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**SECTION ONE****1.0      GENERAL ACADEMIC REGULATIONS****1.1      PREAMBLE**

Africa University is a dynamic and vibrant community of learning that brings together administrators, academic staff and students from many parts of the African continent in an effort to provide sound and thorough teaching and research in order to address the present and future challenges of Africa. To this end, and to constantly sustain a high standard of academic excellence, policies and procedures that serve as strong and distinct guidelines to direct the University toward its mission are needed.

What follows is a clear statement of these regulations, carefully established by the University Senate and, with the wisdom of those who direct the task established for the University, approved by the University Board of Directors.

**(a)      The Board**

**1.1.1**      These policies and procedures are Board approved and may from time to time be amended, repealed, replaced or added to by the Board and shall be read together with all other University rules.

**1.1.2**      These policies and procedures constitute University Regulations and shall be applicable to each and every student enrolled at the University, irrespective of the Faculty.

**1.1.3**      Students are required and expected to be acquainted with the policies and procedures and it shall not be acceptable for a student to profess ignorance or confusion in the interpretation of any policy when faced with their application.

**(b)      The Senate**

**1.1.4**      The Senate shall have the power to pass or approve such other rules and regulations as well as policies and procedures applicable at each Faculty level. Faculty policies and procedures shall be read together with these general policies and in such a manner as not to create an absurdity or conflict between the Faculty policies and the General policies. Where a conflict arises, these General Regulations will take precedence.

- 1.1.5** The Senate shall be responsible either directly or through its officers and/or Committees for the implementation of the policies and procedures, and their actions shall not be subject to appeal to any other University body.
- 1.1.6** The Senate shall be the supreme body in which shall be vested the power to implement and interpret these policies and, in the event of any vagueness, uncertainty or argument, including interpretation of any policy or procedures, the decision of the Senate shall be final.
- 1.1.7** The Senate shall be entitled to set up any structures, committees or rules for use in the implementation of these policies and procedures or those at Faculty level.
- 1.1.8** A student who starts a programme under one set of regulations should not be disadvantaged by any change in the regulations. No regulation shall be applied retrospectively.
- 1.1.9** The detailed syllabuses for subjects or course descriptions shall be submitted by appropriate Faculty Boards to Senate for approval.

**(c) Definitions**

- 1.1.10** In these General Regulations, the following terms are used as indicated:
- 1.1.10.1 **Programme** is defined as a plan of study, lasting over a specified period which leads to a degree, diploma or certificate of the University.
- 1.1.10.1.1 In an honours programme a student specialises in one subject or subject area.
- 1.1.10.2 **Subject** is defined as a discipline in which a student may take a major or minor component of his/her programme.
- 1.1.10.2.1 A **major** is a principal subject in which a student is specialising.
- 1.1.10.2.2 In a **double major** programme a student specialises in two subjects.
- 1.1.10.2.3 A **minor** is a subsidiary subject taken alongside a major.
- 1.1.10.3 **Course** is defined as a unit of work in a particular subject normally extending through one semester, the completion of which normally carries credit toward the fulfillment of the requirement for a degree, diploma or certificate.

- 1.1.10.3.1 A **core course** is a course which is considered to be essential for qualification in a particular programme and therefore has to be taken and passed by every student in that programme.
- 1.1.10.3.2 An **elective course** is a course which is considered to give the student relevant knowledge, some of it interdisciplinary, for studying the core courses. Elective courses can be distinguished between **directed** and **free** electives. Directed electives are those courses which a student may be required to take because they are considered essential for his/her programme. Free electives are courses that a student may take for own interest.
- 1.1.10.3.3 A **prerequisite course** is a course which must be successfully completed prior to registration in the course for which it is required.
- 1.1.10.3.4 A **co requisite course** is a course which must be taken concurrently with the course for which it is required.
- 1.1.10.3.5 An **audit course** is a course that is not taken for credit.
- 1.1.10.4 A **paper** is a formally written examination of a course at the end of each semester.
- 1.1.10.5 A **credit hour** is the measure used to reflect the relative weight of a given course towards the fulfillment of an appropriate degree, diploma, certificate, major or minor or other programme requirements. A weight of one credit hour normally means that the course meets for lectures one hour per week for the duration of a semester.

The weighting of courses in terms of semester credit hours shall normally be as follows:

- 15 hours of lectures is equivalent to one semester credit hour.
  - Practical training amounting to 30 hours shall be equivalent to the semester hour of credit.
- 1.1.10.6 **Grade Point Average (GPA)** is a weighted average of all the grades a student has obtained in all the courses taken in a semester.
- 1.1.10.7 The **Cumulative Grade Point Average (CGPA)** is the cumulative GPA of all grades a student has obtained in all semesters up to that point.

1.1.10.8 **Continuous Assessment** comprises prescribed assignments and tests, excluding final examination, to be completed within a given period of study and forming a part of a course.

## **1.2 PROFICIENCY IN ENGLISH LANGUAGE**

1.2.1 English is the language of instruction at Africa University. For that reason, all prospective students shall be expected to demonstrate proficiency in English in order to pursue their studies at the University.

1.2.2 Students from non-English backgrounds shall be required to write and pass the English Diagnostic Proficiency Test.

1.2.3 A student who does not meet the minimum required proficiency standard shall be required to undergo the Intensive English Programme for at least six months prior to beginning of studies.

## **1.3 THE BILINGUAL POLICY**

1.3.1 It is a policy of the University that each student must have some proficiency in two languages: English and French or Portuguese.

1.3.2 English-speaking students are expected to pass either French or Portuguese for Beginners except where they have demonstrated competency.

1.3.3 French or Portuguese-speaking students are expected to pass English as a Second Language, except where they have demonstrated competency.

## **1.4 PROGRAMMES**

1.4.1 The University offers programmes leading to the following qualifications:

- a) Diplomas and certificates;
- b) Bachelors' degrees;
- c) Masters' degrees;
- d) PhD degrees.

Generally all courses offered within a Faculty are part of the same programme. A student shall register into a programme on admission and progress within the programme. One may specialise or take an honours programme.

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Details of the programmes are given in the relevant sections dealing with each programme.

- 1.4.2 A student shall be admitted into a Faculty/programme at Africa University. All courses on offer shall appear in the Africa University prospectus grouped by year and semester.
- 1.4.3 Programmes that follow the University Calendar shall normally start in August and end in December in semester one, and start from January to May in semester two. At the end of each semester results are submitted to senate for consideration.
- 1.4.4 All courses registered for shall be reported on at the end of the semester.

## 1.5 PROGRESSION WITHIN AFRICA UNIVERSITY PROGRAMMES

The durations of the University programmes normally range from one to four years. If one fails to finish the programme within the normal time the programme may be extended by half the normal time.

### 1.5 ADMISSION REQUIREMENTS

- (a) Admission requirements are described in the Regulations dealing with each of the programmes
- (b) All applicants admitted into the first year of all programmes must produce original certificates or results slips to the Registry to prove their qualifications.

### 1.6 GENERAL PROVISIONS

#### 1.6.1 REGISTRATION

- 1.6.1.1 Registration will take place in accordance with the arrangements prescribed each year by the Registrar's Office. The registration process is not complete until the student has paid fees and the completed registration form is signed by the Dean of the student's Faculty and the Registrar and submitted to the Academic Office.

Students may register online or in person at the University and the process shall be completed within a specified period of time.

A list of courses on offer shall be availed well before a semester begins.

- 1.6.1.2 No student can be admitted to any programme or course without the endorsement of the Dean of Faculty concerned.
- 1.6.1.3 Except with the prior permission of the University, a student may not register simultaneously for more than one programme.
- 1.6.1.4 If a student is registered for any studies outside Africa University, the University programmes or courses shall take precedence.
- 1.6.1.5 (a) Students shall complete their registration for a semester on the day(s) specified by the University.
- (b) Any student who registers after that day but within the first five days of the commencement of classes shall pay a late registration fee which shall be determined from time to time by the University.
- (c) Normally, a student shall not be allowed to register for a given semester after five days of commencement of classes. In such circumstances, a late, late registration fee shall be paid after the five days and each subsequent day.
- (d) Under no circumstances shall a student be allowed to register after four (4) weeks of commencement of classes.
- (e) A student who registers late will be subject to payment of full tuition and other fees, without remission.
- 1.6.1.6 Normally, no student will be permitted to change subjects/courses later than the Friday of the second week after the commencement of a semester.
- 1.6.1.7 A student who registers or returns late shall not be entitled to special instruction.
- 1.6.1.8 **Disqualification after admission**  
If any student is shown to have been deceptive in the process of admission, the student may be discontinued from Africa University.
- 1.6.1.9 **Change of major concentration/specialisation within a faculty**
- (a) A change of area of study will be at the discretion of the respective faculties.
- (b) A student who wishes to change a major or concentration or area of specialisation within the same faculty shall consult with the Dean of Faculty to determine what courses already taken will or will not apply to the new

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intended major/concentration/or specialisation. If after consultation with the Dean, there is mutual consent about the advisability of the change the student shall complete a **Change of Major Form** in the Office of the Registrar.

**1.6.1.10 Transfer from one Faculty to another within the University**

A student who wishes to transfer from one Faculty to another within the University shall first seek the consent of his/her current Dean before applying for transfer to another Faculty. The applicant must complete an appropriate form and this should be accompanied by the student's transcript.

If a student changes Faculties, all the courses that the student has done will be part of the new programme. Courses that are not core or prerequisites to the new programme shall appear on student record but will not be considered in determining the student's CGPA on the new programme.

1.6.1.11 To be allowed to transfer to another faculty, a student must possess a CGPA that allows him/her to proceed within his/her current Faculty.

1.6.1.12 However, no change of Faculty or programme shall be allowed immediately after a student commences his/her studies for the first time. For such student, application for a change of Faculty or programme will only be considered after attending a minimum of two semesters.

**1.6.2 ADDITIONAL COURSES FOR CREDIT**

1.6.2.1 In order to take additional courses a student must have obtained the permission of the Dean of the Faculty. A normal load is 15 to 18 hours; anything above 18 hours requires the permission of the Dean. The maximum load a student can take is 21 hours.

1.6.2.2 A student may take a maximum of six hours of lectures in other courses over and above the normal academic load. Based on the student's performance, the Dean may give a student permission to enroll for a maximum of 21 hours.

**1.6.3 OCCASIONAL STUDENTS**

1.6.3.1 Any person can register for a maximum of six lecture hours per week as an occasional student.

1.6.3.2 A record of grades obtained shall be included in the student's transcripts but a certificate shall not be awarded nor will the student be allowed to accumulate grades for an award of a degree, certificate or diploma unless they formally apply for admission into a full time programme and meet the requirements for registration.

1.6.3.3 A student registered for a course for credit and who subsequently enrolls in an academic programme of the University which includes the same or equivalent course(s) may either repeat the course(s) or apply for exemption. Permission for exemption from taking a course shall only be given when the period between passing the course(s) and subsequent registration is not more than three academic years.

#### **1.6.4 COURSES FOR AUDIT**

1.6.4.1 Permission to take audit courses shall be granted by the Dean(s) in consultation with the relevant member(s) of staff.

1.6.4.2 Full-time and part-time registered students of the University as well as visiting/exchange students may, in addition to their normal academic programme, register for audit courses up to a maximum of six lecture hours per week.

1.6.4.3 A student auditing courses shall not be subject to assessment, nor shall the marks be recorded in the student's transcript.

1.6.4.4 Any person not registered with the University may apply to audit a course and the conditions will be the same as for registered full-time and part-time students auditing the course.

#### **1.6.5 OTHER GENERAL PROVISIONS**

1.6.5.1 Students are expected to conform to University regulations.

1.6.5.2 A student registered for a subject and/or course is expected to attend all prescribed activities for that subject/course such as classes, tutorials, seminars, fieldwork, practical sessions and vacation work.

1.6.5.3 No student can be absent from the University without official permission. If a student is unable to attend classes for health reasons, he/she must notify the Assistant Registrar for Students' Affairs and must submit certification, in support thereof, from a recognised medical practitioner. The Assistant Registrar of Students' Affairs will inform the Faculty Office concerned.

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For absence on grounds other than health, permission must be sought from the Dean of the Faculty.

- 1.6.5.4 A student who misses a test without health or other good reason shall be deemed to have failed the test.
- 1.6.5.5 The University reserves the right to withdraw a programme if deemed necessary.
- 1.6.5.7 First year students are required to participate in the programme of orientation and in the matriculation ceremony.
- 1.6.5.10 Examinations are administered only during the end of the semester or at supplementary examination time.

## **1.7 THE STRUCTURE OF PROGRAMMES**

The structure of each programme is given in the Regulations dealing with each of the programmes.

## **1.8 ASSESSMENT**

### **1.8.1 CONTINUOUS ASSESSMENT**

- 1.8.1.1 Each course assessment shall normally consist of both continuous assessment and end of semester examination. No course can be passed on the basis of only one component. Because of the different course objectives within the various Faculties, the percentage given to continuous assessment and end of semester examinations shall be determined by the Faculty in which the course is offered but continuous assessment shall normally be 50% of the total marks and not less than 40% except in 1.8.1.2 below. In the case of inter-disciplinary courses, the ratio shall be determined by the Faculty in which the instructor resides.
- 1.8.1.2 Practical Training, Internships, Teaching Practice, etc. are designed to impart some practical skills that would be of benefit to both the student and the employer at the time of employment. Such courses may have theoretical components or could be wholly practical. Faculties may attach varying degrees of importance to such courses. Practical field experiences, internships, teaching practice, etc. may be examined wholly by continuous assessment if deemed appropriate, and may be graded either “S” (satisfactory) or “U” (unsatisfactory) or with a letter grade as determined

appropriate by the Faculty. Each Faculty offering such practical courses shall develop and present to Senate for its approval the criteria and standards of evaluation and assessment in such courses.

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

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

## 1.8.2 GRADING SYSTEM

1.8.2.1 The University uses percentages and letter grades for both examinations and continuous assessment, which are assigned a numerical value. The Pass grades are A to D except as noted in iv below.

<u>Percentage</u>	<u>Letter Grade</u>	<u>Weighted Points</u>
85 – 100	A	4.0
80 – 84	A-	3.8
75 – 79	B+	3.5
70 – 74	B	3.2
65 – 69	B-	2.9
60 – 64	C+	2.6
55 – 59	C	2.3
50 – 54	C-	2.0
40 – 49	D	1.0
0 – 39	F Fail & No Supplementary)	0.0
	I Incomplete	0.0
	S Satisfactory	0.0
	U Unsatisfactory	0.0
	W Withdrawal	0.0
	WF Withdrawal Failing	0.0
	X Course in progress	0.0
	Ex Exemption	0.0
	Q Audit	0.0

### NOTES:

(i) A student who obtains CGPA below 2.00 but falls within Probation category in any semester shall be required to write supplementary examination in the courses that she/he obtained D grades in order to raise

her/his CGPA. A grade obtained after supplementary shall be no more than a C and shall be indicated with an asterisk in the grade report and the transcript.

- (ii) For a repeat course, the grade shall be accompanied by “\*\*” in the transcript.
- (iii) The procedure for calculating the Grade Point Average (GPA) appears in the Appendix A.
- (iv) In the case of the Faculty of Education, D in Teaching Practice represents a Fail grade.  
\* Only for students on Probation.

#### 1.8.2.2 Grade Definitions

- (a) Incomplete grade (I) is given when full amount of work is not completed by the end of the semester due to reasons of illness or other circumstances directly related to the student’s well being for which proof is available and approved by the Faculty.  
If an ‘I’ grade is awarded, an Incomplete Grade Form must be completed.
- (b) A Satisfactory (S) or Unsatisfactory (U) Grade may be awarded for work for which the Faculty has designated as non-credit.
- (c) A Withdrawal (W) Grade is awarded when a student has officially withdrawn from a course provided such withdrawal is effected within the first five weeks of the Semester.
- (d) A Withdrawal Failing (WF) grade may be awarded when a student has officially withdrawn after the midpoint with a failing grade.
- (e) An Audit Grade (Q) may be awarded to a student who is not taking a course for credit.
- (f) A Course in Progress grade (X) is awarded when a grade for a course is not available at the time of compiling results
- (g) A Course in progress shall be registered for each semester it is done. The final grade for the course shall be given in the last semester in which the course is completed and the other semester(s) will have X assigned for the course.

#### 1.8.3 PROGRESSION

- (a) In order to proceed in his/her programme of study, a student must pass at least 50% of his/her credit hours and remain in good academic standing in

accordance with the Academic Proficiency Standards (see appendix B on page 67).

- (b) A student whose GPA falls below 1.5 in any semester and whose CGPA places him/her on Probation shall be discontinued from the programme.
- (c) A student who is placed on Probation in accordance with Proficiency Standards and whose GPA for the semester is 1.5, or above may be allowed to proceed.
- (d) A student who is placed on Probation shall be so informed by the Registrar. The maximum number of Probations shall be *one* for students registered in two year programmes and *two* for students registered in three and four year programmes. A student who has exhausted the maximum number of times on probation and subsequently falls within Probation shall be discontinued.

#### 1.8.4 EXAMINATION REGULATIONS

These regulations should be read in conjunction with the Rules of Student Discipline.

##### 1.8.4.1 Admission to Examination

- (a) To be admitted to any end of semester examination, a candidate must :
  - (i) have registered as a student of the University, in accordance with the General Academic Regulations.
  - (ii) have completed all the course requirements; and
  - (iii) show his/her student identity card and registration form.
- (b) A student registered for a subject/course is expected to attend all classes prescribed for such subject and/or course.
- (c) No candidates shall be admitted to any examination unless the candidate has completed by attendance and otherwise the requirements of the course.
- (d) All courses for which an end of semester examination is appropriate shall be examined at the end of the semester in which they are taken.
- (e) Where a dissertation or project is prescribed in any programme, a candidate shall be informed in advance of the deadline for submission of such dissertation or project. Unless prior permission for an extension of this deadline has been granted by Senate, any candidate who fails to meet the submission deadline shall normally fail the dissertation or project.

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**1.8.4.2. Conduct of the End of Semester Examinations**

- (a) End of semester examinations shall be conducted under the administration and control of the Registrar or such other officers of the University as appointed by the Registrar. (The Registrar may delegate all of these functions to Faculties.)
- (b) All draft examinations shall be moderated internally within the Faculty under the supervision of the Dean, before being sent to the external examiner.
- (c) Draft examination papers shall be submitted to the Dean of the Faculty to be sent for transmission to the external Examiners for moderation. The External Examiner will be expected to visit the University every year to mark a sample of scripts and attend the Department and Faculty meetings.
- (d) The typing of examination papers and photocopying of examinations shall be organised by the Registrar or it may be delegated to the Faculties.
- (e) A candidate shall use only the University Registration Number to identify his/her scripts.
- (f) The duration of each end of semester examination period shall normally be one hour of examination time for each hour of academic credit.
- (g) All examination grades shall be sent to the Dean of Faculty who shall organise the compilation of the semester grades.
- (h) Examinations shall be time-tabled and supervised by approved invigilators. The Registrar shall provide invigilators with a list of candidates registered for that examination.
- (i) All candidates are required to be present at the start of examinations.
- (j) A candidate who is more than thirty (30) minutes late shall not be admitted into the examination room and shall be deemed to have been absent on that examination.
- (k) No candidate shall be allowed to leave the examination room during the first thirty (30) minutes of the examination session.
- (l) A candidate must not leave the examination room during the last fifteen (15) minutes of the examination and must remain seated until the examination scripts have been collected by the invigilator(s).

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

**1.8.4.3 Absence From OR Failure to write Examination(s)**

1.8.4.3.1 Every student is required to write examinations at the scheduled times unless s/he has been granted prior written permission from the Dean to miss or to sit for the examination at another time

1.8.4.3.2 A candidate who absents himself/herself from an examination without medical or other good cause shall be deemed to have failed that examination.

1.8.4.3.3 Any student absent from an examination due to unforeseen circumstances must notify the Dean within seven days from the day of the examination of the reason and confirm the reason for the absence with explanations in writing.

(a) When the absence is due to illness a certificate from a Medical Practitioner and/or University doctor/nurse registered in terms of the Health Professions Act must be submitted to the Dean, with the written report, within 14 days of the examination missed.

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

1.8.4.3.4 In cases where a candidate fails to write an examination on medical grounds or good cause, the candidate shall be allowed to sit the examination during the next supplementary examination time or at the time the examination is next offered. In such cases, proof, e.g. a doctor's certificate or a copy of a death certificate in the case of bereavement of a close relative, to substantiate the reason for absence have to be submitted before admission into the examination. A report on illness sent after the examination has taken place will not be accepted.

**1.8.4.4 Timing of Examinations**

All courses for which an end of semester examination is appropriate shall normally be examined at the end of the semester in which they are taken.

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Where a dissertation or project is prescribed in any programme, a candidate shall be informed in advance of the deadline for submission of such dissertation or project.

In cases where a candidate fails to write an examination on medical grounds or other good cause, the candidate shall be allowed to sit the examination **as a first sitting during the subsequent supplementary examinations** or when the examination is next offered.

#### 1.8.4.5 **Timetable**

1.8.4.5.1 A consolidated official examination timetable shall be posted on University notice boards at least ten days before the commencement of the end of semester examinations.

1.8.4.5.2 Candidates must note carefully the dates, times and venues for their examinations as given in the **final** copy of the timetable. **Special care should be taken to ensure that it is the final timetable and not a previous draft.**

1.8.4.5.3 It is the candidates' responsibility to check the timetable and to ensure that they know the correct date, time and venue of each examination. They should not depend on information given in any other manner.

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

1.8.4.5.5 Any queries on the timetable should be directed in the first instance to the faculty timetable representatives.

#### 1.8.4.6 **Examination Venues**

1.8.4.6.1 Examination venues will be as indicated on the **final** timetable.

1.8.4.6.2 Seating arrangements shall be determined by the Chief invigilator.

#### 1.8.4.7 **Entry into the Examination Room**

1.8.4.7.1 All candidates sitting a particular examination are expected to be present at the start of the examination. Candidates may be admitted up to 30 minutes late but shall not be given extra time to complete the examination. Candidates who get to the examination room later than 30mins will not be allowed to sit for the examination. Candidates shall take seats allocated to them by the invigilator(s)

1.8.4.7.2 Candidates shall be admitted into the examination room **15 minutes** before the starting time of the examination, and should maintain absolute silence from this moment till the examination session ends.

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

#### 1.8.4.8 **Examination Materials**

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

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

- NB:**
- (a) **Candidates must write in blue or black ink.**
  - (b) **No student should borrow anything from another student.**

#### 1.8.4.8.3 **Authorised Special Materials**

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

#### 1.8.4.8.4 **Prohibited materials**

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

- (a) bags, briefcases, parcels, etc;
- (b) papers, books, notes or equipment other than what is permitted;
- (c) all course materials and dictionaries not supplied or permitted by the examiners;
- (d) radio, alarm watch, computer, cellular telephone, pager and any other communication device;
- (e) instruction manual for a calculator and detachable calculator case;

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- (f) permitted materials containing unauthorised annotation;
  - (g) course material written on permitted materials or any part of the candidate's body, clothes, etc.;
  - (h) clothes not being worn;
  - (i) pencil bags/boxes/cases and mathematical instruments containers, etc.;
  - (j) calculators with meeting organisers;
  - (k) Hats, Caps and other head gear
  - (l) any other items as determined by the invigilator(s).

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

- (m) Candidates are not allowed to write on question papers. All rough work must be done in the answer booklet and neatly crossed out

1.8.4.8.4.2 Any student caught with prohibited material will be dealt with according to the laid down regulations.

#### 1.8.4.9. **In the Examination Room**

1.8.4.9.1 Invigilators are appointed by the University to conduct examinations and candidates must obey their instructions.

1.8.4.9.2 Attendance register: At each examination, each candidate must sign the attendance register.

1.8.4.9.3 Identification cards: All candidates are required to bring and place their Africa University student identity cards and registration forms on their desks. Any person who is unable to identify himself/herself to the satisfaction of the invigilators may be barred from the examination.

1.8.4.9.4 (a) Answer books: Candidates must fill in their Africa University student registration numbers, clearly and correctly, and other details as required on the front covers of main answer books, and supplementary answer books.

(b) Candidates should **not** write their names on their answer books.

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

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

1.8.4.9.7 (a) No candidate shall be allowed to leave the examination room, except in an emergency, during the first thirty (30) minutes and the last fifteen (15) minutes of the examination

(b) No candidate will be allowed to leave and return to the examination room while the examination is in progress.

1.8.4.10 **At the end of the examination:**

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

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

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

1.8.4.11 **Misconduct in the examination room/Examination irregularities**

Under the provisions of the Examination Regulations, the following are acts of misconduct and are prohibited and punishable if a candidate does any of them.

(a) using or possessing any unauthorised materials while in the examination room;

(b) helping or trying to help another candidate, or obtaining or trying to get help from another candidate;

(c) consulting or trying to consult, during the examination, any books, notes, or other unauthorised materials, or another candidate while temporarily outside the examination room;

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- (d) impersonating another candidate or allowing yourself to be impersonated;
  - (e) attempting to bribe the examiner or other University official;
  - (f) failing to obey or comply with any of the examination regulations or instructions of the Invigilator acting within the scope of their authority; and
  - (g) conduct in the examination room which constitutes a breach of the published rules and regulations of the University.

#### 1.8.4.12 Procedures for handling misconduct

- (a) The Chief Invigilator will report any misconduct in writing to the student's Dean of the Faculty of the course, copied to the Dean of the student's home faculty within one working day.
- (b) A candidate who commits an act of misconduct is required to make a written statement to the Chief invigilator within 3 hours from the time of detection of the misconduct and failure to comply will be deemed as another act of misconduct and dealt with accordingly
- (c) Any extraneous unauthorised material discovered will be confiscated and the student will be allowed to continue writing.
- (d) The Chief Invigilator is empowered to discontinue the examination of any candidate who commits an act of misconduct that may interfere with the work of the other candidates.
- (d) Any candidate found guilty of misconduct during an examination shall be deemed to have **FAILED** the paper and shall also be subject to disciplinary action.

#### 1.8.4.13 General

1.8.4.13.1 The formal University examinations are compulsory and performance in these examinations, coupled with performance on the continuous assessment during the semester, will determine the candidate's results.

- 1.8.4.13.2 Candidates are advised to write legibly. Illegibility will detract examiners from their answers and, conversely, neat answers will assist the examiners, and be to the candidate's credit.
- 1.8.4.13.3 All candidates are reminded that the examiners may require any candidate to attend an oral or *viva-voce* examination after the written examinations in order to clarify, or probe, further aspects relating to the written examination.
- 1.8.4.13.4 Invigilators must check that every candidate has inserted their number and all the other information required on the front cover of the answer book. Any correction that may be necessary should be completed by the candidate.
- 1.8.4.13.5 Invigilators must check and ensure that the candidate has inserted in the answer book all papers, maps, graphs, rough work, etc, forming part of his/her examination. Particular care must be taken to ensure that all such materials are collected.

## **1.9 DETERMINATION OF CANDIDATES' RESULTS**

- 1.9.1** Results shall be determined by the University Senate on the recommendations of Faculty Boards of Examiners.

### **1.9.2 THE BOARD OF EXAMINERS**

- (a) Every Faculty shall have a Faculty Board of Examiners consisting of all teaching staff and/or external examiners appointed by the University Senate. However, in the case of supplementary examinations, the Faculty Board of Examiners shall consist of internal examiners only. The Chairperson of the Faculty Board of Examiners shall be the Dean who shall also be the Chief Examiner.
- (b) The Faculty Board of Examiners shall recommend to Senate an overall result for each candidate, academic distinctions, prizes as well as academic dismissals.

### **1.9.3 EXAMINATION GRADING**

The grading of examinations shall be in accordance with the provisions outlined in the grading system under section 1.8.

**1.9.4 PASSING A COURSE**

To pass a course, a student must have marks for both coursework and examination.

**1.9.5 APPROVED CREDITS EARNED AT OTHER UNIVERSITIES**

These shall be incorporated administratively into the student transcript outside the database system.

**1.10 FAILURE TO SATISFY THE EXAMINERS****1.10.1 REQUIREMENTS FOR THE FAILED CANDIDATE**

A candidate who fails to satisfy the examiners may be required by the Senate to do any of the following:

- (a) Write supplementary if CGPA is less than 2.0
- (b) Apply for permission to write supplementary examinations, if CGPA falls between 2.0 and 2.3;
- (c) Repeat the course if required, or substitute the course if an elective;
- (d) Discontinue (i.e academic dismissal).

**1.10.2 Marking of Coursework and examination for spouse/dependant/relative / friends**

**1.10.2.1** The member of staff concerned is required to declare the nature of the relationship to the Dean within the first two weeks of classes.

**1.10.2.1.1** The Dean shall moderate the paper if it is deemed necessary to do so.

**1.10.2 SUPPLEMENTARY EXAMINATIONS**

- (a) Supplementary examinations may be offered to candidates:
  - i) who are in the final year of study and need to raise their CGPA to the required graduation minimum of 2.0; and
  - ii) those in other years of study who are placed on Probation.
- (b) Only courses passed with a “D” symbol may be supplemented.
- (c) A student whose CGPA falls between 2.0 and 2.3 must apply to the Registrar to be allowed to write supplementary examinations.

- (d) A candidate who in his/her final semester fails to achieve a passing grade in only one course but has GPA of least 3.0 may be allowed to supplement that course rather than repeat.
- (e) Where supplementary examinations have been allowed, the examiners will not incorporate continuous assessment marks in the determination of the final grade.
- (f) A candidate who has sat a supplementary examination will be awarded a maximum grade of C in that course and this grade will appear with an asterisk in the transcript.
- (g) Supplementary examinations shall normally be taken at a time to be determined by the Registrar.
- (h) No special examination will be given to a student who misses a supplementary examination. A student who misses the supplementary examination for medical or any other good cause may sit for the supplementary examination during the end of semester examination time. A report on illness must be submitted immediately; the University will not grant the student the privilege of supplementing if the report is received after the examination has taken place.
- (i) A student who fails supplementary examination shall maintain a grade of D.
- (j) Decisions of Senate regarding supplementary examinations shall not be subject to an appeal.
- (k) Students allowed to take supplementary examinations must pay the requisite fees before taking the examination and must bring the receipt as proof of payment to the examination room. Failure to produce a receipt will disqualify the student from sitting the examination.
- (l) A candidate who fails a required course after supplementing shall be required to repeat the course. A candidate who fails an elective course after supplementing has the option of repeating that course when available or choosing another approved elective.

### **1.10.3 REPEATING A COURSE**

- (a) A student will be allowed to repeat a course for a maximum of two times.

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- (b) After failing the course the third time, a student will be discontinued or advised to change to a different programme if the failed course is a core course.
- (c) If the failed course is an elective, the provisions in (k) below will apply.
- (d) Normally the load of repeated courses must not exceed two courses in any semester provided the total credit hours do not exceed 21.
- (e) A student repeating courses will be required to undertake continuous assessment in those courses, and to sit examinations at the end of the semester.
- (f) Normally a student shall not be allowed to carry a first year course to the third year and second year course to fourth year.
- (g) The grade obtained after repeating a course shall carry two asterisks in the transcript to indicate that it is a repeat course.
- (h) **Repeating a course for a grade improvement (Optional)**  
A student may repeat a course at his/her own discretion and expense in an effort to improve his/her grades. The higher grade for the course will be used for computing the CGPA. No courses or grades will be removed from the transcript. The new grade will be indicated by three asterisks.
- (i) **Repeating a failed prerequisite course**  
Should a student fail a prerequisite course but remain in good academic standing, he/she will be required to repeat the course.
- (j) **Repeating a failed core course**  
Should a student fail a core course but remain in good academic standing, he/she will be required to repeat the course.
- (k) **Repeating an elective course**  
A student who fails an elective course has the option of repeating that course when next offered, or of selecting another approved elective course, provided his/her cumulative GPA is above the threshold of good academic standing as indicated in Proficiency Standards.
- (l) **Repeating a failed course after completion of period of study**  
Where a student is not able to graduate because he/she has failed a required course, he/she will be allowed to complete the course outside University

through an independent study under the supervision of the Faculty. The maximum load allowed is four (4) credit hours and not more than two courses.

#### **1.10.4 ACADEMIC DISCONTINUATION (DISMISSAL)**

- (a) A student with GPA of less than 1.5 in any semester and whose CGPA places him/her on Probation or dismissal may be discontinued from any programme for academic reasons. Before any student is dismissed, the Faculty must produce a full profile of the student.
- (b) A student who has been discontinued from a programme may not be readmitted into the same programme. Such a student should apply to another programme. There must be a lapse of one semester before an application for readmission can be considered.
- (c) When a student re-registers after being discontinued, the profile shall show all the courses done by the student before being discontinued.

#### **1.10.5 WITHDRAWAL**

- (a) A student may withdraw from a course or programme or University for whatever reason.
- (b) A student who withdraws from the University before the mid semester shall have all courses for which he/she has registered graded 'W'.
- (c) A student who withdraws from the programme or course after mid semester and is failing shall be graded a 'WF' grade.
- (d) A student who had officially withdrawn from any course or programme for good reason, may be re-registered for the course or programme in the following semester or when the course or programme is next offered.
- (e) Normally a student who withdraws within the first four weeks shall forfeit up to 50% of the tuition fee provided such tuition was paid from the student's own resources. Normally a student who withdraws after four weeks of the beginning of the semester shall be deemed to forfeit all tuition fees.
- (f) A student who is granted official leave from the University for health, financial or any other acceptable reason shall be allowed a maximum of four years beyond the normal duration of the programme to complete the programme.

- 
- (g) When a student is readmitted after withdrawal all the previous courses shall be reflected on the profile.

### **1.10.6 APPEALS**

- 1.10.6.1 A candidate who is not satisfied with Senate decision on his/her results may appeal to the Chairperson of Senate.

#### **1.10.6.2 Appeal procedure for contested examination or final grade**

- (a) A student who wishes to appeal for a review of the examination or final grade may do so by writing a Letter of Appeal normally within 21 days after publication of the results.
- (b) The Letter of Appeal shall be addressed to the Chairperson of Senate through the Dean of the relevant Faculty detailing the reasons for the appeal.
- (c) Upon receipt of the Letter of Appeal, the Chairperson of Senate shall determine on the merits of the case and either make a final ruling or refer the matter to the Examinations Committee appointed by Senate which shall investigate the matter and make appropriate recommendations to the Chairperson of Senate for a final decision.
- (d) The student who appeals will be required to pay a non-refundable fee.
- (e) The grade awarded as a result of the Appeal, whether higher or lower than the original grade awarded, will be the official grade.
- (f) The decision of Senate shall be final.

### **1.11 PLAGIARISM**

Plagiarism, which entails the quotation of another author's materials and ideas without proper acknowledgement (when used in essays, research papers and other continuous assessment assignments), is considered a serious offence as indicated in the Rules of Student Discipline and will attract an appropriate penalty. (This regulation must be read in conjunction with the Rules of Student Discipline).

### **1.12 AEGROTATREGULATIONS**

- 1.12.1** A graduating student prevented by serious illness (supported by official medical report) or any other acceptable cause from fulfilling some of the

requirements for normal assessment such as tests and examinations, may be deemed by Senate, on the recommendation of the Faculty Board of Examiners or on the basis of any other evidence at its disposal, to have satisfied all the requirements for a degree and granted an Aegrotat degree provided that Senate has satisfied itself that the student would have successfully completed all the degree requirements had he/she not been as aforesaid prevented.

- 1.12.2** The student's illness or incapacity to write the examination should be reported to the Registrar's Office by the Faculty within two working days of the date on which the tests or examinations were written.

**1.13 CLASSIFICATION OF DEGREES, DIPLOMAS AND CERTIFICATES**

Details of the classification are given in the regulations dealing with each programme.

**1.14 PUBLICATION OF THE RESULTS**

- 1.14.1** Official results will be published by the Registrar's Office after approval by Senate.

- 1.14.2** The Registrar, who is the only officer authorised to issue official results, shall transmit the results to each individual student.

- 1.14.3** The Registrar shall communicate in writing with each student who may take a supplementary examination advising him/her to apply for permission to do so.

- 1.14.4** The pass list shall also be published within seven days after SENATE approval at the main notice boards on campus with the results listed by student number.

- 1.14.5** It is the responsibility of the student to consult with the Registrar's Office if he/she has not received results five weeks after the end of the examination period.

**1.15 AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES**

The requirements are spelt out under each programme.

**1.16 ACADEMIC TRANSCRIPT**

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

**APPENDIX A: COMPUTING A GRADE POINT AVERAGE**

The following steps must be followed in computing a GPA.

1. Multiply the number of course credit hours for each course by the weighted point value for the letter grade. This will give us the weighted points for the course.
2. To obtain the GPA, add up all the weighted points for all the courses under consideration and divide by the total number of credit hours.

For example:

<b>COURSE CREDIT HOURS</b>	<b>LETTER GRADE</b>	<b>GRADE POINTS</b>	<b>WEIGHTED POINTS</b>
5	C	2.3	5 x 2.3
4	B-	2.9	4 x 2.9
3	C+	2.6	3 x 2.6
2	A-	3.8	2 x 3.8
3	D	1.0	3 x 1.0

Total Course Credit Hours: 17

Total Weighted Points: 41.5

GPA = 41.5 divided by 17 = **2.44**

**APPENDIX B: ACADEMIC PROFICIENCY STANDARDS (APS)****UNDERGRADUATES AND GRADUATES**

1. The APS defines the general University-wide academic standards for a student to qualify for the Dean's List or Good Academic Standing. The APS also stipulates the conditions for placement of a student on Academic Probation or Discontinuation.

**1.1 REQUIREMENTS: UNDERGRADUATES**

- a. Any full time student completing at least 15 or more credit hours and who achieves a 3.5 GPA or above in any given semester will be placed on the Dean's List for the faculty in which the student is enrolled.
- b. Students must maintain a minimum CGPA of 2.0 to be in Good Academic Standing.
- c. Students with a CGPA of below 2.0 but above the minimum CGPA required to continue with their enrolment at Africa University will be on Academic Probation.
- d. Students with a CGPA below that required for Academic Probation will be discontinued from the programme.

**1.2 REQUIREMENTS: GRADUATE**

Graduate students must maintain a minimum CGPA of 2.6 to be in good academic standing.

**2. APS Tables**

The tables below show the academic status of a student based upon the year, semester and minimum cumulative credit hours completed to date and a minimum CGPA required to continue in the programme at AU.

*a. 4-Year Degree Programme*

<b>Year/Semester</b>	<b>Minimum Cumulative Credit Hours Taken at AU</b>	<b>Minimum CGPA AtAU</b>
1 Y1/S1	15	N/A
2 Y1/S2	30	1.20
3 Y2/S1	45	1.40
4 Y2/S2	60	1.60
5 Y3/S1	75	1.80
6 Y3/S2	90	2.00
7 Y4/S1	105	2.00
8 Y4/S2	120	2.00

The system takes into account the total cumulative credit hours.

b. *3-Year Degree Programme*

Year/Semester	Minimum Cumulative Credit		Minimum CGPA
	Hours Taken at AU		At AU
1	Y1/S1	15	N/A
2	Y1/S2	30	1.6
3	Y2/S1	45	1.8
4	Y2/S2	60	2.00
5	Y3/S1	75	2.00
6	Y3/S2	90	2.00

c. *2-Year Degree Programme*

Year/Semester	Minimum Cumulative Credit		Minimum CGPA
	Hours Taken at AU		At AU
1	Y1/S1	15	N/A
2	Y1/S2	30	2.00
3	Y2/S1	45	2.00
4	Y2/S2	60	2.00

d. *Graduate APS*

Year/Semester	Minimum Cumulative Credit		Minimum CGPA
	Hours Taken at AU		At AU
1	Y1/S1	9	2.3
2	Y1/S2	18	2.6
3	Y2/S3	27	2.6
4	Y3/S4	36	2.6

## SECTION TWO

### **2.0 GENERAL REGULATIONS FOR DIPLOMAS AND CERTIFICATES**

#### **2.1 PREAMBLE**

- 2.1.1 The University shall from time to time offer certificates and diploma programmes at both undergraduate and graduate levels.

2.1.2 Each Faculty intending to offer a certificate or diploma programme shall provide special regulations which shall include specific requirements for admission to the programme, subjects and courses to be studied and the scheme of examination for the programme.

2.1.3 The General Academic Regulations shall take precedence over the Faculty Regulations.

## 2.2 ENTRY REGULATIONS

### 2.2.1 UNDERGRADUATE CERTIFICATES AND DIPLOMAS

2.2.1.1 The normal minimum entry requirements for undergraduate certificates and Diploma Programmes shall be passes at credit level in five approved subjects including English Language at the General Certificate Ordinary Level or equivalent.

2.2.1.2 Other qualification(s) and/or experience acceptable to Senate, given the nature and purpose of the certificate programme may be accepted.

2.2.1.3 Additional requirements may be specified.

### 2.2.2 GRADUATE CERTIFICATE AND DIPLOMA PROGRAMME

Applicants must possess an appropriate first degree or equivalent qualification.

### 2.2.3 APPROVED SUBJECTS FOR ADMISSION INTO UNDERGRADUATE CERTIFICATES AND DIPLOMA PROGRAMMES

#### General Subjects Provisions

- a) Restriction against combinations of overlapping subjects must be observed;
- b) The subjects must be chosen from an approved list, an example of which is given below:

<u>Level</u>	<u>Subject</u>
O A	Accounting
O	Accounts

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O	Accounting Principles
O A	Applied Mathematics
O	Applied Statistics
O	Biological Studies
O A	Biology
O	Biology, Rural
O	Bookkeeping and Accounts
O A	Botany
O A	Business Studies
O A	Chemistry
O	Commerce
O A	Computer Studies
A	Computing Science
A	Economic and Political Studies
O	Economic and Public Affairs
A	Economic and Social History
A	Economic Geography
O A	Economic History
O	Economic Principles
O A	Economics
A	Electronic Systems
O	Electricity and Electronics
O	Elementary Mathematics
O A	Environmental Studies
O	General Mathematics
O	General Science
O A	Geography
O A	Human Biology
O A	Mathematics
A	Mathematics, Applied
O A	Mathematics, Pure
A	Mathematics, Pure and Applied
O A	Physical Science
O A	Physics
O A	Physics with Chemistry
O	Statistics
O A	Religious Knowledge/Divinity
O A	Religious Studies /Divinity
O A	Classical Studies
O A	Greek, Classical
O A	Greek, Modern
<u>Level</u>	<u>Subject</u>

O	A	Greek and Roman History
O	A	Roman History
O	A	Greek
O	A	Hebrew, Classical
O	A	History
O	A	History, Ancient
O	A	Latin
O	A	Portuguese
O	A	French
O		French Literature
O	A	English
O		English Language

#### 2.2.3.1 **Restriction against the combination of overlapping subjects**

In the selection of subjects for the purpose of satisfying the general requirement, the following restrictions against the combination of overlapping subjects must be observed:

- (a) Accounting cannot be counted with Accounts, Principles of Accounts or Commerce.
- (b) Biology cannot be counted with Rural Biology, Zoology, Botany, or General Science;
- (c) Bookkeeping and Accounting cannot be counted with Principles of Accounts, Accounts or Accounting;
- (d) Botany cannot be counted with Biology, Rural Biology, or General Science;
- (e) Chemistry cannot be counted with Physical Science, Physics with Chemistry or General Science;
- (f) Computer Studies cannot be counted with Computing Science or Computing Studies
- (g) Economic Geography cannot be counted with Geography
- (h) Economic Principles cannot be counted with Economics;
- (i) Economics cannot be counted with Commerce and Economic Principles;
- (j) Elementary Mathematics cannot be counted with Mathematics;
- (k) Environmental Studies cannot be counted with Geography;
- (l) General Science cannot be counted with Physics with Chemistry, Biology, Zoology, Botany, or Rural Biology;
- (m) Geography cannot be counted with Economic Geography or Environmental Studies;
- (n) Health Science cannot be counted with Human Biology;
- (o) Human Biology cannot be counted with Zoology, Biology, or Health Science
- (p) Mathematics – Pure and Applied may not be counted with Mathematics – Pure or with Mathematics – Applied.

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- (q) Physics with Chemistry cannot be counted with Physics, Chemistry, or General Science, or Physical Science.

**2.2.4 MATURE ENTRY TO UNDERGRADUATE CERTIFICATE AND DIPLOMA PROGRAMMES**

- 2.2.4.1 To qualify to be considered under the Mature Age entry scheme, an applicant must be at least 25 years of age at the time of application.
- 2.2.4.2 Applicants must have obtained a minimum of three “O” Level subjects including English Language passed at credit level and must have demonstrated their suitability for university studies by attainment of additional qualification or relevant work experience.
- 2.2.4.3 Applicants should normally have completed their school or college studies at least five years prior to admission.
- 2.2.4.4 Applicants from non-English speaking background will be required to demonstrate proficiency in English Language.
- 2.2.4.5 Applicants who wish to be considered for Mature Age entry Scheme may be required to attend interviews and/or special tests to determine their competence in the English Language and their general suitability.
- 2.2.4.6 Applicants who have previously taken courses for credit at some recognized institutions of learning will be required to submit a transcripts from those institutions.

**2.2.5 ADMISSION OF OCCASIONAL STUDENTS**  
(Refer to section 1.6.3 of the General Academic Regulations)

**2.2.6 ENGLISH LANGUAGE REQUIREMENT**  
(Refer to Section 1.2 of the General Academic Regulations)

**2.2.7 OTHER GENERAL ADMISSION REQUIREMENTS**

- 2.2.7.1 Faculties may prescribe additional entry requirements
- 2.2.7.2 An applicant who has been discontinued from Africa University on academic grounds shall not be readmitted into his/her former programme. The applicant will have to apply to another programme.

**2.2.8 TRANSFER TO AFRICA UNIVERSITY FROM ANOTHER COLLEGE OR UNIVERSITY**

- 2.2.8.1 A student who wishes to transfer to Africa University from another college or university must complete a Transfer Application Form available in the Admissions Office. Transferred credits should have been earned within the last four (4) years.
- 2.2.8.2 The student shall request all institutions attended to submit his/her official transcripts of academic record to the Admissions Office of Africa University.
- 2.2.8.3 The student may be required to submit syllabi/outlines of courses for which he/she wishes to receive transfer credit from Africa University.
- 2.2.8.4 Transfer students shall be required to satisfy all University requirements for the certificates and diploma to which they are admitted.
- 2.2.8.5 Normally no student may transfer more than 50% of the minimum credit hours required for graduation.

**2.2.9 STRUCTURE OF PROGRAMMES**

- 2.2.9.1 The structure of each programme shall be determined by each Faculty but the following general regulations shall apply across the University.

**2.2.9.2 Duration**

Minimum duration for the programmes shall be as follows:

- a) The Undergraduate certificate programme shall be one academic year in duration or two academic years part time.
- b) The undergraduate diploma programme shall be two academic years or four academic years part-time.
- c) The graduate diploma shall one academic year or two academic years part-time

**2.2.9.3 Course Load**

- (i) Full-time certificate and undergraduate diploma student must carry 15 – 18 credit hours per semester.
- (ii) The graduate diploma students must carry 9 - 12 credit hours per semester.

**2.2.9.4 Compulsory Courses**

- (i) Students registered in undergraduate certificate and diploma programmes may be expected to take some university-wide courses as determined by the University.
- (ii) Students registered for the graduate diploma will be expected to write project in addition to other prescribed courses.

### **2.3 ASSESSMENT AND GRADING**

The undergraduate and graduate grading will be in accordance with the General Academic Regulations governing undergraduate and graduate programmes respectively.

#### **2.3.1 PROGRESSION**

- a) Students registered for the undergraduate certificate or diploma must maintain a GPA/CGPA of 2.00 and those registered for the graduate certificate or diploma must maintain a GPA/CPGA of 2.6
- b) Progression from Certificate to Diploma  
A student must obtain a CGPA of at least 3.20 (grade B) in the certificate to be allowed to enrol into the Diploma programme.
- c) Progression from Diploma to Undergraduate degree  
A student must obtain a CGPA of at least 3.20 (grade B) to be allowed to enroll into the degree programme after completing the Diploma
- d) Progression from Graduate Diploma to Master's degree  
To be allowed to proceed to an associated master's programme, a student on the graduate diploma must obtain a CGPA of at least 3.20 (grade B).

#### **2.3.2 CLASSIFICATION OF UNDERGRADUATE CERTIFICATE AND DIPLOMA**

The undergraduate certificate and diploma shall be classified as follows:

Distinction	3.5 and above
Merit	3.0 – 3.49
Pass	2.0 – 2.99

The graduate diploma shall not be classified.

### **SECTION THREE**

## **3.0 GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES**

### **3.1 PREAMBLE**

The University offers various Bachelor's degree programmes to fulfill its mandate to provide quality education to students from all over Africa. It ensures that all its Bachelor's degree programmes meet the highest international standards. The Bachelor's degree programmes are subject to General Academic Regulations.

### **3.2 PROGRAMMES**

The University offers programmes for undergraduate students at General and Honours levels. Further details are contained in the Regulations of individual Faculties.

#### **3.2.1 GENERAL DEGREES**

3.2.1.1 Students enrolling in a general degree programme shall follow a programme as approved by Senate.

3.2.1.2 The following are degree programmes offered by the University:

B.A.	- Bachelor of Arts
B.Soc.Sc.	- Bachelor of Social Science
B.A. (Ed)	- Bachelor of Arts with Education
B.Sc (Ed)	- Bachelor of Science with Education
B.Sc Agric (Ed)	- Bachelor of Science Agriculture with Education
B.Ed.	- Bachelor of Education
B.D.	- Bachelor of Divinity
B.Sc. Agric & N.R	- Bachelor of Science, Agriculture and Natural Resources
B.Acc.	- Bachelor of Accounting
B.Sc. Econs.	- Bachelor of Science, Economics
B.B.S. Management	- Bachelor of Business Studies - Management
B.B.S. Marketing	- Bachelor of Business Studies - Marketing

#### **3.2.2 HONOURS DEGREE**

(a) The entry requirement into an Honours degree is a CGPA of 3.20

- (b) A student enrolling in an honours degree programme shall concentrate in one subject area after following a broad programme as prescribed by the Faculty Regulations.
- (c) Honours students shall undertake a supervised Research Project/ Dissertation. The length of the Project Report/Dissertation shall be determined by the Faculty.
- (d) A student who does not make a second class lower or better will not have the designation of honours on both the transcript and certificate.
- (e) Any other requirement may be stipulated by each Faculty in their Faculty regulations

3.2.2.3 The following Honours programmes are offered by the University:

B.B.S. Management (Hons)	- Bachelor of Business Studies - Management (Hons)
B.Acc. (Hons)	- Bachelor of Accounting (Hons)
B.Sc. Agric and N. R (Hons)	- Bachelor of Agriculture and Natural Resources (Hons)
B.A. (Hons)	- Bachelor of Arts (Hons)
B.Soc.Sc. (Hons)	- Bachelor of Social Science (Hons)
B.A (Ed) (Hons)	- Bachelor of Arts (Education) (Hons)
B.Sc (Ed) (Hons)	- Bachelor of Science with Education (Hons)
B.Sc. (Agric Ed) (Hons)	- Bachelor of Science Agriculture with Education (Hons)
B.D. (Hons)	- Bachelor of Divinity (Hons)
B.Sc. Econ. (Hons)	- Bachelor of Science Economics (Hons)
B.B.S. Marketing (Hons)	- Bachelor of Business Studies, Marketing (Hons)

### **3.3 ADMISSION INTO UNDERGRADUATE PROGRAMMES**

#### **3.3.1 NORMAL ENTRY**

##### **3.3.1.1 Normal Entry to Undergraduate Programmes**

- (a) Five "O" Level subjects or equivalent including a credit in English Language except for students from non-English speaking background, and

- (b) At least two subjects at Advanced Level from recognised examination boards or equivalent qualifications.

3.3.1.2 Applicants from a non-English speaking background who have passed “A” Level examinations or equivalent will be required to demonstrate proficiency in the English Language. (The University offers remedial courses in English).

### 3.3.2 GENERAL SUBJECT PROVISIONS

- (a) Restrictions against combinations of overlapping subjects must be observed;  
(b) The subjects must be chosen from an approved list, an example of which is given below:

Level Subject

- O A Accounting
- O Accounts
- O Accounting Principles
- O A Applied Mathematics
- O Applied Statistics
- O Biological Studies
- O A Biology
- O Biology, Rural
- O Bookkeeping and Accounting
- O A Botany
- O A Business Studies
- O A Chemistry
- O Commerce
- O A Computer Studies
- A Computing Science
- A Economic and Political Studies
- O Economic and Public Affairs
- A Economic and Social History
- A Economic Geography
- O A Economic History
- O Economic Principles
- O A Economics
- A Electronic Systems
- O Electricity and Electronics
- O Elementary Mathematics
- O A Engineering Drawing
- O A Engineering Science

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- O Environmental Biology
  - O A Environmental Studies
  - O General Mathematics
  - O General Science
  - O A Geography
  - O A Human Biology
  - O A Mathematics
  - A Mathematics, Applied
  - O A Mathematics, Pure
  - A Mathematics, Pure and Applied
  - O A Physical Science
  - O A Physics
  - O A Physics with Chemistry
  - O Statistics
  - O A Religious Knowledge/Divinity
  - Level Subject
  - O A Religious Studies/Divinity
  - O A Classical Studies
  - O A Greek, Classical
  - O A Greek, Modern
  - O A Greek and Roman History
  - O A Roman History
  - O A Greek
  - O A Hebrew, Classical
  - O A History
  - O A History, Ancient
  - O A Latin
  - O A Portuguese
  - O A French
  - O French Literature
  - O A English
  - O English Language

### 3.3.3 RESTRICTION AGAINST THE COMBINATION OF OVERLAPPING SUBJECTS

In the selection of subjects for the purpose of satisfying the general requirement, the following restrictions against the combination of overlapping subjects must be observed:

- (a) Accounting cannot be counted with Accounts, Principles of Accounts or Commerce.

- (b) Biology cannot be counted with Rural Biology, Zoology, Botany, or General Science;
- (c) Bookkeeping and Accounting cannot be counted with Principles of Accounts, Accounts or Accounting;
- (d) Botany cannot be counted with Biology, Rural Biology, or General Science;
- (e) Chemistry cannot be counted with Physical Science, Physics with Chemistry, or General Science;
- (f) Computer Studies cannot be counted with Computing Science or Computing Studies;
- (g) Economic Geography cannot be counted with Geography;
- (h) Economic Principles cannot be counted with Economics;
- (i) Economics cannot be counted with Commerce and Economic Principles;
- (j) Elementary Mathematics cannot be counted with Mathematics;
- (k) Environmental Studies cannot be counted with Geography;
- (l) General Science cannot be counted with Physics with Chemistry, Biology, Zoology, Botany, or Rural Biology;
- (m) Geography cannot be counted with Economic Geography or Environmental Studies;
- (n) Health Science cannot be counted with Human Biology;
- (o) Human Biology cannot be counted with Zoology; Biology or Health Science;
- (p) Mathematics – Pure and Applied may not be counted with Mathematics – Pure or with Mathematics – Applied.
- (q) Physics with Chemistry cannot be counted with Physics, Chemistry, or General Science;

### **3.3. SPECIAL ENTRY**

3.3.4.1 The following categories of applicants may be exempted from the whole or part of the normal entry requirements:

- (a) Persons who have obtained a degree from Africa University or from another university or institution of higher learning recognised by Senate.
- (b) Persons who have obtained, from a university or institution of similar status, academic qualifications other than degrees approved by Africa University.

3.3.4.2 Persons who qualify under provisions for Special Entry may be:

- (a) required to attend interviews and/or special written tests at the University in order to determine their suitability for admission.
- (b) exempted from doing certain courses and examinations;

(c) permitted to complete the programme in less than the normal period required;

3.3.4.3 No persons shall be allowed direct entry to the final year of any degree programme.

**3.3.5 SPECIAL FACULTY REQUIREMENTS**

Faculties may from time to time prescribe additional entry requirements with the approval of Senate.

**3.3.6 MATURE ENTRY SCHEME**

3.3.6.1 In order to give an opportunity to deserving candidates who wish to study for first degrees at Africa University and who do not possess qualifications which satisfy the University's undergraduate entrance requirements, Africa University offers an alternative method of entry through the Mature Age Entry Scheme for persons who satisfy the following conditions:

3.3.6.1.1 Candidates must be 25 years of age or older, at the time of application; and

3.3.6.1.2 Should have passed five "O" Level subjects or equivalent including the English Language with a credit at least five years prior to admission.

3.3.6.1.3 Candidates from non-English speaking backgrounds will be required to demonstrate proficiency in English.

3.3.6.2 Applicants who wish to be considered under Mature Age Entry may be required to attend interviews and/or special tests to determine their competence in the English Language and their general suitability.

3.3.6.3 Applicants who have previously taken courses for credit at institutions of higher learning will be required to submit transcripts from those institutions.

NB: It will be advantageous if applicants can show that they have attended;

- (a) extramural classes or residential courses, in which case a recommendation from the extramural class tutor(s) will be necessary; or
- (b) courses at an adult education institution, in which case a recommendation from the head of the institution will be necessary.

**3.3.7 ADMISSION OF OCCASIONAL STUDENTS**

(Refer to Section 1.6.3)

**3.3.8 ENGLISH LANGUAGE REQUIREMENT**

(Refer to Section 1.2)

**3.3.9 OTHER GENERAL ADMISSION REQUIREMENTS**

3.3.9.1 Additional entry requirements are spelt out in the Special Regulations of Faculties.

3.3.9.2 An applicant who has been discontinued from Africa University on academic grounds shall not be readmitted into his/her former programme. The applicant shall seek admission into another programme.

**3.3.10 SUBMISSION OF APPLICATIONS**

3.3.10.1 Applications must be submitted on the official form.

3.3.10.2 The closing date for the receipt of application forms shall be indicated with the forms.

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

**3.3.11 TRANSFER TO AFRICA UNIVERSITY FROM ANOTHER COLLEGE/ UNIVERSITY**

3.3.11.1 A student who wishes to transfer to Africa University from another college or university must complete a Transfer Application Form available in the Admissions Office. Transferred credits should have been earned within the last four (4) years.

3.3.11.2 The student shall request all tertiary institutions attended to submit his/her official transcripts of academic record to the Admissions Office of Africa University.

3.3.11.3 The student may be required to submit syllabi/outlines of courses for which he/she wishes to receive transfer credit from Africa University.

3.3.11.4 Transfer students shall be required to satisfy all University requirements for the degree programme to which they are admitted.

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- 3.3.11.5 Normally no student may transfer more than 50% of the minimum credit hours required for graduation.

### **3.4 THE STRUCTURE OF PROGRAMMES**

#### **3.4.1 YEAR OF STUDY**

An academic year of study shall comprise two semesters. Approximately 15 weeks will be devoted to teaching in each semester.

#### **3.4.2 COURSE LOAD**

A full-time student's academic programme shall normally consist of 15 - 18 lecture hours or equivalent per week. A part-time student may not take more than 10 credit hours per week.

#### **3.4.3 THE DURATION OF PROGRAMMES**

The duration of a full-time Bachelor's programmes shall be prescribed in the Faculty Special Regulations. The maximum period of study allowed shall be one and half times the duration of each programme.

#### **3.4.4 REQUIRED COURSES**

All students are required to pass courses, which are (from time to time) prescribed by the University. Currently, the courses are;

- (a) Communication Skills (6 credit hours)
- (b) Ethics and Christian Values (2 credit hours)
- (c) African Studies (3 credit hours)
- (d) English as a Second Language, or French for beginners or Portuguese for beginners (6 credit hours)
- (e) Introduction to Information Technology (2 credit hours)

- 3.4.5. Applicants admitted into the two year programmes may be exempted from Communication Skills course.

### **3.5 AWARD OF DEGREES**

In order to graduate, a candidate must:

- 3.5.1 have passed all the required courses for his/her programme;

**3.5.2** have fulfilled all other requirements including the minimum of credit hours required for graduation and an acceptable CGPA.

**3.5.3** The required credit hours for the various programmes are:

<b>Programme</b>	<b>Credit Hours</b>
4 years	120-136
3 years	90-102
2 years	60- 72

### **3.6 DEGREE CLASSIFICATION**

The classification of degrees is based on the Cumulative Grade Point Average.

#### **General Degrees**

	<b>Minimum CGPA</b>	<b>Maximum CGPA</b>
First Class	3.65	4.00
Second Class Upper Division	3.20	3.64
Second Class Lower Division	2.80	3.19
Third Class	2.00	2.79

#### **Honours Degrees**

	<b>Minimum CGPA</b>	<b>Maximum CGPA</b>
First Class	3.65	4.00
Second Class Upper Division	3.20	3.64
Second Class Lower Division	2.80	3.19
*Pass	2.00	2.79

\*For programmes without general degrees.

## **SECTION FOUR**

### **4.0 GENERAL REGULATIONS FOR GRADUATE DEGREE PROGRAMMES**

#### **4.1 PREAMBLE**

The University offers a variety of graduate degree programmes, namely, Master's Degrees and Master of Philosophy. There are special Faculty regulations covering various aspects of each programme such as admission and courses. The Faculty

regulations are subject to Senate approval and will not take precedence over the General Academic Regulations.

## **4.2 GENERAL REGULATIONS FOR THE MASTER'S DEGREES**

### **4.2.1 MASTER'S DEGREE PROGRAMMES**

The University offers Master's degree programmes by course work or coursework and dissertation in the following faculties:

- a) Faculty of Agriculture and Natural Resources:
  - i) Master of Science (MSc) in Agribusiness or Agricultural Economics
  - ii) Master of Science (MSc) in Crop Production or Horticulture
  - iii) Master of Science (MSc) in Animal Production
  - iv) Master of Science (MSc) in Forestry
  - v) Master of Science (MSc) in Irrigation and Water Management
  - vi) Master of Science (MSc) in Wildlife Management
  
- b) Faculty of Education:
  - i) Master of Education.
  - ii) Master of Education in Educational Leadership and Development (MED - ELMD)
  
- c) Faculty of Humanities and Social Sciences: Master of Arts.
  
- d) Faculty of Management and Administration:
  - i) Master of Business Administration (MBA).
  - ii) Executive Master of Business Administration (EMBA).
  
- e) Faculty of Theology: Master of Theological Studies.
  
- (f) Institute of Peace, Leadership and Governance: Master of Peace and Governance (MPG).

### **4.2.2 ENTRY REQUIREMENTS**

- a) Minimum entry qualifications:
  1. A candidate for admission to a Master's Degree of Africa University shall hold either (a) a second class honours degree of Africa University or (b) a qualification from an approved institution of higher learning,

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- deemed to be equivalent to a second class honours degree of Africa University.
2. A candidate with Pass in an honours degree will also be considered for admission if:
    - 2.1 His/her undergraduate performance in the proposed subject of study was a B grade average or above, and
    - 2.2 He/she has satisfied the relevant Faculty/Department that he/she has exhibited academic potential through fieldwork, subsequent research experience and/or additional training.
  3. A candidate who holds a general degree should have at least a lower second class with an average of B or higher in the subject or of the intended master's degree.
  4. A candidate whose first degree is considered deficient may be required to take one or more undergraduate courses in addition to the minimum graduate requirements.
  5. Departments/Faculties may impose special conditions for admission. For information on such conditions, see Special Regulations of the Department/Faculty concerned.
- b) Proficiency in English language:  
English is the language of instruction at Africa University. For that reason, all prospective graduate students shall be expected to demonstrate proficiency in English in order to pursue any graduate degree programmes of the University. Proficiency in English may be demonstrated in any one of the following ways:
1. Successful completion of a minimum of two years of study at a University where English is the language of instruction.
  2. Successful completion of a minimum of four years study at a secondary school where (a) English is the language of instruction and (b) a study of English as a subject has been undertaken during each of those four years. The candidate must have passed all English courses taken during those four years.
  3. A score of 500 or higher on the Test of English as a Foreign Language (TOEFL).
  4. Any other evidence of competency in English acceptable to both the Faculty and Senate of the University.
  5. A candidate who does not meet the minimum required proficiency standard may be provisionally admitted pending successful completion of the Intensive English Programme.
- c) Application Procedures:

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1. An applicant for a Master's degree programme shall first lodge his/her individual application with the Office of the Assistant Registrar (Academic Affairs) who shall supply the relevant application form. On receipt of the application, the Assistant Registrar (Academic Affairs) shall send the application to the relevant Faculty/Department, which shall make recommendations to the Admissions Committee.
  2. The decision of the Admissions Committee shall be communicated to the applicant by the Assistant Registrar (Academic Affairs).
- d) Transfer to Africa University from a graduate programme of another institution.
1. A student who wishes to transfer to Africa University must complete an Application of Transfer Form available in the office of the Assistant Registrar (Academic Affairs).
  2. The student must request every tertiary institution previously attended to send an Official Transcript to Africa University. In addition the student is required to request his/her institution to send to the Assistant Registrar (Academic Affairs) a course description for every course for which he/she wishes to receive transfer credit from Africa University.
  3. Once the Assistant Registrar (Academic Affairs) has received the Application for Transfer of Admission and all transcripts, and course descriptions for all courses the student wishes to have considered for transfer, these materials will be sent to the Dean of the Faculty to which the student wishes to transfer.
  4. The Dean will review all relevant materials to determine what courses the students would have to complete to obtain a degree from Africa University. A student must successfully complete at least two thirds of all required courses in the Faculty to which he/she wishes to transfer. Normally no exemptions will be given for core courses.
  5. Courses transferred should have been done in the last two years prior to applying to Africa University.

#### **4.2.3 STRUCTURE OF THE PROGRAMMES**

- a) The duration of the programme shall be 18 to 24 months for full-time students.
- b) The maximum duration of the registration period for full-time study shall not exceed three academic years
- c) The allowable duration of the registration period, (including extensions) for part-time study shall be double that for full time study.

- d) Full time students shall take 9-12 credit hours per semester. Students can take up to 15 hours with permission of the Dean.
- e) Part-time students shall normally take not more than 10 credit hours per semester.
- f) The programme of study shall normally consist of prescribed lectures, dissertation and written examinations. There may be some variation in accordance with the individual Faculty requirements.
- g) In order to graduate, the candidate must have completed 30-48 credit hours. The specific number of credit hours will depend on the programme. Of these credit hours, a minimum of 6 credit hours will be reserved to the dissertation.
- h) The length of dissertation shall be determined by the individual Faculty.
- i) Candidates who fail to complete their dissertations within the specified period may apply for an extension of registration period to Senate through their Faculties.
- j) A student shall normally not be permitted to break the continuity of his/her studies, although a student may be allowed to suspend registration for a maximum period of one year on the approval of Senate, after a recommendation from the Faculty Board through the Graduate Studies Committee (GSC).
- k) A student will not normally be allowed to change from full-time to part-time or vice-versa without the expressed consent of the Faculty Board.

#### **4.2.4 SUPERVISION**

- a) A student in programmes requiring dissertation/project shall be assigned a dissertation/project supervisor appointed by the Dean.
- b) The supervisor, who shall normally be a member of the Faculty, will be responsible for guiding the student on his/her dissertation.
- c) In addition, the Dean may appoint up to three people, selected from the Faculty or cognate department or institution to form the advisory committee. The student will be expected to work with his/her supervisor and the advisory committee.
- d) The GSC shall monitor student progress through reports submitted by Faculty.

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**4.2.5 ASSESSMENT**

- a) In accordance with Regulation 1.8.1.1 each course assessment shall normally consist of both a continuous assessment and an end of semester examination.
- b) The methods of continuous assessment and examination and the ratio of continuous assessment to examinations shall be determined by the Faculty. The continuous assessment shall normally not exceed 50 per cent of the total mark.
- c) Performance in both continuous assessment and examination shall be in accordance with the grading system given in Regulation 1.8.2.
- d) Each course must be passed with a minimum mark of 60 percent (C+).
- e) Examinations shall be conducted in accordance with the regulations in force (see Regulations 1.8.4).
- f) Assessment of the dissertation/project is described under section 4.2.7.

**4.2.6 PROGRESSION**

- a) To be in good academic standing, a student must obtain a minimum grade point average (GPA) of 2.6 and a cumulative grade point average (CGPA) of the same throughout his or her studies. He/she must also satisfy other Faculty specific requirements.
- b) A student whose CGPA at the end of any semester falls between 2.3 and 2.59 inclusive will be put on probation. Such a student will need to raise his or her CGPA to 2.6 at the end of the next semester or be discontinued.
- c) A student whose CGPA falls below 2.3 at any time shall be discontinued.
- d) Normally in order to proceed from coursework to the dissertation, a student must pass all the courses.

**4.2.7 DISSERTATION**

- a) The Dissertation Requirement
  - 1. A candidate who qualifies to proceed to dissertation level shall be required to submit a dissertation within the registration period.
  - 2. The Dissertation must be written in English except in the case of students in a particular language discipline taught at Africa University. Such students may apply for permission to write a dissertation in the medium of the particular language studies. Where this is done, the

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candidate will be required to include in English a 300-500-word summary of the Dissertation.

b) Format of Presentation

1. Spacing and Font

Typing must be double-spaced and on one side of good quality A4 bond paper only, font size 12 and in Times New Roman. Maps and illustrations can be done on a larger size paper. (In the case of larger pages, they must be folded so that the edges align with the rest of the dissertation and so that only the left edge is bound into the spine).

2. Pagination

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e. “i”, “ii”, etc.) beginning with the title page, and followed by abstract, approval page declaration, copyright page, acknowledgement, dedication (if any), table of contents, list of tables, list of figures and list of appendices, in that order. Number pages of the body of the dissertation in Arabic numerals (i.e. “1”, “2” etc.) consecutively throughout. The page numbers should appear on the centre of the lower margin.

3. Margins

The left margin must be 4.0 cm from the left edge of the paper, the right hand margin must be 2.5 cm from the right edge, the top margin must be 2.5 cm from the top of the page and the bottom margin 4.0cm from the bottom of the paper.

4. Title Page

The title page must be arranged as described below and shown on the sample page: Centre the title of the dissertation in CAPITALS, below it, symmetrically arranged indicate your full name and the statement:

‘A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT FOR THE DEGREE OF (insert name of degree) OF AFRICA UNIVERSITY’ followed by the year of the degree award.

**SAMPLE PAGE:**

**PLANTING IDEAS**

Tinashe Mukomberanwa

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**A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS IN THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES OF AFRICA UNIVERSITY**

**2002.**

5. **Abstract**

This should follow the declaration, page and begin on a new page. It should be about 300 words and comprehensive and should highlight the essential points of the dissertation, the important results found and the conclusions reached. It should be typed single spaced.

6. **Table of Contents**

The table of contents should correspond to the headings and subheadings, referring to specific pages. If there are tables or figures or appendices, these should be listed on separate pages and arranged in the order in which they appear.

7. For the body of the work itself, refer to Faculty guidelines.

8. **Bibliography, References and Citations.**

Refer to Special Faculty requirements for specific guidelines.

c) **Submission of a Dissertation**

1. At least two months before submitting a dissertation, a candidate shall (through his/her supervisor) notify the Dean of the Faculty, in writing, of his/her intention to submit.
2. Every Dissertation submitted must be accompanied by a declaration by the candidate, stating that it is the candidate's original work and that it has neither been submitted nor is being concurrently submitted for any degree in any other institution.
3. The Dissertation must be submitted in four loose-bound copies.
4. The Dissertation shall contain a statement of copyright by the author as follows:

“No part of this Dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means for scholarly purposes without prior written permission of the author or of Africa University on behalf of the author.”

- d) **Examination of a Dissertation**
1. Every Dissertation submitted shall be assessed by at least two examiners recommended by the Faculty Board and approved by Senate. At least one of the examiners must be external to the University.
  2. A candidate may be required to appear before a panel for a *viva voce* examination. Each Faculty will set its own conditions for the *viva voce* examination.
  3. The examiners shall be required to submit their reports about the Dissertation within a maximum period of two months from the date of receipt. If the reports are not received within three months, new examiners may be appointed.
    4. Each examiner shall be required to summarise his/her report about the dissertation with definite recommendation for one of the following:
      - 4.1 The degree be awarded to the candidate unconditionally.
      - 4.2 The degree be awarded subject to typographical corrections minor revisions.
      - 4.3 The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination.
      - 4.4 The dissertation be rejected outright.
  5. Where the examiners are not in agreement in their overall recommendations, the Dean of the Faculty shall examine and recommend one of the following actions:
    - 5.1 The recommendations of the external examiner(s) be adopted
    - 5.2 An additional external examiner be appointed.
    - 5.3 A panel of examiners be established to assess the candidate orally.
  6. The final decision on the award of the Master's degree shall be made by Senate on the recommendation of the Board of Examiners.
  7. Work rejected by examiners after re-submission shall not be accepted for a further re-examination.
  8. A dissertation recommended for major corrections, revisions or re-writing must be re-submitted within six months.
  9. A Dissertation recommended for re-writing must be re-submitted within six months.
- e) **Final Submission**
1. After completing to the satisfaction of the internal examiner(s) all the recommended corrections, if any, the candidate shall submit the three full-bound copies and the diskette of the Dissertation to the Dean of the Faculty. Each copy shall be bound in black.

2. The spine shall be embossed in gold lettering showing:
  - the surname and initials of the candidate
  - the degree for which the dissertation has been submitted.
  - the year of the degree award.
3. The writing on the spine shall read from the top to the bottom.
4. The title of the work shall be printed in gold letters on the front cover of the bound volume

#### **4.2.8 GRADUATION REQUIREMENT**

To qualify for the award of a Master's degree, a student must have:

- a) Successfully completed 30-48 approved graduate credit hours.
- b) Obtained a minimum CGPA of 2.6;
- c) Satisfactorily completed all the Faculty specific requirements.

#### **4.2.9 CLASSIFICATION OF DEGREE**

The Master's degree will not be classified.

### **4.3 GENERAL REGULATIONS FOR THE DEGREE OF MASTER OF PHILOSOPHY (MPhil)**

#### **4.3.1 GENERAL PROVISIONS**

- a) The MPhil degree is a graduate degree carried out primarily through supervised research.
- b) Studies may be pursued on a full-time or on a part-time basis.
- c) A student may be required as part of his/her programme to undertake some coursework in order to enhance his/her research studies.
- d) All prospective graduate students shall be expected to demonstrate proficiency in English in order to pursue graduate studies of the University.

#### **4.3.2 ENTRY REQUIREMENTS**

- a) Applicants to be considered are those:
  - i) who have obtained a general first degree provided that a first or an upper second class performance is achieved in the intended field of study;
  - ii) who have obtained an appropriate Honours degree in the first or upper second class Division;

- iii) who hold an appropriate Honours degree in the lower second provided performance in the intended field of study was in the first or upper second class division;
  - iv) who possess a minimum of a B in the Master's degree or equivalent;
  - v) who have obtained other academic or professional qualifications and have relevant experience, on the recommendation of the appropriate Faculty Board. These applicants may be required to pass a qualifying examination set and organised by the Faculty concerned, who shall forward the results to the GSC.
- b) Applicants must also satisfy all relevant Faculty and University admission requirements.

#### **4.3.3 SUBMISSION OF APPLICATIONS FOR ADMISSION**

- a) Applications must be on the official forms. With the forms, the applicant must submit evidence of his or her qualification and a brief outline of the proposed research.
  - b) Applications may be submitted at any time.
  - c) Applications shall be processed through the office of Assistant Registrar (Academic Affairs). On receipt of completed forms, the Assistant Registrar (Academic Affairs) shall send one copy to the relevant Department/Faculty.
  - d) Decisions on the application shall be made by Senate on the recommendations of the relevant Faculty Board through the GSC.
  - e) Applicants will be notified of the result of their application by the Assistant Registrar (Academic Affairs).
  - f) Successful applicants should then proceed with registration within one calendar year from the date the application is approved.

#### **4.3.4 REGISTRATION**

- a) The applicant must complete the necessary registration formalities and pay appropriate fees before registration for Mphil is effected.
- b) Any registration not taken up within a calendar year will lapse. Should the applicant wish to take up a place in the programme later, a new application will be required.
- c) Retro-active registration will normally not be allowed.

- d) Transfer of registration to an Mphil at Africa University from another graduate level institution may be considered by the GSC on production of official documentation and references.
- e) A graduate student may receive a financial award from outside the University, provided that the conditions of the grant do not compromise academic freedom and that no conditions are placed on the presentation of the thesis or its deposition in the University library for public reference.
- f) A registered student may apply to the GSC through the Faculty to carry out research at an institution outside the University provided that:
  - i) facilities at the institution are suitable for the work proposed;
  - ii) the location of the institution allows easy contact between the student and the University; and
  - iii) the applicant satisfies all other conditions.

#### **4.3.5 DURATION OF PROGRAMME**

The duration of Master of Philosophy programme shall normally be:

Full-time           - 1½ - 2 years  
                              (3 years maximum)

Part-time           - 3 years  
                              (5 years maximum)

#### **4.3.6 PROGRAMME OF STUDY**

- a) Each student shall be required to pursue a prescribed research programme of study under the guidance of a supervisor, who shall be a member of staff of the University in the appropriate discipline.
- b) Each student shall maintain a regular contact with the Faculty and shall be required to present seminars as directed by the supervisor.
- c) A student shall normally not be permitted to break the continuity of his/her studies. A student, however, may be allowed to suspend registration for a maximum period of one year on the approval of Senate, after a recommendation from the Faculty Board through the GSC.
- d) A full-time graduate student may be hired to work in the University, provided that the maximum number of hours does not exceed six per week.
- e) A graduate student who is employed outside the University or a staff member on full-time employment may be registered only on a part-time basis.

**4.3.7 SUPERVISION**

- a) The supervisor shall be nominated by the Faculty and appointed by the Dean.
- b) In addition, the Dean may appoint up to three people, selected from the Faculty or another Faculty or institution to form an advisory committee. The student will be expected to work with his/her supervisor and the advisory committee.
- c) Where a student is carrying out a research in another institution or where the University does not possess expertise in part of the area of the research being carried out, an additional supervisor may be appointed from outside the University.
- d) In exceptional circumstances, a change of supervisor may be found necessary. In such a case the Faculty Board may nominate a new supervisor for appointment by the Dean.
- e) The supervisor/advisory committee shall report on each student's progress every six months to the GSC through the Faculty Board.

**4.3.8 THESIS**

- a) **Submission of Title and Abstract**

The title and the provisional abstract of about 500 words must be submitted to the GSC through the Faculty and at least six months before the submission of the thesis. No changes to the title may be made subsequently except with the permission of the GSC.
- b) **Format and Content of the Thesis**
  - i) **Language**

The thesis must be written in English, except in the case of students in a particular language discipline taught at Africa University. Such students may apply for permission to write a thesis in the medium of the particular language studied. Where this is done, the candidate will be required to include in 300-500 words a summary of the thesis in English.
  - ii) **Originality and scholarship**
    1. The MPhil thesis must reflect sound scholarship and should constitute a contribution to knowledge in the subject chosen. It should demonstrate mastery of the literature in the field and of methodology, facts, ideas and theories, as well as interpretation and analysis of data.

2. Length of the thesis

The length of the thesis will be determined by each Faculty, but must be in conformity with international standards.

iii) Declarations

It is not permitted to present a thesis or part of a thesis that has been submitted to another university.

In the preface a candidate must declare:

“This thesis is my original work except where sources have been acknowledged. The work has never been submitted, nor will it ever be, to another university for the awarding of a degree.”

iv) Copyright

The thesis shall contain a statement of copyright by the author as follows:

“No part of this Thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means for scholarly purposes without prior permission of the author or of Africa University on behalf of the author.”

v) Title Page

The title page must include the title of the thesis, the author’s name, the supervisor’s name, the degree, the date of submission or resubmission, the name of the Faculty and University. The title page should also include a declaration that the thesis is in fulfilment of the degree. All the above should be written in capital letters, centred and symmetrically spaced.

**SAMPLE PAGE:**

**PLANTING IDEAS**

TINASHE MUKOMBERANWA

SUPERVISOR: PLATO A. MOYO

MPhil  
2008

**A THESIS SUBMITTED IN FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE MASTER OF PHILOSOPHY IN THE FACULTY OF EDUCATION OF AFRICA UNIVERSITY**

- vi) **Abstract**  
There shall be an abstract of not more than 500 words.
  
- vii) **Table of Contents**  
The table of contents should correspond to the headings and subheadings, referring to specific pages. If there are tables or figures or appendices, these should be listed on separate pages and arranged in the order in which they appear.
  
- viii) **Bibliography and Reference Citation**  
Refer to special faculty requirements for specific guidelines.
  
- ix) **Other aspects of format**
  - 1. The thesis must be typed and double-spaced in Times New Roman (Font size 12). Only the abstract, quotations, and footnotes/endnotes should be single-spaced.
  - 2. Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e. “i”, “ii”, etc.) beginning with the title page and followed by acknowledgement, dedication (if any), table of contents, list of tables, list of figures and list of appendices, in that order. Number pages of the body of the thesis in Arabic numerals (i.e. “1”, “2”, etc.) consecutively throughout. The page numbers should appear on the centre of the lower margin.
  - 3. The size of paper used should be A4 except for maps and illustrations, which can be a larger size. (In the case of larger pages, they must be folded so that the edges align with the rest of the thesis and so that only the left edge is bound into the spine).
  - 4. Margins must be as follows: 4.0 cm on the left-hand side to allow for binding; 1.0 cm on the right-hand side; 2.5cm at the top and 4.0cm at the bottom of the page.
  - 5. The thesis submitted for examination purposes shall be loose-bound (three copies).
  - 6. The format of the final copy submitted after the successful completion of the examination must have the following format: buckram or cloth binding; overcast, edges uncut; lettered boldly down the spine in gold, the letters

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- being from 5mm to 10mm in size indicating NAME; DEGREE, and YEAR, in that order.
7. The candidate must also submit a 3.5 disk containing the Thesis.... The disk shall be labelled with the NAME, DEGREE, YEAR AND SOFTWARE PACKAGE USED in that order.
- c) Thesis Examination
- i) Submission of Thesis for Examination
1. Application for the examination of the thesis must be made on the appropriate form obtained from the Office of the Assistant Registrar (Academic Affairs). The supervisor must endorse this form after satisfying himself/herself that the thesis is ready for examination, and that the candidate has satisfied any other requirements.
  2. After the completion of the form applying for entry into examination, the candidate shall submit three loose-bound copies of the thesis for examination to the Dean of Faculty.
- ii) Appointment of Examiners
- Senate through the Faculty Board shall appoint at least two examiners for the thesis. One of the examiners must be external.
- ii) **Panel and Board of Examiners**
- The Board of Examiners shall be chaired by the Chairperson of the GSC (unless he/she is the supervisor of the thesis) and shall consist of not less than four persons selected from the following:
- a representative of the GSC
  - Dean of Faculty
  - Senior academics in the relevant department
  - supervisor(s)
  - internal examiner(s)
  - external examiner
- iii) **Examination and determination of the candidate's results**
1. The external examiner and the internal examiner(s), after reading the thesis critically, shall submit independently written reports to the Dean of the Faculty concerned. The reports shall indicate whether in their individual opinion the thesis should be passed or failed outright, referred for minor corrections, or referred for major modification and subsequently resubmitted.

2. Where there is conflict between the reports of the examiners, the Board of Examiners may appoint an additional external examiner.
3. Where the candidate qualifies, the Board of Examiners shall determine on the basis of the reports whether the candidate should be invited for an oral examination.
4. The Board of Examiners shall test the candidate orally.
5. In the oral examination, the candidate will be assessed principally on the merits of his/her Thesis, but questions may also be asked to test general knowledge of the subject.
6. After the oral examination, the Chairperson of the GSC shall convene a Board of Examiners meeting to decide whether the candidate passes or fails and to make an appropriate recommendation to Senate.
7. The oral examination shall be assessed on a pass or fail basis.
8. The Dean of Faculty will retrieve the loose-bound copies and the diskette of the Thesis and the reports from external examiners and forward them to the supervisor for transmittal to the student.
9. A candidate who fails the oral examination may be given an opportunity to re-present himself/herself within a period of six months to one year.
10. A thesis referred for minor amendments has to be resubmitted to the internal examiner, who shall certify that all the corrections have been made.
11. A thesis that is referred for major amendment must be re-submitted within a period of six months to one year.
12. In very exceptional circumstances, the Board of Examiners may require further examination through written papers or oral examination or both.

#### **4.3.9 CLASSIFICATION OF THE DEGREES**

The MPhil shall not be classified.

#### **4.3.10 NOTIFICATION OF RESULTS AND AWARD OF DEGREE**

- a) The candidate will be officially notified of his/her examination results by the Registrar, after the report from the Board of Examiners has been accepted and approved by Senate.
- b) A graduate student has a right to appeal to Senate against decisions taken under these regulations provided that such appeal is lodged within three months from the notification of the results.

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**4.3.11 LODGEMENT AND DISTRIBUTION OF THE THESIS**

- a) The student will be required to submit to the Dean three bound copies of the accepted/corrected thesis within three months of examination results.
- b) After receiving copies of the bound thesis, the dean of the faculty will deposit one copy and the diskette in the university library, the second copy in the faculty concerned, and the third to the supervisor.

