

RULES AND REGULATIONS

ATTENDANCE / SICK NOTES

- You are required to attend **70%** of your classes in order to be eligible to write exams.
- Non-attendance of classes will result in the university notifying your parent / guardian / person paying for your study fees.
- If any assessment is missed, or assignment not submitted, no marks will be allocated unless a doctor's certificate has been received by your lecturer. Assignments must be submitted on return to classes.
- Please reschedule a class test with your lecturer if you were sick and submitted a doctor's certificate. Notwithstanding the submission of a doctor's certificate, there needs to be a mark. **Sick notes for tests / assignments do not cancel the tests / assignments.**
- Notwithstanding the submission of a doctor's certificate, **not later than 7 days** after the exam was written, you are required to write the final exam or re-write the exam in order to be considered for promotion. In other words, if you miss the 1st opportunity due to a health problem, you hand in the sick note to your lecturer (**not later than 7 days** after the exam was written) and write the 2nd opportunity paper(s). Your results will not be capped, but then you have only one opportunity to write the exam. If you wrote the 1st opportunity exam and failed, you have to write the 2nd opportunity paper(s). Should you miss a **re-write** (second opportunity), you cannot write another exam (special). Handing in a doctor's note for the second opportunity missed, the first opportunity results will be taken into consideration. Should you miss the first opportunity exam, the doctor's note, handed in not later than **7 days** from the date the subject was written, allows you to write the second opportunity exam scheduled as re-writes.
- There must be a written exam mark available for you to pass the subject. You cannot pass with assignment and test marks alone.

COMMUNICATION

The only way we can communicate with all of you at the same time, is through the notice boards. All information relevant to this programme will be published there. It is therefore important that the notice boards be read on a daily basis. Our notice boards are at: **G210, G301, G303, G309 and G311**. For example, the exam time tables are posted here, the tests and exam results are posted here, general information is posted here and venue as well as time changes during exams are published every morning.

Pay attention to the notice boards on a daily basis!!

CANCELATIONS

Refunds cannot be claimed by students who decide to discontinue participation after the programme has started.

INVOICES

Invoices are not posted to students. During the course of every module an invoice for all the students are printed and available at the pre-fabricated container.

FINAL RESULTS PUBLICATION

Final results will always be published the first Wednesday after the Friday / Saturday that the last re-write has been written, at 15:00 on the notice boards.

CLASS TESTS

Class tests will be scheduled during your lecture times. If you are absent it is your responsibility to find out when and where the class tests are scheduled. No excuses accepted.

ASSIGNMENTS

The procedure for assignments is the following:

- All assignments must be handed to your **lecturer** in your lecture **venue** at the time specified by your lecturer. **NO** assignment may be handed in at any other venue.
- You will be required to sign when you hand in your assignment, as proof of submission.
- No late submission of assignments is permitted.
- All assignments are individual assignments unless otherwise specified.
- Exact replicas of assignments are considered as copies and each recipient will receive zero (0) for the assignment, due to copyright infringement.
- Direct internet duplication, within an assignment, is considered plagiarism and that section will not be taken into consideration for assessment marks.

FINAL MARK CALCULATION

Modules 1 and 2

- The pass rate for all modules is 50% per unit per subject
- If you obtain 48% or 49% for the first exam attempt, you have to re-write the unit. No marks are adjusted to become 50%. CASS is applicable and only the final result will be published according to policy procedures.

- You are required to obtain a minimum of 50% for your class test and assignments / projects / practical and 50% for your exam / re-write.
- You need to obtain a 50% pass rate for each unit in order to pass. If the re-write is not written, the computer sees the mark as zero. This will negatively influence your final mark.
- Class tests and assignments will be handed back to students and discussed in class, however, exam scripts are not handed back but will be retained for quality control purposes.
- If you experience problems with **ANY** of your results, take it up with your **lecturer**.

Modules 3, 4 and 5

- The pass rate for all modules is 60% per unit per subject
- Class tests and assignments / projects / practical count 50% of the final mark.
- The exams / re-writes for the modules count 50% of the total mark.
- If you obtain 58% or 59% for the first exam attempt, you have to re-write the unit. No marks are adjusted to become 60%. CASS is applicable and only the final result will be published according to policy procedures.
- You are required to obtain a minimum of 60% for your class test and assignments / projects / practical and 60% for your exam / re-write.
- You need to obtain a 60% pass rate for each unit in order to pass. If the re-write is not written, the computer sees the mark as zero. This will negatively influence your final mark.
- Class tests and assignments will be handed back to students and discussed in class, however, exam scripts are not handed back but will be retained for quality control purposes.
- If you experience problems with **ANY** of your results, take it up with your **lecturer**.

LATE COMING

- Arriving late for your lectures creates undue disruption of the learning process.
- **TEN** minutes after a lecture starts you will no longer be permitted into the lecture venue and will be recorded as absent. It is expected of you to contact your fellow students and catch up the work you missed and treat it as self-study.

- Friday afternoons are scheduled periods. If you are not in class you will need to catch up the work you missed and treat it as self-study. Even if the entire class bunks, the self-study rule will apply on the section of work missed. Lecture times are audited by the University.

ASSESSMENT WEEKS

You will be notified of the date and time for each subject exam closer to the assessment dates.

NOTE: You are required to obtain a minimum of 50% or 60% (pending what module is on offer) to pass any assessment. **If you fail one subject within a module, you cannot progress to the next module** as all the subjects within a module are pre-requisites for the following module. The **unsuccessful completed subject can be twice repeated free of charge during the following year**, when the subject is on offer again and you will be required to attend classes for that subject. If you obtained a minimum of 50% or 60% for a subject exam, no re-assessment for that exam within the subject is required. All re-write results are capped at 50% or 60%, therefore, you receive either a pass or a fail.

PROBLEMS EXPERIENCED

If you experience a problem with any of the programmes or the lecturers put the complaint in writing, make an appointment with the UPP head and discuss the matter. This is the normal route to follow.

NOTE: Do not wait until the last moment to enter a complaint. If you experience a problem, take it up immediately so it can be resolved before it negatively affects your results.

ASSESSMENTS AND EXAM SCRIPTS

All assessments and exam scripts will be handed out after students have read and understand the rules and regulations. All students will have receives at least one period of explaining the rules and regulations to them by their lecturers. Ensure that all is understood before signing. If not sure do not sign, but no test or exam script can be handed to the student. Therefore that test or exam is forfeited and the student will need to find out what is not understood in the written rules and regulations.

Instructions to Candidates

- **Candidates must not accept nor write a question paper if the sealed container thereof is not opened in front of them at the examination venue**
- **UNLESS INSTRUCTED OTHERWISE, you are not allowed to have any books, notes, paper nor any other stationary items, except that which is issued to you or items such as calculators and specified drawing instruments which are required for answering certain**

papers, in your possession in the examination room. We regard items in your pockets, pencil case or under and around your desk as in possession. Notes or drawings on any of your body parts are strictly forbidden. Items not allowed in the examination room must be left outside or be handed over to the presiding officer. Only one calculator of the type indicated on the examination paper, will be allowed. Data in memory of programmable calculators must be cleared, unless otherwise stated on the examination paper.

- Cellular phones, iPads, tablets or any other data storage devices must be switched off in and during exams.
- All work must be handed in before you leave the examination venue. If you do NOT want any part of your work to be examined, draw a line through it.
- Write neatly and clearly using both sides of paper. Leave margins for use by examiner.
- Clearly write your student number, which appears on your student card, in the space provided. Your number must also be written at the top right hand corner of each loose sheet of writing paper, squared paper or drawing paper.
- You need not start each new answer on a fresh page of the answer book. After completing an answer, draw a line across the page; then at the beginning of your new answer, write the number of the question as given on the question paper. Keep the answers to sub-sections of a question together; indicate the break between sub-sections by leaving a space or drawing a short line.
- Read the questions carefully and calmly, and answer only what is asked of you. Write legibly and set out your work systematically; marks will be deducted for bad handwriting, untidy work and poor spelling. Irrelevant answers and “padding” will be ignored by the examiner. On completing the paper, read through your answers critically and where necessary make neat corrections.
- You may not, under any circumstances, communicate with another candidate or seek outside assistance.
- You will render yourself liable to disqualification if you address personal remarks to the examiner. The writing or drawing of any offensive matter on examination material supplied to you will disqualify you.
- You are not allowed to leave the examination room without the permission of the presiding officer. Only if you have a valid reason will you be allowed to leave the examination room temporary under supervision of an authorized person.
- No explanation of examination questions may be asked or will be given. Make your own assumptions, write it down and continue with answering the question.
- The presiding officer may disqualify any candidate for irregularities or unsatisfactory conduct.
- No borrowing of tippex, pencils, erasers, rulers, calculators or other items, from other students are allowed because it breaks the student’s concentration.

Penalties for Irregularities during summative events

- If found guilty, the student will be suspended from the University for a minimum period of 12 months as from the day of the irregularity. S/he may not register for any module or write any other assessment for the entire duration of his / her suspension.
- The assessment in the relevant subject and remaining subjects in the

assessment period after occurrence of the irregularity will be considered null and void. The student retains all subject credits accrued up to the date when the irregularity occurred.

- An assessment irregularity code will be included on the student's statement of results.
- The university retains the right to provide information of suspension to outside parties.

IN THE CASE OF IRREGULARITIES AN OFFICIAL DISCIPLINARY HEARING WILL TAKE PLACE

IRREGULARITIES DURING EXAMINATIONS AND CLASS TESTS

- Every student is required to produce his / her student card or green bar coded ID document during any assessment. **Failing to do so can result in suspension from the exam room.** No letter of registration confirmation can replace the above mentioned documentation.
- **No students will be allowed in any test / exam venue 10 minutes after the test / exam started.**
- **Make sure you are at the venue half an hour before the exam starts.**
- The re-write (2nd opportunity) exams are scheduled for two hours. Please note that **ALL** unit(s) re-writes starts at the same time. **If you only have to re-write the second unit and the exam starts at 08:00 - 10:00, you need to be in the venue at 08:00. If you only have to re-write the first unit and the exam starts at 08:00 - 10:00, you need to be in the venue at 08:00.**
- Any student who takes into the venue, or has in his / her possession or has on his / her person after the question paper has been handed out, **any book, memorandum, calculator covers, note, sketch, map, film, programmable calculator, cell phone, non-permissible material or any other document** other than his / her admission pass, unless authorized by the assessment rules or specified by a requirement in a particular question paper.
- Any student who assists or attempts to assist another candidate, obtains or attempts to obtain help, or communicates or attempt to communicate with another person other than the invigilator while in the assessment room.
- Any student who falsely represents him / herself as being a specific candidate for an assessment.

- Any student who creates a disturbance in the assessments room or behaves in an improper or an unseemly manner and refuses to stop such disturbance or improper unseemly behaviour after s/he has been warned by the invigilator.
- Any student who disregards the instructions of the invigilator concerned and after s/he has been warned by the invigilator, and continues to disregard such instructions.
- Students arriving late for an exam session will be denied access to the exam room.
- **NO** cell phones allowed on a student during tests and exams. All cell phones must be in the bags at the front / back of the venue – **SWITCHED OFF**.

STEPS TO BE TAKEN BY THE INVIGILATOR FOLLOWING AN EXAMINATION/TEST IRREGULARITY

- The invigilator confiscates the relevant answer script(s) and all other unauthorized material.
- The invigilator endorses the confiscated answer script on the outside of the cover with the words “answer script confiscated at ...(time)”
- The invigilator contacts the Assessments Officer immediately after an assessment/examination irregularity occurred.
- The invigilator ensures that the student, who committed the alleged irregularity, does not leave the assessment / examination venue until assessment / examination session comes to an end.
- The invigilator ensures that the student who committed the alleged irregularity reports to the Assessments Officer.
- The invigilator confiscates the answer script of a candidate who, after due warning, continues causing a disturbance or persists in contravening any other assessment / examination regulation.
- The invigilator expels a candidate from the assessment/examination room who, after due warning, continues causing a disturbance or persists in contravening any assessment/examination regulation and see that student reports to the assessments/examination.