit points) students are required to:

8.6.1.1 Register every Academic Term until the thesis has been submitted for examination;

8.6.1.2 Be enrolled for a period of at least two years of full-time study and four years of part-time study; and

8.6.1.3 Submit a thesis, with research results, that satisfies any requirements for oral, written, practical or other work that may be required by Senate or its delegate.

8.6.1.4 Students enrolled for a thesis shall submit a progress report to the relevant Postgraduate Committee at the end of every 6 months. The supervisor and student must agree to a brief plan for the remaining work and include this information in the progress report.

### **8.7 Candidature**

8.7.1 Tenure of the Master's degree shall be from the date of registration and shall not include any period during which, with the prior approval of the Senate or the Chair of the Postgraduate Committee, students have been allowed to suspend their studies. Students may be allowed during their

candidature for the Master's degree to suspend their studies for up to six months if their application shows sufficient cause. This application is submitted to the Chair of the Postgraduate Committee through their supervisor. Any appeal should be pursued through the Student Grievance Policy.

- 8.7.2 A student who has been granted suspended candidature and does not resume in the following Academic Term will be considered to have withdrawn from the programme and as such will be awarded a NC grade.
- 8.7.3 The normal period of candidature for the Master's degree shall be two years full-time study and four years part-time study.
- 8.7.4 The minimum period of candidature for the Master's degree shall be one year full-time study and two years part-time study.
- 8.7.5 The maximum period of candidature for the degree of Master shall be three years of full-time study and six years of part-time study
- 8.7.6 A Master's Degree by thesis (including notes and bibliography) shall be a minimum of 40,000 and a maximum of 60,000 words in length.
- 8.7.7 A Major thesis (including notes and bibliography) shall be a minimum of 20,000 and a maximum of 30,000 words in length.
- 8.7.8 A Minor thesis (including notes and bibliography) shall not exceed 20,000 words in length.

## **8.8 Submission of Thesis for Examination**

- 8.8.1 Students who fulfilled the conditions under these regulations may apply via the supervisor to the Chair of the Postgraduate Committee to have the thesis examined.
- 8.8.2 Before students submit a thesis to the Postgraduate Committee, the Principal Supervisor must:
  - 8.8.2.1 Be satisfied that the students completed their programme of advanced study; and

- 8.8.2.2 Be satisfied that all the relevant conditions under the Clause 5.2 for Masters have been fulfilled, and
- 8.8.2.3 A certificate to this effect from the Principal supervisor shall accompany the thesis when it is submitted.
- 8.8.3 For the purpose of MScREM, the Postgraduate Committee shall appoint one examiner, who shall be either internal or external to the University.
- 8.8.4 Where there is disagreement over this certification between the Principal Supervisor and the student, the Postgraduate Committee shall make appropriate recommendations to the Vice-Chancellor or Senate.
- 8.8.5 The thesis may not contain any material that the student has previously submitted for a higher degree of any university.
- 8.8.6 Student must submit two copies of the thesis at the Master's level, except MScREM where one copy is required, in a format prescribed by Senate to the Post Graduate Committee for examination.
- 8.8.7 The thesis may be soft cover or ring-bound for the purpose of the examination.

## **8.9 Examination of Master's Thesis**

- 8.9.1 For the examination of the Master's thesis, the Postgraduate Committee shall appoint two examiners (one internal examiner and one external examiner)
- 8.9.2 For the purpose of MScREM, the Postgraduate Committee shall appoint one examiner, who shall be either internal or external to the University.
- 8.9.3 Individuals involved in the thesis supervision cannot be examiners.
- 8.9.4 The thesis examiners cannot be members of the Postgraduate Committee except for minor thesis.
- 8.9.5 If the University lacks the required expertise to examine Master's theses the relevant Postgraduate Committee shall appoint two external examiners depending on the programme.

**Refer to Clauses 9.16 to 9.22 on the Criteria for Potential Examiners, Reports by Examiners of Thesis, Decisions on Recommendations of**

**Examiners, Appeals, Deadline Extension, Conditions for Award of the Degree, Thesis Printing, Binding and Lodgment Regulations related to Masters by thesis including major and minor theses**

## **9. DOCTOR OF PHILOSOPHY (PhD) PROGRAMMES**

9.1 A Doctor of Philosophy (PhD) Programme shall consist of a minimum of 360 credit points.

### **9.2 Admission Requirements**

9.2.1 Individuals awarded a Master's Degree by Thesis by a Senate-recognized University can apply for a Doctor of Philosophy Degree and, if the application is approved, they will be registered for the programme.

9.2.2 An applicant with a Master's Degree by Coursework must complete a Research Methods course as the prerequisite for admission to a Doctor of Philosophy programme.

9.3 A person can be admitted to a Doctor of Philosophy programme at the start of any Academic Semester.

9.4 Application for registration should be made to the Postgraduate Committee by the relevant Dean of School through the prescribed form including a statement of research intent that has been endorsed by potential supervisor(s).

9.5 The Postgraduate Committee shall appoint at least two supervisors for every doctoral student. One shall be a staff member of the University and shall be referred to as the Principal Supervisor while the other will be Co-Supervisor.

9.5.1 Both supervisors must meet the requirements of international best practices in terms of supervision of Doctoral and Master's theses.

9.5.2 University academic staff shall not normally supervise more than the equivalent of 2 full-time research students at the PhD level.

9.5.3 Both supervisors must have recent publications in the relevant field.

9.6 Doctor of Philosophy students shall register provisionally for one semester on a full-time mode or two semesters on a part-time mode.

During this period, students must develop a research proposal in the format prescribed by the School and include a critical review of the literature, a clear statement of the research questions, the research approaches and general methods. The research proposal will include a fully justified budget and indicate all the required resources including personal development and training requirements.

- 9.7 At the end of the provisional enrolment period, the candidate shall do a Seminar on the research proposal. The Postgraduate Committee shall, on the advice of the Principal Supervisor, appoint a Review Committee to review the Seminar.
- 9.8 The final candidature shall be confirmed by the Postgraduate Committee upon the results of the review provided by the Review Committee. The review should demonstrate, among other things:
  - 9.8.1 strong analytical, problem-solving and critical thinking abilities;
  - 9.8.2 the required breadth and in-depth knowledge of the discipline;
  - 9.8.3 required academic background for the specific doctoral research to follow;
  - 9.8.4 potential ability to conduct independent and original research; and
  - 9.8.5 ability to communicate knowledge of the discipline.
- 9.9 In the case of an unsatisfactory review, an additional period of up to six months of provisional enrolment may be recommended by the Postgraduate Committee. If the research proposal is still deemed unsatisfactory after the second attempt, then the student's candidature shall be automatically terminated.
- 9.10 If the student's enrolment is confirmed, the date of registration shall be the date of provisional enrolment.
- 9.11 **Transfer of Registration from Master's Degree to PhD Degree:**
  - 9.11.1 The Vice-Chancellor may approve applications to transfer the registration from a Master's degree to a PhD degree after a minimum period of one year of full-time work on the Master's thesis provided that the student submits the following to the Postgraduate Committee:

- 9.11.1.1 12-month progress report highlighting the main achievements of the first year of work with a thorough justification of how the original Master's thesis proposal will be upgraded to the PhD level;
- 9.11.1.2 A PhD proposal highlighting how the results obtained in the first year of work lead to the conclusion that the project should be upgraded to a PhD; and
- 9.11.1.3 A confirmation seminar (equivalent to the mid-term review) of the relevant Postgraduate Committee highlighting the achievements of the first year of research and a thorough justification of the reasons why the project should be upgraded to the PhD level. This exercise aims to demonstrate that the candidates have full command of their subject, the decision to upgrade to a PhD is their own initiative, and they are fully aware of the implications of this decision.

9.11.2 The Regulations for PhD students shall apply from the date the transfer was approved.

## 9.12 **Responsibilities of PhD Students**

9.12.1 After enrolment, PhD students are required to:

- 9.12.1.1 Register for each Academic Term until the final submission of the thesis has been submitted for examination;
- 9.12.1.2 Pursue courses of advanced study or research at the University to the satisfaction of Senate or its delegate, and the Principal Supervisor;
- 9.12.1.3 Be enrolled for the period of candidature;
- 9.12.1.4 Submit a thesis, with research results, and satisfy any requirement for oral, written, practical or other work that may be required by Senate or the relevant Postgraduate Committee.

9.12.2 Students enrolled for their thesis shall submit progress reports every 6 months to the relevant Postgraduate Committee. The supervisor and student must agree on a

brief plan for the remaining work and include this information in the progress report.

9.12.3 The Vice-Chancellor may permit a student to pursue studies at another institution for a period as may be determined necessary:

9.12.3.1 Laboratory work may be carried out in an approved institution outside the University for a period or periods as may be determined by Senate or the Postgraduate Committee; and/or

9.12.3.2 Field work may be carried out at places and for a period or periods as may be determined by Senate or the Postgraduate Committee.

9.12.4 The student must obtain prior approval from the Postgraduate Committee for field work and laboratory work which are performed outside of the University.

### 9.13 **Candidature**

9.13.1 Tenure of candidature for a Doctor of Philosophy degree shall be from the date of registration and shall not include any period during which, with the prior approval of Senate or its delegate, students have been allowed to suspend their studies.

9.13.2 All research degree students at The University of Fiji are admitted on a provisional basis and must satisfactorily complete the candidature confirmation process at an early stage of candidature which is provided for under admission requirements.

9.13.3 Students may be allowed during their candidature for a Doctor of Philosophy degree to suspend their studies for up to 12 months in total (two semesters, which need not be consecutive) if their application shows sufficient cause. This application is submitted to the University's Research Committee through their supervisor. Any appeal should be pursued through the Student Grievance Policy. A student suspending his or her studies without prior approval will be considered to have withdrawn from the programme.

9.13.4 A candidate who, having suspended candidature with approval as provided for in Clause 9.13.3 above, does not

resume in the following Academic Term will be considered to have withdrawn from the programme, and candidature will lapse automatically.

- 9.13.5 The normal period of candidature for a Doctor of Philosophy degree is three years of full-time study and six years of part-time study.
- 9.13.6 The maximum period of candidature for Doctor of Philosophy degree is five years of full-time study and seven years of part-time study.
- 9.13.7 In exceptional cases, a thesis may be submitted before the normal period so long as the credit point requirements have been met and with the approval of the Vice-Chancellor and/or Senate on the recommendation of the Postgraduate Committee.
- 9.13.8 If a candidate has not submitted the thesis after having been enrolled and paid fees for the equivalent of three years of full-time study or six years of part-time study, the candidature may continue for another period of two years, without incurring additional tuition fees. During this additional time period, the student must submit the thesis and pay the thesis examination fee.

#### 9.14 **Submission of Thesis for Examination**

- 9.14.1 Students who fulfilled the conditions under these regulations may apply via the supervisor to the Chair of the Postgraduate Committee to have the thesis examined.
- 9.14.2 Student must submit three copies of the thesis at the PhD level to the School in a format prescribed by Senate.
- 9.14.3 The thesis may be soft cover or ring-bound for the purpose of the examination.
- 9.14.4 Before students submit a thesis to the Postgraduate Committee, the Principal Supervisor must:
  - 9.14.4.1 Be satisfied that the students completed their programme of advanced study; and
  - 9.14.4.2 Be satisfied that all the relevant conditions under clause 9.13 for PhD have been fulfilled, and

9.14.4.3 A certificate to this effect from the Principal supervisor shall accompany the thesis when it is submitted.

9.14.5 Where there is disagreement over this certification between the Principal Supervisor and the student, the Postgraduate Committee shall make appropriate recommendations to the Vice-Chancellor or Senate.

9.14.6 A PhD thesis shall represent a substantial and original contribution to knowledge and may consist of either published or unpublished material or a combination of both. The thesis should contain evidence of originality, independent critical ability and matter suitable for publication.

9.14.7 The thesis may not contain any material that the student has previously submitted for a higher degree of any university.

9.14.8 A PhD thesis (including notes and bibliography) shall be a minimum of 80,000 and a maximum of 100,000 words in length.

## **9.15 Examination of PhD Thesis**

9.15.1 For the examination of a PhD thesis, the Postgraduate Committee shall appoint three examiners (one internal examiner and two external examiners).

9.15.2 Individuals involved in the thesis supervision cannot be examiners.

9.15.3 The thesis examiners cannot be members of the Postgraduate Committee.

9.15.4 If the University lacks the required expertise to examine PhD theses the relevant Postgraduate Committee shall appoint three external examiners.

## **9.16 Criteria for potential Examiners**

### **9.16.1 Availability**

9.16.1.1 Examiners are given a maximum of two months from the date of receipt of the thesis to assess it and return their reports.

- 9.16.1.2 Examiners are given maximum of one month from the date of receipt of minor thesis or industrial attachment report to assess it and return their reports.
- 9.16.1.3 Secretary of the Postgraduate Committee must write to the first three preferred examiners and obtain their acceptance before lodging their names with the Postgraduate Committee for final appointment.
- 9.16.1.4 It is not necessary to write to the reserve examiner, but the Secretary of the Postgraduate Committee should secure a confirmation from the preferred examiners that they are able to examine the thesis within the two-month timeframe.
- 9.16.1.5 Examiners need to know the estimated time of submission. It is important not to underestimate or overestimate an expected submission date as examiners often organise their schedules in anticipation of receiving a thesis at a particular time.

## 9.16.2 **Expertise**

- 9.16.2.1 Examiners must hold an equivalent or higher degree than the qualification level of the thesis, and they must be recognised experts in their field. They must be able to testify that the thesis:
  - 9.16.2.1.1 For the PhD, is a substantial and original contribution to knowledge in its field.
  - 9.16.2.1.2 For the Master's degree, is a substantial work generally based on independent research.
- 9.16.2.2 The Secretary to the Postgraduate Committee must list examiners' qualifications and indicate whether they are still active in their field by providing either a brief curriculum vitae or a list of key and/or recent publications.

### 9.16.3 **Independence**

9.16.3.1 The Secretary to the Postgraduate Committee must provide a statement which confirms that there are no conflicts of interest between and among examiners, the student, or supervisors.

### 9.16.4 **Relevance**

9.16.4.1 The list of examiners must be accompanied by a statement (at least a paragraph) which outlines the relevance of each nominee to the particular field.

9.16.4.2 It is usual to recommend two examiners who have expertise specific to the area and one more general examiner who may be able to provide an overview.

9.16.4.3 The name of any nominated reserve must also be submitted along with details of his or her relevance.

### 9.16.5 **Confidentiality**

9.16.5.1 Examiners need an indication whether the thesis contains confidential information. If the thesis contains confidential information, the Secretary to the Postgraduate Committee should secure an undertaking from examiners that they will keep the contents of the thesis confidential and advise the Postgraduate Committee accordingly.

## 9.17 **Reports by Examiners of Thesis**

9.17.1 The relevant Postgraduate Committee shall submit a copy of the thesis and a copy of the Report Form to each examiner.

9.17.2 The examiners may require the student to undergo such oral, written or practical examinations as they may specify to the Postgraduate Committee.

9.17.3 The examiners shall not consult with each other before presenting their reports.

- 9.17.4 Each examiner shall submit a full written report to the Postgraduate Committee on the form provided and shall specify whether:
- 9.17.4.1 The degree should be awarded to the student; or
  - 9.17.4.2 The degree should not be awarded to the student; or
  - 9.17.4.3 The thesis needs minor revisions and corrections, and these changes need to be approved by the internal examiner; or
  - 9.17.4.4 The thesis needs substantial revisions and corrections, and should be re-examined by all examiners.
- 9.17.5 The recommendations of the Postgraduate Committee together with the reports of the examiners shall be submitted to the Senate.

## 9.18 **Decisions on Recommendations of Examiners**

- 9.18.1 After considering the recommendations of the Postgraduate Committee the University shall decide whether:
- 9.18.1.1 to award the degree; or
  - 9.18.1.2 to not award the degree; or
  - 9.18.1.3 to permit the student to submit within twelve months of the Senate's decision, either:
    - 9.18.1.3.1 A thesis with minor amendments; or
    - 9.18.1.3.2 A thesis with major amendments. (In each case, details of those amendments must be specified to the student.); or
    - 9.18.1.3.3 To take other appropriate decisions as determined by the Recommendations of Examiners and the Postgraduate Committee.
- 9.18.2 If examiners do not substantially agree, the Vice-Chancellor and/or Senate may appoint an external arbitrator. The report

of the external arbitrator shall be forwarded to the Vice-Chancellor and/or Senate for consideration.

9.18.3 A student shall not be permitted to re-submit a thesis more than once unless there are exceptional circumstances, if expressly approved by the Vice-Chancellor and/or Senate. If approved, the Vice-Chancellor and/or Senate may only give the student one more chance to revise and resubmit the thesis for examination within a specified period.

## 9.19 **Appeals**

9.19.1 Appeals regarding decisions under this policy can only be made on procedural grounds and will be considered by the Postgraduate Committee.

## 9.20 **Deadline Extension**

9.20.1 The students can apply to the Postgraduate Committee for an extension for their dissertation. Once approved, they shall re-enrol and pay the fees.

9.20.2 Once a thesis has been submitted for examination, and all requirements have been completed, including coursework, the student is required to register and not pay any tuition fees while waiting for the outcome of the examination, or while making any corrections to the thesis as required by the examiners before the final copy is submitted.

## 9.21 **Condition for Award of the Degree**

9.21.1 Students satisfying the requirements for award of the degree as prescribed in this policy will not be awarded the degree until they deposit copies of the thesis with the University Library as specified in the Regulations on the Presentation of Thesis.

9.21.2 To satisfy this requirement, the University Librarian must provide a confirmation in writing to the Vice-Chancellor that the required copies of the thesis have been received by the Library. In addition, the Student Academic Services must provide a confirmation in writing to the Vice-Chancellor that all regulations have been satisfied including those covering the payment of fees.

## 9.22 **Thesis Printing, Binding and Lodgment Regulations**

- 9.22.1 These regulations are complementary to, and shall be read in conjunction with, the programme regulations for individual postgraduate degrees and the Guidelines on the Format and Style for the Presentation of Theses at The University of Fiji.
- 9.22.2 Every thesis shall be presented in print and electronic form as required by the University, using the approved referencing style.
- 9.22.3 For the award of the degree, the student shall provide to the Postgraduate Committee copies of the thesis, corrected and/or modified according to directions of the University, as follows:
- 9.22.3.1 2 hard-bound copies; and
  - 9.22.3.2 an electronic copy in CD or DVD format and/or soft copy (PDF Format)
- 9.22.4 The Postgraduate Committee shall distribute the copies as follows:
- 9.22.4.1 1 copy with the University Library at Saweni Campus; and
  - 9.22.4.2 1 copy with the appropriate Faculty of the University
- 9.22.5 The hard-bound copies of the Thesis must:
- 9.22.5.1 be signed on the Declaration of Authenticity page by the student; and
  - 9.22.5.2 contain a statement of the student's restrictions, if any, regarding accessibility.
- 9.22.6 The copyright and other rights for the Thesis shall remain with the author.

## **ASSESSMENT REGULATIONS**

### **1. Coursework and Final Examination**

#### **1.1 Allocation of Marks between Coursework and Final Examination**

- 1.1.1 The grade shall be based on performance in coursework and examination, or coursework only without any final examination or vice-versa, for a course approved by Senate to be assessed in that manner.
- 1.1.2 The final examination and the work assessed during the academic term shall each constitute not less than 40% and not more than 60% of the final grade, unless otherwise specified in the programme requirements.
- 1.1.3 The Assessment criteria for the five schools and CIS are normally based on the following:
  - 1.1.3.1 SOST - For the courses with an examination component, a student must achieve a minimum of 40% in coursework and 40% on the final examination in order to pass the course. The student must attain a total of 50% (coursework and final examination) in order to pass the entire course.
  - 1.1.3.2 SOL: For all law courses with a final examination component including pre-degree and undergraduate courses, a student must achieve a minimum of 50% of the marks assigned to continuous assessment and a minimum of 50% of the marks assigned to the final examination to pass the course. Failure to meet the minimum for one or both components will result in failure of the entire course. If a student fails to achieve the minimum for one component but achieves a minimum of 40% of the total marks, the student will receive a fail grade of D even if the student obtained more than 49% of the total marks. For all pre-degree and 100-300 level undergraduate law courses, except for LAW300 (Law Project) and LAW324 (Legal Drafting), continuous assessment constitutes 40% of the total marks and the final examination constitutes 60% of the total marks. For LAW300 and LAW324, continuous assessment constitutes 100% of the total marks. The minimum

total pass mark for all courses is 50%, subject to any additional minimums required for courses with a final examination component.

- 1.1.3.3 CIS - A student must obtain a minimum of 50% to pass the course for 100 % full assessment courses. A student must pass the exam to pass the course for examinable courses. A minimum of 50% is needed to pass the course.
- 1.1.3.4 SOBE – In courses with a final examination component, a student must achieve a minimum of 40% in the final examination to qualify for a pass.
- 1.1.3.5 UPSM & HS– In courses with an examination component, a student must achieve a minimum of 50% in coursework and 50% on the final examination in order to pass the entire course. Failure to achieve the minimum requirement for coursework will result in failure in the entire course.
- 1.1.3.6 SOHA – In a course with 60% coursework and 40% examination, a student must achieve a minimum of 24 out of 60% in coursework and 16 out of 40% on the final examination. The student must attain 50% total in order to pass the entire course. In a course with 50% coursework and 50% examination, a student must achieve a minimum of 20 out of 50% in coursework and 20 out of 50% on the final examination. The student must attain 50% total in order to pass the entire course. Failure to achieve the minimum requirement for coursework and the examination will result in failure in the entire course.
- 1.1.3.7 These assessment regulations may be amended and/or varied by the Senate during the Academic Term.

## 1.2 **Deadline for the Submission of Student Coursework**

- 1.2.1 For marking, students must submit course requirements that are considered part of continuous assessment process by the deadlines prescribed by the Course Coordinator. Students cannot submit these course requirements after the last day

of lectures for that Academic Term, but may, in exceptional cases, be granted the extension by the Head of Department/Dean/Centre Director.

1.2.2 This deadline also applies to courses that are assessed entirely by coursework.

### 1.3 **Minimum Requirement for Courses**

1.3.1 Students may be required to meet a specified minimum standard of performance and participation for continuous assessment and/or the final examination. This must be communicated to each student at the beginning of the course in the course outline.

1.3.2 A student who fails to attain the specified minimum standard of performance and participation mentioned in Clause 1.1.3 will be given a DNQ grade, notwithstanding the fact that that student may have total marks for the continuous assessment and final examination which are equal to or greater than the pass mark.

1.3.3 A student who fails to attain the specified minimum standard of performance and participation mentioned in the Course Outline shall not be considered for a Restricted Pass.

1.3.4 Students are required to complete at least 80% of the practical requirements (including laboratory work) of a course to successfully complete the course.

#### 1.3.5 **Attendance in Tutorial and Participation**

1.3.5.1 To pass any course where tutorials are required, students must attend at least 85% of the tutorials to be eligible to pass the course.

1.3.5.2 Students with valid extenuating circumstances for noncompliance must receive written approval from the Dean/Director for exemption from this regulation or for additional work in lieu of.

1.3.5.3 This regulation applies to all modes of teaching and learning.

1.3.5.4 Attendance via skype or other distance mode tutorials and discussions are encouraged and monitored separately.

#### 1.4 **Release of Coursework Marks**

1.4.1 Total coursework marks shall be released to students at least one week before final examination.

1.4.2 Courses with 100% coursework, at least 70% of the coursework mark shall be released to the student.

### 2 **Organisation of Examinations**

2.1 The examinations conducted by the University shall comprise such written, oral and practical examinations as the examiners, with the approval of Senate, may determine. All examination papers shall be moderated.

2.2 The examinations shall be held at the places and times specified in the examination timetables published by the Office of the Registrar, provided that no examinations shall be held on public holidays and on Saturdays.

2.3 Examinations are to be conducted by the University in the presence of duly appointed invigilators and/or the University staff.

2.4 The examination scripts shall be marked by the examiners.

2.5 The final grade will consist of the exam mark and continuous coursework mark and shall be submitted to the Registrar, after the required approval of the Board of Studies (BOS) and the Senate.

### 3 **Moderation of Examination Papers**

3.1 The examination paper will undergo the moderation process.

3.2 The Deans/Directors or their delegates will moderate the papers and processes to ensure that the questions are fair, set at an appropriate level and test the specific required learning outcomes of the course.

3.3 During this process, course coordinators are expected to produce the exam papers; course outline; detailed solutions for the questions; and detailed marking scheme.

## 4 **Examination of Differently-abled Students**

- 4.1 Students with a visual impairment and/or a very poor eyesight:
  - 4.1.1 Shall sit their examinations in rooms separate from other students, and
  - 4.1.2 Shall be allowed an additional 30 minutes of writing time for each one-hour examination time, and
  - 4.1.3 May provide assistance to complete parts of answer sheets that they cannot complete unassisted, such as multiple-choice questions.
- 4.2 For a student with any other type of physical impairment that may adversely affect his/her performance under ordinary examination conditions, examination procedures shall be determined by the Registrar, delegate, or nominee.

## 5 **Examination Procedure**

- 5.1 Candidates shall display their valid University identification cards (which should have their photographs) on their examination desks so supervisors can verify their identities when collecting attendance slips.
- 5.2 The final examinations shall consist of written, oral and practical examinations as approved by the Senate.
- 5.3 Candidates shall answer questions in the presence of a supervisor, who is appointed or approved by the Senate according to detailed instructions as may be furnished by the Senate.
- 5.4 No candidates shall communicate with an examiner regarding an examination except through the Chief Examination Supervisor.
- 5.5 Unless permitted by the Registrar, candidates may only be examined in a subject or part of a subject at the scheduled time in the timetable.
- 5.6 Candidates cannot enter an examination room later than one (1) hour after the beginning of the examination. They cannot leave the examination room until one (1) hour has elapsed from the beginning of the examination nor can they leave during the last 15 minutes of the examination.

- 5.7 Candidates are allowed to read their examination papers for a period of up to ten minutes before the examination commences but may not begin to write their answers until the Supervisor In-Charge announces that they may do so.
- 5.8 Candidates cannot bring any written or printed matter into the examination room except as authorised by the examiner, or where such written or printed material has been authorised for use in an approved open book examination.
- 5.9 An open book examination is an end-of-course examination where candidates are allowed, on the recommendation of the School/Centre and with prior approval of the Senate, to bring and use specified textbooks or other course materials in the examination room. Examples include unmarked Statutes or High Court Rules for JDPSoL. Senate approval shall normally be obtained before a course which is partly assessed by an open book examination, is taught.
- 5.10 While in an examination venue, candidates shall NOT possess any written or printed material, any electronic or computing device capable of storing materials, or any device, including cell phones, that is capable of transmitting, storing or receiving messages, unless authorised by the examiners.
- 5.11 A candidate who violates Clause 5.10 shall have such materials or devices confiscated by the Supervisor In-Charge for the duration of the examination, and be subject to other sanctions according to the Rules under Conduct in Examination Room.
- 5.12 Candidates cannot communicate with another student in the examination room.
- 5.13 No candidate shall be re-admitted to an examination room after they have left unless they have been under approved supervision during the full period of their absence.
- 5.14 Candidates cannot continue writing after the supervisor has announced the expiration time. No additional time will be allowed, under any circumstances, for a candidate to review his script, or make any amendment or addition to his script.
- 5.15 The scripts of candidates shall be retained by the Schools/Centre with the respective course coordinators for a

period of 12 months from the last date on which the examinations were held.

- 5.16 Students shall obey all written examination instructions issued prior to or during an examination and shall immediately obey all verbal instructions of the examination Supervisor In-Charge.
- 5.17 Students cannot communicate with any other person (apart from an examination supervisor) in the examination room and cannot copy or attempt to copy another student's answers. A student who wishes to communicate with an examination supervisor shall raise their hand and shall communicate as quietly as possible.
- 5.18 Students cannot smoke or consume food or drink (other than water from a non-spill container) in the examination room.
- 5.19 After an examination, students cannot communicate with an examiner regarding an examination except through the Registrar, delegate, or nominee.
- 5.20 If an examination Supervisor In-Charge or other competent authority has reasonable grounds to believe a student has violated any of the Assessment Regulations or examination rules, disobeyed a lawful examination instruction, or has been suspected of other dishonest practice or misconduct regarding an examination, that student shall:
  - 5.20.1 be denied admission or re-admission to the examination room; and/or
  - 5.20.2 have any illicit material and/or devices confiscated by the exam supervisor for the duration of the examination; and
  - 5.20.3 have their partially-completed script confiscated; and/or
  - 5.20.4 be required, to accompany the examination Supervisor In-Charge to the office of the Registrar, delegate, or nominee; and
  - 5.20.5 be reported to the Vice-Chancellor, delegate, or nominee.

- 5.21 If an examination supervisor or competent authority has taken any of the actions in Clause 5.20, the alleged offender shall be dealt with by the Disputes and Adjudicating Committee.

## 6 **Application for Aegrotat Pass, Compassionate Pass, or Special and Supplementary Examination**

- 6.1 Students who are prevented from sitting the final examination through no fault of their own, or believe that their performance in the final examination will be or was seriously impaired, may seek advice from their respective Schools before applying to the Registrar for consideration of an Aegrotat Pass, Compassionate Pass, or a special examination.

- 6.2 The application shall be made on the prescribed form, as soon as possible, and normally before the examination or no less than one week after the examination period. The application shall be supported by evidence required by University regulations.

### 6.3 **Application for Aegrotat Pass**

- 6.3.1 Students who will be or were prevented by illness or injury from presenting themselves at the final examination, or who believe their performance in the examination will be or was seriously impaired by illness or injury, may apply for an Aegrotat Pass.

- 6.3.2 An Aegrotat Pass shall be given with the approval of the School Board of Studies under the following conditions:

- 6.3.2.1 That the student furnishes the Registrar with a medical certificate from a registered medical practitioner, along with the completed application for Aegrotat Pass form stating:

- 6.3.2.1.1 The nature of the illness or injury in sufficient detail and in a form suitable for submission in cases of doubt, to another medical referee;

- 6.3.2.1.2 The date that the medical practitioner examined the student; and

6.3.2.1.3 That in the medical practitioner's opinion the student was unable through illness or injury to sit the examination and/or that the student's performance in the examination was likely seriously impaired by illness or injury, and that the student was not responsible for the illness or injury;

6.3.2.2 That the student has achieved at least 65% in coursework; and

6.3.2.3 That the quality of any work that the student had completed in the affected examination, plus work in examinations not affected by illness or injury, be taken into account; and

6.3.2.4 The Senate may approve cases where a student's coursework mark is lower than a grade of B (as required in Clause 6.3.2.2) if recommended by the School Board of Studies.

6.3.2.5 In considering applications under this regulation, it is permissible to consider the effect of any illness or injury on the student's performance during the Academic Term.

#### 6.4 **Application for Compassionate Pass**

6.4.1 Students who will be or were prevented from sitting the final examination due to exceptional circumstances beyond their control and other than their own illness or injury, or who believe that their performance in the examination will be or was seriously impaired by the same circumstances may apply for a Compassionate Pass.

6.4.2 A Compassionate Pass shall be given with the approval of the School Board of Studies or the Chair of the Senate under the same conditions (with the necessary changes) provided in Clause 6.3.2.2.

- 6.4.3 In considering applications for a Compassionate Pass, it is permissible to consider the effect of any exceptional circumstances beyond the student's control on the student's performance during the Academic Term.
- 6.4.4 The Senate may approve cases where a student's coursework mark is lower than a grade of B (as required in Clause 6.3.2.2) If recommended by the School Board of Studies.

## 6.5 **Special Examination**

- 6.5.1 Approval may be granted by the School Board of Studies for a student to sit a special examination in the following cases:
  - 6.5.1.1 If the student applies to sit a special examination rather than be considered for an Aegrotat or a Compassionate Pass, subject to compliance with the same conditions (with necessary changes) as those in Clause 6.3.2.2; or
  - 6.5.1.2 If the School Board of Studies, on the recommendation of the coordinator or lecturer of the course, may recommend the students to sit such an examination notwithstanding the fact that the students may be eligible for the award of an Aegrotat Pass or Compassionate Pass.
  - 6.5.1.3 If a special examination is approved for a student, the coordinator or lecturer of the course shall provide a new examination paper and ensure that the questions and problems are different from but comparable to those used in the scheduled final examination.
  - 6.5.1.4 If a student sits a special examination under the provisions of Clauses 6.3.1 or 6.4.1, that student shall not be subsequently considered for an Aegrotat or Compassionate Pass in that course during that Academic Term.

- 6.5.1.5 For a special examination, the student shall pay an examination fee before the examination is arranged.
- 6.5.1.6 The final assessment and grade of students sitting a special examination is based on both coursework and examination.
- 6.5.1.7 If a student is permitted to sit a special examination, the School Board of Studies in consultation with the Student Academic Services shall decide the time and place of the examination.

## 6.6 **Supplementary Examination**

- 6.6.1 A supplementary examination may be conducted for students who have failed to attain a pass grade in the final examination due to:
  - 6.6.1.1 A failing grade on the final exam paper but a passing grade in coursework.
  - 6.6.1.2 Failure to appear for exams for which valid documentation is provided.
- 6.6.2 A supplementary examination will require prior approval from the Board of Studies.
- 6.6.3 There is a maximum limit of 3 supplementary exams per student for the entire duration of the programme.
- 6.6.4 Any student requesting a fourth supplementary examination will require permission from the Registrar who shall consult with the Dean. Any further attempts will require Senate endorsement.
- 6.6.5 For a supplementary examination, the student shall pay an examination fee before the examination is arranged.
- 6.6.6 Students who pass the supplementary examination would be given a “C” grade.

## Confirmation of Grades

### 7.1 Grading System

7.1.1 The following grading system will be used by all faculties, in awarding final grades for academic performance.

Letter Grade	Grade Points (Intervals)	Description
A+	4.5 (85-100)	Pass with High Distinction
A	4.0 (80-84)	Pass with Distinction
B+	3.5 (75-79)	Pass with High Credit
B	3.0 (65-74)	Pass with Credit
C+	2.5 (60-64)	High Pass
C	2.0 (50-59)	Pass
D	1.0 (40-49)	Work below the standard required for a pass.
E	0 (0-39)	Very weak performance or failure to complete the prescribed work
EX	0	Indicates that the student did not sit the final examination in that course
XX	0	Indicates that the student has neither submitted coursework nor sat the final examination in the course
DNQ	1.0	<b>Did Not Qualify when</b> student received over 50 percent of total marks but did not meet other specified conditions for a pass
R	1.5	<b>Restricted Pass</b> is awarded under certain prescribed conditions for a course in which a student has not passed
DP	0	Dishonest Practice Invalidated for dishonest practice.
AEG	Not applicable	<b>Aegrotat Pass</b> is awarded to a student who has been prevented by illness or injury

		from sitting for final examination or whose performance in final examination has been seriously impaired by the student's illness or injury
COMP	Not applicable	<b>Compassionate Pass</b> is awarded to a student who has been prevented from sitting for final examination or whose performance in final examination has been seriously impaired because of exceptional circumstance beyond the student's control other than his or her illness
PASS	Not applicable	Competent
FAIL	Not applicable	Not Competent
S	Not applicable	Satisfactory
U	Not applicable	Unsatisfactory
I	Not applicable	Incomplete Results
IP	Not applicable	In Progress
NC	Not applicable	Not Completed
T	Not applicable	<b>Cross Credit</b> is awarded for a pass obtained for another qualification at this University or from elsewhere
RPL	Not applicable	<b>Recognition of Prior Learning</b> is awarded for recognition of a person's abilities, skills and knowledge acquired through study, work experience and/or life experience prior to attempting to join a related programme/course at the University

- 7.1.2 Students shall be awarded an Aegrotat or Compassionate Pass if they satisfy the conditions prescribed in these Regulations.
- 7.1.3 Students may be awarded a Restricted Pass if they satisfy the conditions under Clause 9. See restrictions for SoL and UPSM&HS in Clause 9.6.
- 7.1.4 Students who are granted an extension past the last day of lectures to complete work required for the final assessment of their course shall be awarded the provisional grade of I (Incomplete) for an undergraduate or postgraduate course assessed by coursework, of IP (In progress) for a Supervised Research Project, Thesis for a Master's degree, or a Thesis for a PhD degree. At the end of the extension, the Faculty Assessment Board shall determine a final grade.
- 7.1.5 Students who have not submitted their Master's or PhD Thesis or Supervised Research Project by the end of the maximum period of candidature prescribed in the regulations shall be awarded the grade of NC (Not completed).

## 7.2 **Double Marking of Borderline Cases**

- 7.2.1 The following procedures, which shall be completed before the School Board of Studies, shall be followed in the case of students who have failed a course by not more than 2% (borderline cases):
  - 7.2.1.1 The initial marker of the course may review all borderline cases.
  - 7.2.1.2 If, as a result of the review by the initial marker, the student's grade has not changed to a pass grade, the Dean/Director may appoint another lecturer (appointed reviewer) from within the same school or department to review the case.
  - 7.2.1.3 If, as a result of the review by the appointed reviewer, the student's grade has changed, the appointed reviewer may confer with the initial marker before the Dean/Director approves the change in the marks.
  - 7.2.1.4 If the Dean/Director is the initial marker, the next most senior person in the school or department may approve the final mark.

### 7.3 **Assessment Meetings**

7.3.1 There shall be an Assessment Meeting for each School/Centre convened by the Board of Studies. The Assessment Meeting shall consider the following:

7.3.1.1 Final results for approval (coursework, cut-off points, distribution of grades, etc.) and the award of appropriate grades, including the reconsideration of course grades;

7.3.1.2 The award of Aegrotat and Compassionate Passes according to Clauses 6.3 and 6.4 (relating to cases where the coursework of a student is at least a 'B' grade) for approval;

7.3.1.3 Applications for Special Examinations according to Clause 6.5 for approval;

7.3.1.4 Make recommendations about the award of Restricted Passes in accordance with Clause 9;

7.3.1.5 Make recommendations about the award of Aegrotat and Compassionate Passes, and for special examinations in accordance with Clauses 6.3, 6.4, and 6.5 (relating to cases where students' coursework grades are below a 'B' grade) to the School Board of Studies.

### 7.4 **Responsibilities of the Chair of the Senate**

7.4.1 The Chair of the Senate shall:

7.4.1.1 Consider recommendations from the School Board of Studies Meeting for the award of Aegrotat and Compassionate Passes, and for Special Examinations, in accordance with Clauses 6.3, 6.4, and 6.5 (relating to cases where students' coursework grades are below a 'B' grade); and

7.4.1.2 Consider recommendations from the School Board of Studies Meeting for the award of Restricted Passes in accordance with Clause 9.

## 8 **Notification of Students' Results**

8.1 Official notification of the grades approved by the Chair of Senate shall be released to students by the Office of the Registrar within five (5) working days after the Senate

endorsement. Student would have access to all examination result online.

## 9 **Restricted Pass for a Completing Student**

- 9.1 Restricted Pass: A restricted pass may be awarded, on the recommendation of an examiner or by the School Board of Studies, to potentially graduating students who have passed, in their final year, all but one of the prescribed courses.
- 9.2 Where it is recommended, a restricted pass:
- 9.2.1 Shall be awarded to a student only if the total marks for that course are five (5) marks or less than the pass mark, and
  - 9.2.2 Shall not normally be awarded in retrospect.
  - 9.2.3 A student who fails to attain the specific minimum standard of performance and participation mentioned in the course outline shall not be considered for a Restricted Pass. Students with DNQ grades may be considered for a Restricted Pass.
- 9.3 A restricted pass awarded in any course shall not normally permit a student to enrol in any course for which that course is a prerequisite.
- 9.4 A restricted pass awarded in any course shall not normally permit a student to be awarded a cross-credit for that course.
- 9.5 A candidate granted a restricted pass may re-enrol in the same course in an attempt to obtain a higher grade. In this case, the latter grade supersedes the restricted pass previously awarded, and the candidate will be eligible for a restricted pass in another course in the future.
- 9.6 UPSM & HS and JDPSOL do not award restricted passes.

## 10 **Reconsideration of Course Grades**

- 10.1 Students may have their grade for any course reconsidered by academic staff other than the original marker, or where this is not practicable, by the Dean/Director.
- 10.2 Applications for reconsideration of course grades shall be sent by the student on the prescribed form to the Office of the Registrar, delegate, or nominee within four weeks of the date

of official release of the particular course results for on-campus courses.

- 10.3 Applications for reconsideration of course grades shall be accompanied by the prescribed fee of \$60.00 per course. Fifty percent (50%) of the fee for reconsideration of a course grade shall be refunded if, as a result of the reconsideration, the grade for the course is raised.
- 10.4 Reconsideration of a course grade shall include:
  - 10.4.1 A careful check that the total examination mark, has been accurately transcribed within the weightings (% coursework vs. % final examination) previously established by the examiner;
  - 10.4.2 A careful check that each examination question and part question was read by the marker and given an appropriate mark;
  - 10.4.3 A careful remarking of each examination/assessment question and part question;
  - 10.4.4 A careful check that the coursework mark has been accurately transcribed within the weightings previously established by the examiner; and
  - 10.4.5 A careful computation of the marks awarded for all coursework.
  - 10.4.6 Final Examination Script Viewing: Student will need to apply to the Registrar through a prescribed form and payment of a prescribed fee of \$50 per course made within 3 weeks of the official release of the course results to view their Final Examination Script. At the Script viewing session only the applicants will be present with their student ID cards. No writing materials and mobile phones shall be allowed into the viewing venue. If a student finds any error in the addition of marks or any answers not marked, then they would be entitled to raise them with the professional staff in-charge of the viewing, who in turn will raise such concerns with the respective Head of Department to facilitate a change in mark/grade. Students will not be entitled to challenge the rationale for exam marks

and it will not be an opportunity for them to compare their papers with those of others.

## 11 **Completion of Programme and Graduation**

- 11.1 Students who wish to be considered for an upcoming graduation ceremony must fill in the Completion of Programme form and submit it to Student Academic Services by the University's deadline.
- 11.2 Completion of Programme forms will be assessed by the Deans/Director or its delegates against the programme requirements listed in the relevant Handbook and Calendar.
- 11.3 For credit transfers awarded from an outside institution, students must provide this information together with their Completion of Programme form to Student Academic Services for consideration in consultation with the respective Deans/Director.
- 11.4 If a student is exempted from a course requirement including a substitution by another course, this substitution/exemption must be approved by the Head of Department or Dean/Director and Registrar. The Student Academic Services should be provided the approval when the student enrolls for that substituted course. This must be done during the course of their study.
- 11.5 Students will be informed of the status of their application via written (or email) communication from Student Academic Services.
- 11.6 Prior to receiving approval to graduate, students must ensure that all fees and penal liabilities (financial, disciplinary, etc.) are cleared.
- 11.7 Graduands will receive their certificate/testamur and one free copy of their official transcript at their approved graduation ceremony. Those who graduate in absentia can collect their certificates and transcripts within a week following the graduation ceremony.
- 11.8 Otherwise the certificates will be mailed to them.
- 11.9 The original certificate/testamur will only be awarded once. In cases where a student has lost or damaged the original certificate/testamur after it has been presented the graduands, the

student may request a re-print at a prescribed cost on the submission of relevant document.

## 12 **Cross-Credit Regulations**

12.1 The following criteria shall govern the award of cross-credits:

12.1.1 If examinations passed or credits gained elsewhere or at the University for another programme, substantially correspond with or are equivalent to, courses in a programme for which the candidate is enrolled at the University, specified cross-credits may be awarded.

12.1.2 If examinations passed or credits gained elsewhere or for another programme at the University do not correspond with but are relevant to courses in a programme for which a candidate is registered at the University, a limited number of unspecified cross-credits may be awarded depending on the structure of the programme.

12.1.3 Consideration shall be given to the contents of the courses for which students are applying for cross-credits and relevance of their intervening experience.

12.2 The award of specified or unspecified cross-credits shall be made by:

12.2.1 The Registrar, in consultation with appropriate departments, up to the limit as specified by Clause 12.2.3 below.

12.2.2 Senate in exceptional cases where it is deemed necessary to exceed the limit as specified by Clause 12.2.3 below.

12.2.3 Normally only up to 50% of the courses in the new programme may be derived from cross-credits, *except where internal programmes have been approved by the Senate to stair-case from a lower to a higher programme.*

12.3 **Short courses will not be cross credited.**

12.4 The Registrar in consultation with the relevant departments may consider application that require cross-credit more than once.

12.5 Students applying for cross-credits of courses taken outside the University shall provide all necessary information related to the course that may be required for processing their applications.

- 12.6 Students may appeal against the outcome of their applications provided that an appeal shall be lodged in writing, addressed to the Registrar, together with the receipt for payment of \$40 per appeal. The appeal shall be received by the Registrar no later than four weeks after the result of the application has been sent to the applicant. The appeal shall be considered by the Chair of Senate, whose decision shall be final.
- 12.7 Notwithstanding the provisions for cross-crediting courses to the specific programme, Senate shall review from time to time the standards and levels of cross-creditable courses in any programme.
- 12.8 For all programmes in the School of Law, candidates must submit the respective course outline(s) or equivalent document(s) from the other recognised university or institution with their cross-credit request. Cross-credits will be allowed on a case-by-case basis depending on the contents and duration of each course and must be approved by the Dean. For the LLB, cross credits cannot exceed 50% of the total number of courses required in The University of Fiji's LLB programme.
- 12.9 Information on cross credits is correct at the time of publication, and any changes to course codes or descriptions will be subject to a case-by-case analysis.

### **13 Recognition of Prior Learning (RPL)**

- 13.1 **Recognition of Prior Learning (RPL)** refers to the recognition of a person's abilities, skills and knowledge acquired through study, work experience and/or life experience prior to attempting to join a related programme/course at the University, and that recognition can be processed for credit points at the University.
- 13.2 The credit might reduce the length of time required to complete one's qualification. To undertake RPL, one is required to provide sufficient evidence of their skills and knowledge aligned to the courses for which they wish to seek RPL such as a written reference from employer or community leader, workplace training courses certificates/letters etc. The skills and knowledge will be assessed against University qualifications.
- 13.3 Evaluation of prior learning involves mapping of learning outcomes from prior formal or non-formal learning to the relevant course. The award of RPL credit shall adhere to the following:

- 13.3.1 RPL shall not be awarded for more than 50% of a given programme of study;
- 13.3.2 RPL shall not be awarded for a course of a postgraduate programme
- 13.3.3 RPL shall be for a whole course and not be awarded for part of a course.
- 13.3.4 RPL credit shall only be given for courses that may be credited towards the programme;
- 13.3.5 The evidence provided for RPL must be current, typically the evidence must demonstrate that the learning/skills were gained no more than **10** years before the application;
- 13.3.6 All applications for RPL shall be evaluated by the Board of Studies.

#### **14 Unsatisfactory Progress Regulations**

- 14.1 Satisfactory Progress is defined as the achievement of a Cumulative Grade Point Average (CGPA) of 2.0 or better in attempted courses since admission to the University, or since re-admission to the University following first suspension, or subsequent suspension.
- 14.2 Cumulative Grade Point Average (CGPA): The CGPA is the sum of the grade point of all attempted courses divided by the number of attempted courses.
- 14.3 Semester Grade Point Average (SGPA). The SGPA is the sum of the grade point of all attempted courses in a semester divided by the number of attempted courses in that Academic Term.
- 14.4 Programme Grade Point Average ('Name' GPA). The programme GPA is the sum of all grade points achieved in a particular programme divided by the number of attempted courses in that programme.
- 14.5 In the event that a student repeats a course for whatever reason, only the higher grade point shall be included in the calculation of the CGPA when analyzing the student's progress in the programme.
- 14.6 Notwithstanding Clause 13.5 above, grade points in the repeated courses (regardless of whether they may be above, equal to or below the previous achievement) shall be included in the calculation of the SGPA.

- 14.7 Review of Students Making Unsatisfactory Progress: Students shall be initially assessed for satisfactory or unsatisfactory progress after they have attempted at least **six** courses. Subsequently, students shall be assessed on the basis of their CGPA at the end of each Academic Term.
- 14.8 Students who fail to maintain satisfactory progress (as defined in Clause 14.1) but have a CGPA of at least 1.5 but below 2.0, will be put on probation for one Academic Term.
- 14.9 Students who fail to maintain satisfactory progress (as defined in Clause 14.1) and have a CGPA of less than 1.5, will be suspended for one Academic Term.
- 14.10 Students who on their first probation:
- 14.10.1 Attain a CGPA of 2.0 or better will cease to be on probation,
  - 14.10.2 Fail to attain a SGPA of 2.0 or better will be suspended for one Academic Term,
  - 14.10.3 Attain a SGPA of 2.0 or better, but have not attained a CGPA of 2.0 or better, will remain on probation for another Academic Term.
- 14.11 Students who on their second probationary academic term fail to attain both an Academic Term GPA and a cumulative GPA of 2.0, will be suspended for one Academic Term.
- 14.12 Students who do not maintain satisfactory progress (as defined in Clause 14.11) after their first suspension will be suspended for two Academic Terms.
- 14.13 Students who, after their re-admission following their second suspension, fail to make satisfactory progress (as defined in Clause 14.11) will be excluded from the University indefinitely.
- 14.14 **Appeals:** Students who are excluded from the University under the Unsatisfactory Progress Regulations may appeal in writing to the Registrar.
- 14.15 Appeals should be lodged within fourteen (14) days of the date of the letter from the University notifying the student about the decision. After 14 days, the Vice-Chancellor may, if in his/ her opinion there are exceptional circumstances, direct that the appeal be considered.

- 14.16 Students who wish to appeal are entitled to make a submission in writing only. This submission must clearly state the reasons why they should not be excluded from the University and include appropriate supporting documentation.
- 14.17 The Senate shall consider appeals and may confirm the suspension or exclusion, or waive it and allow the students to continue with their studies under such conditions as the Committee may consider necessary.
- 14.18 The decision of the Senate shall be final.
- 14.19 Restriction on Enrolment during Suspension or Expulsion: Students who are suspended or excluded from the University under the Unsatisfactory Progress Regulations shall not, during the period of their suspension or exclusion, be permitted to enrol in credit courses.
- 14.20 **Re-admission:** Students who have been suspended under these regulations and who wish to apply for re-admission to the University shall do so in writing to the Registrar at least four weeks before the beginning of a semester.

## 15 Relief of Hardship Regulations

- 15.1 The Vice-Chancellor may make such provision as he/she thinks fit for the relief of hardship in any case where it is shown to his/her satisfaction:
  - 15.1.1 That any alteration or amendment of a University statute or regulation involving a change in a programme or examination requirements has caused hardship to a student, or
  - 15.1.2 That due to a misinterpretation of a University statute or regulation relating to any programme or examination requirements by an authorised member of the University staff, a student's course is not in accordance with the relevant regulations, and the student would experience hardship if compelled to comply with the full requirements of the regulations, or
  - 15.1.3 That due to a demonstrated error of the University (such as loss of an examination script or assignment, the receipt of which had been recorded by an employee or agent of the University), a student experienced hardship because the

marks did not accurately reflect his or her total academic performance.

- 15.2 Students may appeal against any decision of the Vice-Chancellor to the Senate, which may make such provision as it thinks fit.

# **MEDALS AND PRIZES AWARD**

## **1. Medals and Prizes Award Criteria.**

The criteria for the Medal and Prizes awards are as follows:

### **1.1 School/Centre Gold Medal Award**

1.1.1 Awarded to the most outstanding graduate who has attained cumulative Grade Point Average (GPA) of 4.0 or more in the Bachelor's programme or Diploma in Counselling which the student has completed.

1.1.2 The award would be presented by the Chancellor.

### **1.2 Discipline Gold Medal Awards**

1.2.1 Awarded to the most outstanding graduate with a cumulative GPA of 4.0 or more in the courses the student has completed in the discipline without any external cross-credit, as a major or one of the majors.

1.2.2 Where there are two or more outstanding graduates in a discipline or programme, each shall be awarded.

1.2.3 The award would be presented by the Chancellor.

### **1.3 Postgraduate Gold Medal Award**

1.3.1 For the Postgraduate awards (coursework), the GPA should be 4.0 or more in the programme which the student has completed.

1.3.2 The postgraduate award shall be given to students who have completed postgraduate diploma (120 credit points)

1.3.3 The award would be presented by the Chancellor.

### **1.4 Masters Gold Medal Award**

1.4.1 For the Master awards (coursework), the GPA should be 4.0 or more in the programme which the student has completed.

1.4.2 Awarded to students who have completed Masters programme (120 credit points) excluding postgraduate diploma.

1.4.3 For Masters awards (thesis), the School to submit a recommendation to the Medal and Prizes Award Committee with the examiner's report and other supporting documents.

1.4.4 The award would be presented by the Chancellor.

## **1.5 Doctoral Thesis Excellence**

- 1.5.1 To be eligible for the award a student will normally have received recommendations from three external examiners that the degree should be awarded a pass without amendments to the thesis, or
- 1.5.2 On the recommendation of the Postgraduate Committee, students passed with minor amendments will be considered if they have high-quality publications or patents during their PhD tenure.
- 1.5.3 For this award, the Postgraduate Committee will be consulted.

## **1.6 Vice-Chancellor's Award**

- 1.6.1 This Award is given to the most outstanding graduate in a Bachelor's programme, who has accumulated a GPA of 4.0 or more and who has significantly enhanced the student experience through exceptional dedication, creativity, leadership, and service to the University and at large. \*\*Deans and Centre Directors will be required to provide an account of the dedication, creativity, leadership, and service of the University.
  - 1.6.2 The award would be presented by the Chancellor.
- 1.7 Cross-credited courses from other Universities or Institutes will not be eligible for School/Centre, Postgraduate, Masters and Vice-Chancellors Medals and Prizes Awards.
  - 1.8 All Medal and Prizes Awards would be presented towards the end of the graduation ceremony.

## **2. Awarding of Gold Medal Process**

The process of awarding Medal and Prizes are as follows:

- 2.1 Nominations from Schools/Centre are checked against the list generated by the IT Department.
  - 2.2 Student Academic Services to convene a meeting with the Medal and Prizes Award Committee.
- 3. The Medal and Prizes Award Committee determines the medal award winners names to Student Academic Services for inclusion in the graduation booklet.
  - 4. The Vice Chancellor's award is awarded twice a year.

# UNIVERSITY TUITION FEE WAIVER POLICY

## 1 Procedure

- 1.1 Students may be granted waiver by the Registrar on the following grounds but are not limited to:
  - 1.1.1 The student provides written notice to the University that he or she is withdrawing from the programme or course(s) through the prescribed form;
  - 1.1.2 Terminal illness (required to submit Medical Report);
  - 1.1.3 Recent bereavement (required to submit birth certification stating relation, death certificate or where necessary a statutory declaration);
  - 1.1.4 Natural disaster (having a direct impact on the student or their source of funding and/or support);
  - 1.1.5 An international student who has been refused of study permit;
  - 1.1.6 The University provides written notice to the student advising that the student has been dismissed from the programme.

## 2 Important considerations

- 2.1 Tuition fee waiver applications will only be considered:
  - 2.1.1 For the current academic term that the student is enrolled in.
  - 2.1.2 Before the examination, the period begins for the current academic term.
  - 2.1.3 Students cannot apply solely on the grounds of financial hardship or from the unwillingness to access a tuition fee loan.
  - 2.1.4 The notice of withdrawal is deemed to be effective from the date it is delivered.
  - 2.1.5 The tuition waiver policy only applies to tuition fees.
  - 2.1.6 The student needs to complete the withdrawal form and submit it with the relevant documentary evidence to the Office of the Registrar for consideration.

### **3 Supporting Documents**

- 3.1 Along with the withdrawal form, students must provide supporting documents/evidence of their circumstances as required by each of the grounds above.
- 3.2 The Registrar in consultation with Executive Director Finance will make the final decision on tuition fee waiver applications.