



GENERAL ACADEMIC REGULATIONS

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| Contents | Page |
|--|-------------|
| Part 1: General Provisions..... | 4 |
| 1.1 Preamble..... | 4 |
| 1.2 Legal Framework | 5 |
| 1.3 Application of the General Academic Regulations..... | 5 |
| 1.4 Status of Regulations..... | 5 |
| 1.5 Abbreviations and Definitions..... | 6 |
| 1.6 Botswana National Credit and Qualifications Framework | 9 |
| 1.7 Qualifications of the University | 10 |
| 1.8 Collaboration with Awarding Bodies and other Institutions..... | 10 |
| 1.9 Validation of the University's Programmes..... | 11 |
| 1.10 Monitoring of Programmes..... | 12 |
| 1.11 Maintenance of University Academic Standards..... | 12 |
| Part 2: Application, Admission and Registration Regulations..... | 13 |
| 2.1 General Regulations..... | 13 |
| 2.2 Application for Admission..... | 13 |
| 2.3 Admission..... | 15 |
| 2.4 Registration..... | 20 |
| 2.5 Fees..... | 22 |
| Part 3: Programmes Regulations..... | 23 |
| 3.1 General Programme Regulations..... | 23 |
| 3.2 Compliance with Programme Requirements..... | 25 |
| 3.3 Undergraduate Programmes..... | 26 |
| 3.4 General Regulations for NCQF Level 8 Postgraduate Certificate, Diploma and Bachelor's Degree Honours Programmes..... | 27 |

| | | |
|--|---|-----------|
| 3.5 | General Regulations for NCQF Level 9 and 10 Graduate Programmes | 28 |
| 3.6 | Duration of Study, Course Load and Credit Factors | 29 |
| 3.7 | Sequencing of Courses..... | 30 |
| 3.8 | Change of Study Programme or Course | 30 |
| 3.9 | Attachment and Field Work | 30 |
| Part 4: Assessment Regulations..... | | 30 |
| 4.1 | Purpose of Assessment..... | 30 |
| 4.2 | General Assessment Regulations..... | 31 |
| 4.3 | Continuous Assessment (CA)..... | 31 |
| 4.4 | Final Assessment..... | 32 |
| 4.5 | Course Grades..... | 34 |
| 4.6 | Progression from Semester to Semester..... | 36 |
| 4.7 | Academic Appeals | 38 |
| Part 5: Conferment Regulations..... | | 38 |
| 5.1 | General Conferment Regulations..... | 38 |
| 5.2 | Transcripts..... | 41 |
| 5.3 | Conditions of Conferment..... | 41 |
| 5.4 | Retraction of BOU Credits or Qualifications After Conferment... | 42 |
| 5.5 | Conferment under Special Circumstances..... | 42 |
| 5.6 | Prizes and Honorary Awards..... | 43 |

Part 1 General Provisions

1.1 Preamble

- 1.1.1 These General Academic Regulations are for tertiary programmes leading to award of the Botswana Open University (BOU) qualifications. The BOU programmes are delivered through open and distance learning (ODL) methods.
- 1.1.2 The Botswana Qualifications Authority (BQA) has developed Quality Standards which provide a definitive reference point for all involved in the delivery of education which leads to the award of tertiary qualifications. BQA gives clear guidelines on what Education and Training Providers (ETPs) are required to do and what the general public can expect of ETPs. These expectations express key principles that have been identified as important for the assurance of quality and academic standards. These are reflected within the Botswana Open University General Academic Regulations.
- 1.1.3 In addition to and guided by these General Academic Regulations, there shall be School, Departmental and programme specific regulations, which must be approved by Senate.
- 1.1.4 General Academic Regulations shall take precedence over School, Departmental and programme regulations, unless Senate has otherwise provided.
- 1.1.5 School regulations shall take precedence over Departmental and programme regulations, unless Senate has otherwise provided.
- 1.1.6 Every student in the University is bound by the General Academic Regulations listed here and any additional requirements approved by Senate.
- 1.1.7 Senate reserves the right to alter, amend, replace or cancel any of the General Academic Regulations and shall be the final authority for their interpretation.
- 1.1.8 Senate has the power to exempt any student from any of the General Academic Regulations.
- 1.1.9 There shall be the Academic Policies, Programmes and Quality Assurance Committee (APPQAC) of the Senate, with the authority to consider issues relating to academic quality, policy, standards and regulations, to make recommendations to Senate.

- 1.1.10 The General Academic Regulations shall be reviewed by the Academic Policies, Programmes and Quality Assurance Committee. All recommended changes to the regulations are subject to approval by Senate.
- 1.1.11 In case of dispute about the interpretation of all academic regulations, the decision of Senate is final.

1.2 Legal Framework

These General Academic Regulations are subject to:

- 1.2.1 The Botswana Open University Act, 2017 [Cap 57: 03];
- 1.2.2 The Botswana Open University Statutes;
- 1.2.3 The Botswana National Credit and Qualifications Framework and relevant BQA Standards;
- 1.2.4 Amendments and special considerations as approved by Senate.

1.3 Application of the General Academic Regulations

- 1.3.1 The General Academic Regulations apply to all courses and programmes of the University, as approved or ratified by Senate.
- 1.3.2 The University requires that all courses be delivered in accordance with the curriculum and programme-specific regulations approved by Senate.

1.4 Status of the Regulations

- 1.4.1 Existing School Regulations shall be amended in accordance with the General Regulations, as approved by Senate.
- 1.4.2 Situations that are not covered by these regulations, School regulations or institutional policies, shall be dealt with in accordance with applicable legislation and the common law.

1.5 Abbreviations and Definitions

1.5.1 Abbreviations

| | |
|--------|---|
| AMSLPP | Assessment and Moderation of Student Learning Policy and Procedures |
| AP | Academic Probation |
| APPQAC | Academic Policies, Programmes and Quality Assurance Committee |
| AW | Academic Warning |
| BGS | Board of Graduate Studies |
| BOU | Botswana Open University |
| BQA | Botswana Qualifications Authority |
| CA | Continuous Assessment |
| FD | Fail and Discontinue |
| FE | Fail and Exclude |
| GPA | Grade Point Average |
| ITS | Integrated Tertiary System |
| LMS | Learner Management System |
| NCQF | National Credit and Qualifications Framework |
| ODL | Open and Distance Learning |
| P | Proceed (Academic Good Standing) |
| RPL | Recognition of Prior Learning |
| ETP | Education and Training Provider |

1.5.2 Definition of Terms

In these Regulations, the following terms shall be used as indicated:

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| Academic year | A period of two semesters of learning, instruction and assessment |
| Academic probation | Academic probation means that a student's grades and/or GPA are not high enough to continue with studies, if their grades or GPA doesn't improve |
| Academic warning | Notification that a student is given when their cumulative GPA is less than 2.5 |
| Aegrotat award | Where a student is allowed to receive a qualification although they have not taken part of or all the assessment, due to medical grounds or other extenuating circumstances |
| Assessment | Systematic collection of evidence about students' performance in respect of defined criteria to achieve specified learning outcomes and the making of decisions concerning the progress of students based on that evidence |
| Assessment result | A mark or statement of competence on a student's performance with regard to specified learning outcomes |
| Assessor | A person registered and accredited in accordance with established criteria, assigned to collect evidence of students' work to measure and make judgement about achievement or non-achievement of specified learning outcomes |
| Continuous Assessment (CA) | Ongoing assessment process that measures a student's performance |
| Core courses | Compulsory courses that are to be taken and passed by all students registered for a particular programme |
| Co-requisite course | A course that must be taken concurrently with another course before credit can be given |
| Co-supervisor | A second supervisor of a student undertaking research. The Co-supervisor may come from within BOU or be external to the University |
| Course | A basic component of a programme, which is a building block of teaching and learning activities, with content designed to achieve specified learning outcomes. Each Course will be subjected to formative and/or summative assessment within the semester(s) during which it is offered. Teaching practice, practicum, internship, industrial or any other training attachment will constitute a course |
| Course based programme | A registered programme of study based on coursework |
| Course based graduate programme | A graduate programme that requires successful completion of compulsory taught courses that constitute a significant part of the requirements for graduation with or without a dissertation or project |

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| Course credit | A unit that gives weight to the value, level or time requirements of a course |
| Course code | An identification for a course |
| Coursework | Work assigned to and done by a student during a course of study |
| Credit bearing short courses | Short courses which are awarded credits that may count towards a full qualification |
| Credit hours | Notional hours of learning, including contact hours, time spent on assessed work, private study, revision and where applicable, sitting examinations |
| Deferred/postponed assessment | An assessment that takes place at a time other than the main scheduled assessment |
| Dissertation/Thesis | A written research report for summative assessment purposes that communicates the research undertaken, its context and outcomes, proving that the candidate is knowledgeable with the topic under investigation and the method of research in full compliance with the prescribed requirements |
| Elective courses | Credit bearing courses selected by students in addition to core courses |
| Field of study/discipline | A defined domain of knowledge, skills and competencies |
| Main Supervisor | A relevantly qualified academic who serves as the primary mentor to a student undertaking research and takes overall responsibility for the supervision of the student and for assistance in the provision of research resources |
| Moderator | A person who is registered and accredited in accordance with established criteria, assigned to ascertain whether or not the assessment of outcomes is fair, valid, reliable and consistent |
| Optional courses | Non-credit bearing courses that can be taken for academic enrichment purposes, as provided for in the programme regulations |
| Pre-requisite course | A course that must be successfully completed in order for a student to progress to another course since the subsequent course depends on the content of the first |
| Programme | A collection of courses, being core, optional and/or electives, in a given area of study, lasting over a specified period and leading to an award of the University. Each student will, therefore, follow a programme of study which will be composed of a number of courses |
| Programme duration | The period which a student is allowed to take to complete a programme in accordance with the programme regulations |
| Research based graduate programme | A graduate programme that requires successful completion of a research dissertation/thesis as the sole academic requirement for graduation |
| Research based programme | A registered programme of study based on independent research |
| Semester course | A course that is to be completed within one semester |

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| Special examination | Examinations granted to students who could not take scheduled examinations due to exceptional and extenuating circumstances |
| Supplementary examination | An additional examination (or other form of assessment) that may be approved for a student who has come close to passing a subject |
| Transcript | A formal verifiable and comprehensive record of a student's academic performance |
| University | Refers to Botswana Open University |

1.6 Botswana National Credit and Qualifications Framework (BNCQF)

| SUB-SYSTEMS | | | | |
|-------------|-------------------|---------------------------|---------------------------|-----------------|
| LEVEL | GENERAL EDUCATION | TECHNICAL & VOCATIONAL | HIGHER EDUCATION | Minimum CREDITS |
| 10 | | PhD | PhD, EdD | 360 |
| 9 | | Masters | Masters | 240 |
| 8 | | Bachelor's Degree (Hons) | Bachelor's Degree (Hons) | 120 |
| | | Post-Graduate Diploma | Post-Graduate Diploma | |
| | | Post-Graduate Certificate | Post-Graduate Certificate | 60 |
| 7 | | Bachelors Degree. | Bachelors Degree | 360 |
| 6 | | Diploma | Diploma | 240 |
| 5 | Certificate V | Certificate V | | 120 |
| 4 | Certificate IV | Certificate IV | | 60 |
| 3 | Certificate III | Certificate III | | 40 |
| 2 | Certificate II | Certificate II | | 40 |
| 1 | Certificate I | Certificate I | | 40 |

Source: BQA, 2016 - BQA Statutory Instrument No. 133 of 2016

1.7 Qualifications of the University

- 1.7.1 The University makes available, programmes of study which lead to qualifications at levels of achievement as described below:
- Certificate
 - Diploma
 - Bachelor's Degree
 - Post Graduate Certificate
 - Bachelor's Degree with Honours
 - Post Graduate Diploma
 - Master's Degree
 - MPhil
 - Doctoral Degree
- 1.7.2 Honorary degrees from time to time may be conferred upon any person who is not an employee of the University and who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered herself/himself worthy of such degree.
- 1.7.3 The University will confer honorary Fellowships of the University upon persons of distinction whom it deems to have made a significant contribution to the work of the University.

1.8 Collaboration with Awarding Bodies and other Institutions

- 1.8.1 The University will act jointly with professional associations and other awarding bodies to make available programmes leading to recognised qualifications of such associations and bodies.
- 1.8.2 The University may permit other institutions to offer courses leading to a qualification of the University. Such courses will be validated and approved by the University in accordance with the Statutes.
- 1.8.3 The University will work in partnership with other institutions to ensure that its procedures for course and programme validation and review are followed.

- 1.8.4 The University's regulations and processes for course based programmes provide for joint awards within prevailing legislative and advisory frameworks of current and potential partner institutions.

1.9 Validation of the University's Programmes

- 1.9.1 The Senate is responsible for ensuring the academic standards of the University and for programme approval. It is the final arbiter in all academic matters. The APPQAC is empowered to act on behalf of Senate in matters relating to programme validation, approval, review, or monitoring of the same, and Senate may delegate some of its decision making powers to that body.
- 1.9.2 The overall aim of course and programme validation and review is to ensure high quality educational and academic experience for students. Its most important function is to assess the quality and standards of the University's academic programmes. It also promotes curriculum evaluation.
- 1.9.3 The University's validation, review and approval processes will ensure that:
- 1.9.3.1 Programmes and courses meet the University's required standards for its awards and those of any relevant external agencies.
 - 1.9.3.2 The human and physical resources available and the environment within which the course or programme is offered are of a standard appropriate to support it.
 - 1.9.3.3 The standards and quality of teaching in each subject area are maintained and where possible, enhanced.
 - 1.9.3.4 There shall be continuous stakeholder involvement in the programme evaluation process. The University's APPQAC will further ensure identification of the following:
 - (a) The quality of courses in operation as demonstrated by the performance of students and the reports of the external examiners
 - (b) The extent to which staff have developed themselves, the manner in which they deliver their subject and engage in relevant research, consultancy and professional activity

- (c) The outcomes of the process of critical appraisal in which staff have engaged
- (d) The rationale for any changes that have been made since the last validation or review and any plans for further changes
- (e) Such other performance indicators as may be determined by Senate

1.10 Monitoring of Programmes

- 1.10.1 All programmes leading to a qualification of the University will be subject to a continuous monitoring process, to ensure academic soundness of courses between formal reviews.
- 1.10.2 All programmes shall be subject to formal review every five years.

1.11 Maintenance of University Academic Standards

- 1.11.1 The University is dedicated to providing the means whereby its students can attain the highest levels of achievement of which they are capable. To this end it undertakes to provide adequate and appropriate facilities to ensure the continuing quality of its courses.
- 1.11.2 The University undertakes to ensure a learning environment commensurate with the quality of teaching and learning in its courses, in accordance with the Teaching and Learning Policy.
- 1.11.3 The University subscribes to the principle that the quality of the staff, their qualifications and experiences and the calibre of leadership at all levels are of paramount importance, as guided by the Statutes.
- 1.11.4 The University expects its staff to demonstrate a commitment to personal, academic and professional development, and to engage in a variety of scholarly and professional activities appropriate to their subject specialism, with a view to maintaining and updating their expertise.
- 1.11.5 In respect of the validation of a programme, the University shall ensure that both the teaching and support staff are adequate in number and appropriately qualified for the objectives of the programme.

- 1.11.6 The University shall formally agree policies for staff development and research and actively promote staff development and research to support teaching and learning at all levels.
- 1.11.7 The University shall provide the physical resources needed to sustain its programmes.
- 1.11.8 Responsibility for the maintenance of academic standards in the University lies with Senate.

Part 2 Application, Admission and Registration Regulations

2.1 General Regulations

- 2.1.1 Subject to the provisions of the Act, Senate shall determine admission to the University.
- 2.1.2 Each programme shall have programme specific admissions regulations, drawn up in accordance with these regulations and with regard to relevant policies of the Senate.
- 2.1.3 The University shall admit students to its programmes on the basis of the following principles:
 - 2.1.3.1 the University's requirements for admission to the programme leading to a particular award are met;
 - 2.1.3.2 equality of opportunity for all applicants

2.2 Application for Admission

2.2.1 Requirements for Application

To comply with the requirements for application, a student must:

- 2.2.1.1 Ensure that they comply with the admission requirements prescribed for the qualification for which they are applying.
- 2.2.1.2 Submit the required supporting documents during the application process.
- 2.2.1.3 Submit the non-refundable application fee, together with the application form and other necessary documentation as indicated in the advert.

- 2.2.1.4 In respect of graduate qualifications, all applications must be completed and submitted as advised by the Centre for Graduate Studies.
- 2.2.1.5 All prospective students shall apply online for admission on the prescribed form.
- 2.2.1.6 An application is only considered complete when the University has received:
- (a) the application form;
 - (b) relevant supporting documents required for the processing of the application; and
 - (c) proof of payment of the application fee.
- 2.2.1.7 School programme specific admission requirements are prescribed by each School. Prospective students must acquaint themselves with the School admission requirements as stipulated by the respective School Specific Regulations. Such requirements may include an admission test.
- 2.2.1.8 The Botswana Open University reserves the right to interview candidates before admission.
- 2.2.1.9 The closing date for all applications each year will be as indicated on the advert.
- 2.2.1.10 All applicants shall be notified of the outcome of their application as soon as possible after the closing date.

2.2.2 Procedures to Apply for Graduate Studies

- 2.2.2.1 Prospective graduate students must meet the minimum admission requirements for entry, as indicated in the School's programme specific regulations.
- 2.2.2.2 Before completing the application form, prospective students should familiarize themselves with all aspects pertaining to graduate studies at BOU. Incomplete applications will not be considered.
- 2.2.2.3 The completed and processed application forms will be submitted to the Centre for Graduate Studies to ensure that candidates fulfil the minimum admission requirements.

2.2.2.4 The Centre for Graduate Studies will forward the applications that warrant consideration to the relevant School for consideration. The School may require the candidate to be interviewed.

2.2.3 Graduate Degrees by Research Only

2.2.3.1 The relevant Department will allocate a Supervisor, according to the field of study. The Supervisor will inform the candidate on the following:

- (a) Writing the Research Proposal – there should be an agreement between the student and the Supervisor on how the Research Proposal should be written. Students should agree their topic with their Supervisor and follow the instructions on how to write research proposals as stated in the Graduate Prospectus.
- (b) The procedures for submitting a Research Proposal.
- (c) The system to evaluate, recommend and approve the Research Proposal.
- (d) The importance of adherence to registration deadlines for draft and final submission.
- (e) When to register for the Master's dissertation or Doctoral thesis after final approval by the Board of Graduate Studies.

2.3 Admission

2.3.1 General Admission Requirements

The following are the University general admission requirements:

- 2.3.1.1 The onus is on the student to ensure that they meet the admission requirement(s) for their chosen qualification.
- 2.3.1.2 The University will not register any student who is found not to have complied with the prescribed admission requirement(s).
- 2.3.1.3 In the case of programmes run in collaboration with other institutions/organisations, or offered by another institution/organisation on behalf of the University, the

admissions regulations for that programme shall adhere to the principles outlined in these regulations, or as guided by the Memorandum of Agreement between the University and its partner.

- 2.3.1.4 The University reserves the right not to admit an applicant to a particular programme, guided by programme-specific selection criteria and any other relevant criteria as determined by the relevant School Board and approved by Senate.

2.3.2 Recognition of Prior Learning

Admission may also be based on prior learning. Recognition of prior learning shall be guided by the BOU Recognition of Prior Learning Policy.

2.3.3 Credit Transfer

BOU may exempt a student from part of a programme of study, for credits attained for an equivalent programme at another university. However, credit exemptions shall not exceed 50% of the BOU programme.

2.3.4 Admission Requirements for Undergraduate Programmes

2.3.4.1 Undergraduate Degree Programmes

- (a) Subject to School regulations, the normal basic entry requirement for undergraduate degree programmes shall be a Botswana General Certificate for Secondary Education (BGCSE), or its equivalent.
- (b) English is a compulsory subject and candidates should normally have obtained grade D or better at Botswana General Certificate for Secondary Education (BGCSE) or its equivalent, to be considered for admission.
- (c) Candidates with a diploma with a credit total equivalent to 240 NCQF credits from a recognized institution may be granted admission to an undergraduate degree programme, provided that the minimum entry requirements to the programme as stated by the admitting School are met.

2.3.4.2 Undergraduate Diploma Programmes

- (a) Subject to School regulations, the normal basic requirement for entrance to undergraduate diploma programmes shall be a Botswana General Certificate for Secondary Education (BGCSE) or its equivalent, provided that the candidate meets the minimum requirements as specified in the School regulations for the qualification.
- (b) English is a compulsory subject and should normally be obtained at grade D or better at Secondary Education (BGCSE) or its equivalent, for an applicant to be considered for admission.

2.3.4.3 Undergraduate Certificate Programmes

- (a) Subject to School Regulations, the basic requirement for entrance to undergraduate certificate programmes shall be a Botswana General Certificate for Secondary Education (BGCSE) or its equivalent, provided that the candidate meets the minimum requirements as specified in the School regulations for the qualification.
- (b) For an applicant to be considered for admission, they should have obtained an overall grade D or better.

2.3.5 Admission Requirements for Graduate Programmes

2.3.5.1 General

Admission to a graduate programme will require the following:

- (a) Appropriate entry qualifications
- (b) Viability of proposed programme of research
- (c) Appropriate and sustainable arrangements for supervision

2.3.5.2 Eligibility for Admission into Post-graduate Certificate and Post-graduate Diploma Programmes

- (a) For admission into Post-graduate Certificate and Post-graduate Diploma programmes, applicants must have successfully completed a relevant Bachelor's, Master's or Doctoral degree in the same or relevant

field of study, as determined by the relevant School Board and approved by Senate.

- (b) The Head of Department in consultation with the Departmental Board shall determine the eligibility of the applicant for admission into the Post-graduate programme in accordance with the programme admission requirements.
- (c) The Head of Department, in consultation with the Dean, may set additional admission requirements, as approved by the School Board for a particular student.
- (d) Further eligibility criteria will be as per specific programme regulations.

2.3.5.3 Eligibility for Admission into Honours Degree Programmes

- (a) For admission into an Honours Degree programme, applicants must have successfully completed a bachelor's degree or an equivalent qualification in the same or relevant field of study as determined by the relevant School Board and approved by Senate.
- (b) The Head of Department in consultation with the Departmental Board shall determine the eligibility of the applicant for admission into the Honours programme in accordance with the programme admission requirements.
- (c) The Head of Department, in consultation with the Dean, may set additional admission requirements, as approved by the School Board for a particular student.
- (d) Further eligibility criteria will be as per specific programme regulations.

2.3.5.4 Eligibility for Admission into Master's Programmes

- (a) Applicants must possess a Bachelor's degree or its equivalent with at least a GPA of 2.5 from a recognised institution.
- (b) In addition to the above, applicants must also satisfy specific requirements as set out by schools offering the particular programme applied for.

- (c) Applicants apply for admission and, if successful, register either for a research based Master's programme, or a course based Master's programme.
- (d) The University reserves the right not to admit applicants to a particular Master's programme in accordance with programme-specific selection criteria and other relevant criteria such as:
 - (i) limitations on enrolments per programme;
 - (ii) rejection of applicant by the Departmental Board, who meets the minimum admission requirements but who, according to the Board's assessment, is unlikely to succeed in the chosen research project;
 - (iii) inability to identify an appropriate supervisor in the case of MPhil programmes.

2.3.5.5 Eligibility for Admission into Doctoral Programmes

- (a) For admission to a Doctoral programme, applicants must have successfully completed a relevant Master's programme as determined by the relevant School Board.
- (b) The Head of Department in consultation with the prospective supervisors shall determine the eligibility of the applicant for admission into the Doctoral programme in accordance with the programme admission requirements.
- (c) The Head of Department, in consultation with the Dean, may set additional admission requirements, as approved by the School Board for a particular student.
- (d) Further eligibility criteria will be as per specific programme regulations.
- (e) The University reserves the right not to admit applicants to a particular Doctoral programme in accordance with programme-specific selection criteria and other relevant criteria such as:
 - (i) limitations on enrolments per programme;

- (ii) rejection of applicant by the Departmental Board, who meets the minimum admission requirements but who, according to the Board's assessment, is unlikely to succeed in the chosen research project;
- (iii) inability to identify an appropriate supervisor.

2.4 Registration

2.4.1 Registration Criteria

- 2.4.1.1 A student who registers at the University for the first time must submit satisfactory proof of their identity and meet the prescribed admission requirements at registration.
- 2.4.1.2 A student must register each semester during the set registration periods by paying the prescribed registration and tuition fees.
- 2.4.1.3 No person with outstanding fees shall be registered as a student.
- 2.4.1.4 At registration every student must provide the University with contact details. Students have to inform the Academic Registry without delay, of any change in contact details. Official correspondence sent to the provided contacts, thus provided by the student will be deemed as having been received by them.
- 2.4.1.5 No person will be registered as a student unless they have been admitted to a specific programme.
- 2.4.1.6 A student must, on registration, sign/agree to the declaration clause to comply with the provisions of all the rules, regulations, policies and procedures of the University that govern student conduct.
- 2.4.1.7 Only registered students may and will be allowed to attend tutorials, write tests or assessments and participate in online fora and other assessments.
- 2.4.1.8 Only registered students may use the facilities of the University.

2.4.2 Late Registration

Late registration or registration amendments shall be accepted up to the predetermined date published in the Academic Calendar. The following conditions will apply:

- 2.4.2.1 A student who for whatever reason registers after the normal registration period and after courses have commenced, shall not lay claim to any concession regarding learning activities that were held before they registered.
- 2.4.2.2 No further registration will be conducted after the last day of late registration, except for programme specific exceptions that have been pre-approved by Senate.
- 2.4.2.3 After the closing date for late registration, no student will be allowed to participate in learning activities, access study material or receive supervision if they are not formally registered and cannot produce proof of registration.

2.4.3 Adding and Dropping Courses

Students shall be allowed to drop and/or add a course within a period of two weeks from commencement of the semester.

2.4.4 Concurrent Registration

A student shall not register concurrently for more than one qualification at BOU without the permission of the relevant Dean.

2.4.5 Limitation of Registration

- 2.4.5.1 All students registered at the University shall be deemed to have registered for one semester.
- 2.4.5.2 A student's registration shall lapse after the presentation and final assessment of the course for which s/he was registered has been concluded.
- 2.4.5.3 Senate shall approve the minimum number of students to register for a programme in order for it to be offered in a particular year.
- 2.4.5.4 A School Board may recommend to Senate that a student not be admitted to a particular course unless they have obtained credit for another specified course in case of a pre-requisite or register simultaneously for another specified course in the case of a co-requisite.

2.4.6 Withdrawal/Deferment of Registration

A student who wishes to withdraw or defer their registration must submit a written notice to the relevant School Administrator within two weeks of the commencement of the semester except in extenuating circumstances.

2.4.7 Notification of Change of Contact Details

A student shall notify the Office of the Academic Registry of any change in his/ her postal, e-mail and/ or residential address, and official correspondence sent to the student at any such address given by him/her shall be deemed to have been received by the student.

2.4.8 Registration Agreement

Student sign a formal agreement with the University in electronic format when registering online.

2.5 Fees

2.5.1 Tuition Fees

2.5.1.1 The fees payable and the manner in which fees must be paid are determined by the University Council.

2.5.1.2 Payment must be made in terms of the modes set by the University. The adoption of any alternate payment method which is dishonoured by the financial institution, will result in the fees being deemed not to have been paid and will result in the affected student's registration being automatically cancelled. BOU does not accept cash or cheques at any of its offices.

2.5.1.3 A student who owes a financial debt to the University, or has not returned University property that has been loaned to him or her, shall not be provided with a Certificate of Conduct or any proof of academic achievement by the University until such debt has been paid. No student will be allowed to re-register with the University until all outstanding debt of previous registration periods has been settled in full.

2.5.1.4 Any legal fees that arise due to actions taken by BOU to collect unpaid student fees will be for the account of the student.

2.5.1.5 Students in foreign countries outside the SADC Region will be charged a levy, which must be paid in addition to the minimum initial payment at the time of registration. A student must have been allocated a student number before registration, for fees to be paid or deposited into the University account.

2.5.2 Examination Fees

2.5.2.1 The examination fee is included in the fee for the course and no additional fee is payable in respect of the student's first examination opportunity, except where the examination is written at an examination centre in a foreign country.

2.5.2.2 Additional fees will, however, be payable in respect of Supplementary, Aegrotat or Special Examinations as prescribed by the Senate.

2.5.3 Refunds

Refund to students will be guided by the Refund Policy.

Part 3 Programme Regulations

3.1 General Programme Regulations

3.1.1 BOU offers programmes by coursework and/or by research.

3.1.2 The University may permit other institutions to offer programmes leading to a BOU award. Such programmes will be validated and approved by Senate.

3.1.3 Each School shall make programme regulations for its degrees, diplomas and certificates.

3.1.4 BOU programmes shall follow a course coding system that identifies the School, course name, qualification level (based on the NCQF), year and semester as follows:

3.1.4.1 The first letter in all the course codes shall reflect the School offering the course. The following shall be the School identifiers:

(a) School of Business and Management Studies B

- (b) School of Education E
 - (c) School of Social Sciences S
 - (d) School of Science and Technology T
- 3.1.4.2 The first three characters of a course code shall consist of the School identifier and two letters representing the course name.
- 3.1.4.3 Three numbers shall follow the first three letters such that the
- (a) first number represents the NCQF level of the qualification of the programme
 - (b) second number represents the year
 - (c) third number represents the semester
 - (d) zero (0) identifies a year-long course/project/research
- 3.1.5 Approved programmes of study leading to a qualification must have:
- 3.1.5.1 Educational aims appropriate to the academic field or fields; and
- 3.1.5.2 Learning outcomes, the demonstrated achievement of which determines the conferment of each associated award including interim exit awards.
- 3.1.6 Approved programmes of study leading to a qualification must conform to the minimum and maximum periods within which study and its associated assessments including re-assessments must be completed, except:
- 3.1.6.1 Foundation years, when taken, shall extend the maximum period of prescribed study by a period of one year; and
- 3.1.6.2 The Senate or body authorised to act for it, may waive this regulation should it be warranted by an individual student's case. In waiving the regulation, there will be strong regard paid to the integrity of the University's awards.
- 3.1.7 The language of instruction and assessment shall be English for all approved programmes of study, except where a course or programme is designed and validated for purposes of:
- 3.1.7.1 Learning an additional language
- 3.1.7.2 Instruction in a language other than English

- 3.1.8 Approved programmes of study leading to a qualification, must contain programme regulations - subordinate to these General Academic Regulations - which state:
 - 3.1.8.1 any specific requirements for admission to the programme further to those provided in these General Academic Regulations;
 - 3.1.8.2 requirements for the successful completion of the programme of study;
 - 3.1.8.3 the subdivision of the programme into levels where appropriate
- 3.1.9 The programme regulations may indicate specific courses which must be passed at each stage along with other regulations for progression or for successfully completing the programme.
- 3.1.10 Programme regulations may include restrictions on the sequence in which courses can be studied by designating:
 - 3.1.10.1 a course as a pre-requisite for a subsequent course; or
 - 3.1.10.2 two courses required to be studied in parallel as core-requisites; or
 - 3.1.10.3 prohibited course combinations
- 3.1.11 Research undertaken shall adhere to guidelines as set out by the Research and Ethics Policy.

3.2 Compliance with Programme Requirements

- 3.2.1 A student is personally responsible for ensuring that they are registered in accordance with the rules of the qualification.
- 3.2.2 The University reserves the right to cancel any erroneous registration and may revoke any qualification erroneously conferred upon a student.
- 3.2.3 If the programme regulations are amended, students who commenced their studies under the previous regulations and had not interrupted their studies have a choice to complete their studies under the previous regulations.
- 3.2.4 If the new regulations are beneficial to the student, they may choose to complete under the new regulations

- 3.2.5 A student who had a break in studies forfeits the right to complete under the previous regulations, except with the approval of the relevant Dean.
Contentious

3.3 Undergraduate Programmes

Unless indicated otherwise in the appropriate School programme specific regulations, admission requirements for the undergraduate programmes shall be guided by Regulation 2.3.4 of this document.

3.3.1 General Regulations for NCQF Level 5 Certificate Programmes

3.3.1.1 Certificate Programme Structure

- (a) The duration for Certificates shall be a minimum of two semesters and a maximum of four semesters as specified in the applicable School regulations.
- (b) The curricula for Certificate programmes shall be specified in the applicable School programme regulations.

3.3.2 General Regulations for NCQF Level 6 Diploma Programmes

3.3.2.1 Diploma Programme Structure

- (a) The duration of study for Diploma shall be a minimum of four semesters and a maximum of eight semesters as specified in the applicable School regulations.
- (b) The curricula for Diploma programmes shall be specified in the applicable School regulations.

3.3.2.2 Academic Advancement in Diploma Programmes

- (a) The criteria for progression of students from year to year shall be prescribed by the School programme specific regulations.
- (b) The overall performance in Diploma programmes shall be averaged results in all relevant semesters of study.
- (c) The general results of the Diploma shall be subject to relevant School regulations.

3.3.3 General Regulations for NCQF Level 7 Bachelor's Degree Programmes

3.3.3.1 Bachelor's Degree Programme Structure

- (a) The duration of study for Bachelor's Degree shall be a minimum of eight semesters and a maximum of twelve semesters as specified in the applicable School regulations.
- (b) The curricula for Bachelor's Degree programmes shall be specified in the applicable School regulations.

3.3.3.2 Advanced Placement Credit for Bachelor's Degree Programmes

- (a) BOU supports applicants to seek advanced placement credit so that successful students may be accelerated in their chosen programmes at appropriate levels.
- (b) Credits shall be accepted and courses exempted subject to School approval according to the kind and nature of an applicant's qualification:
 - (i) Possession of a NCQF Level 6 diploma from a recognised tertiary institution shall qualify an applicant for advanced placement for a bachelor's degree.
 - (ii) The student may be required to take core course pre-requisites that may not have been taken in the diploma programme.

3.4 General Regulations for NCQF Level 8 Postgraduate Certificate, Diploma and Bachelor's Degree Honours Programmes

Unless indicated otherwise in the appropriate School programme specific regulations, admission requirements for the NCQF Level 8 programmes shall be guided by Regulation 2.3.3 of this document.

3.4.1 Postgraduate Certificates

Postgraduate Certificates shall be the equivalent of a minimum of two semesters and maximum of four semesters

3.4.2 Postgraduate Diplomas and Bachelor's Degree Honours

- 3.4.2.1 Provision is made for Postgraduate Diploma and Bachelor's Degree Honours for students who wish to obtain more specialised and career oriented training.
- 3.4.2.2 The Postgraduate Diploma and Bachelor's Degree Honours have duration of a minimum two semesters and maximum of four semesters.

3.5 General Regulations for NCQF Level 9 and 10 - Graduate Programmes

3.5.1 Master's Degree Programmes

- 3.5.1.1 Masters degrees shall be research based, resulting in a dissertation, or course based, involving a minimum of one academic year of coursework and a dissertation/project in partial fulfilment of the requirement of the qualification.
- 3.5.1.2 The programme may be with or without written examinations.
- 3.5.1.3 The Master's degree shall have duration of a minimum of four semesters and a maximum of eight semesters.

3.5.2 Doctoral Degrees

- 3.5.2.1 A programme of study and examination for a Doctoral Degree shall satisfy the following requirements:
 - (a) There shall be evidence of originality shown by the discovery of new facts and the exercise of independent critical power;
 - (b) The programme shall include a substantial research component, appropriate to the discipline concerned, on which the final examination contributing to the award of the degree shall be based;
 - (c) The programme of study shall normally extend over a minimum period of six semesters and a maximum of twelve semesters;
 - (d) The results of the research shall be presented in the form of a thesis, which makes a distinct contribution to knowledge in the field.

3.6 Duration of Study, Course Load and Credit Factors

3.6.1 Duration of Study

- 3.6.1.1 BOU is organised on a semester system. .
- 3.6.1.2 Each semester comprises fifteen (15) weeks; thirteen (13) weeks of study and two (2) weeks of examinations.
- 3.6.1.3 The duration of a programme shall be as specified in the School programme specific regulations.

3.6.2 Course Load

- 3.6.2.1 Unless specified otherwise, a student may register for a course load of a minimum of fifteen (15) and a maximum of sixty (60) credits in a semester, depending on their performance in the previous semester.
- 3.6.2.2 A student must register for and pass the courses as prescribed by the programme specific regulations

3.6.3 Credit Factors

- 3.6.3.1 All programmes of study and courses leading to an award will bear credit; however, courses may have different credit weightings in accordance with their content and duration.
- 3.6.3.2 Credit, expressed as credit points, will be assigned consistently with the following principles:
 - (a) Credit is allocated to a learning activity when stated learning outcomes are achieved.
 - (b) The allocation of credit is independent of the grade assigned to the quality of performance provided the learning outcomes are achieved.
 - (c) Credit can be assigned only on the evidence of assessed learning.
 - (d) The number of credit points assigned is related to the volume of assessed study required to achieve the specified learning outcomes.

3.7 Sequencing of Courses

- 3.7.1 A student shall only be permitted to carry over a maximum of two courses from a preceding level into a subsequent year of study.
- 3.7.2 A student must have a continuous assessment (CA) mark of at least 40% in a course to be allowed to continue with any course for which the first one is a co-requisite.

3.8 Change of Study Programme

- 3.8.1 A student wishing to change a study programme or course within the same School may only be allowed until the last day for such changes as indicated in the calendar. In respect of each change:
 - 3.8.1.1 The Office of the Dean of the relevant School must be notified on the prescribed form within the prescribed period.
 - 3.8.1.2 The written endorsement of the Departmental Board and the approval of the School Dean must be obtained.
 - 3.8.1.3 The status of a student is tied to the qualification level to which they are admitted.

3.9 Attachment and Field Work

- 3.9.1 Students enrolled in programmes with a practical experience component will be required to undergo attachment in an organization that will provide them with the required assessment standard or to undertake supervised field work.
- 3.9.2 The University will facilitate placement for students for attachment/field work.
- 3.9.3 Assessment of the Attachment/Field work component shall be as provided by regulations governing the programme.

Part 4 Assessment Regulations

4.1 Purpose of Assessment

While assessment is about making academic judgements that cannot be questioned or overturned, the general purpose of assessment at BOU is to:

- 4.1.1 Enable students to demonstrate whether they have achieved the

intended learning outcomes of the course for which they are registered;

- 4.1.2 Provide students with formal and informal feedback on their learning, thereby helping them to keep track of their performance and to improve it where this is necessary;
- 4.1.3 Provide the necessary evidence to be used to determine whether students are eligible to proceed to the next stage of their award, to qualify for an award, and/or have demonstrated competence to practice;
- 4.1.4 Conform to national standards.

4.2 General Assessment Regulations

- 4.2.1 Senate retains overriding authority for assessment and delegates responsibility for processes to Boards as designated structures of the University stipulated in the Statutes. The APPQAC shall provide oversight of assessment processes and procedures.
- 4.2.2 Assessment will be in two parts being Continuous Assessment and Final Examinations. For non-examination courses, assessment will be guided by programme regulations.
- 4.2.3 Course assessment procedures shall be published covering type, time, weighting, submission processes for thesis/dissertation, conditions of progression and procedures for assessment in collaboration with other professional bodies of statutory standing (recognised/ accredited by Regulatory Boards).
- 4.2.4 Changes in course assessment regulations which were communicated to students at the beginning of their study shall follow the BOU procedure for passing regulations.
- 4.2.5 BOU will not condone academic dishonesty. Procedures for dealing with academic dishonesty shall be guided by the Academic Integrity Policy.

4.3 Continuous Assessment (CA)

- 4.3.1 Academic performance of all students enrolled for various courses will be assessed on a continuous basis. The weighting of different components of the Continuous Assessment mark shall be as specified by the School regulations

- 4.3.2 Continuous Assessment marks will be announced on the date as annually determined by the Calendar. A minimum of two (2) marks per semester is required for each course to calculate the Continuous Assessment mark
- 4.3.3 The Continuous Assessment component of each course may include one or more of the following: written assignments, written tests, practicals, projects, research exercises, essays, open book tests, independent study, dissertations/theses, oral tests, online forums plus other forms of continuous assessment as shall be determined by the programme regulations and approved by Senate.
- 4.3.4 Other non-written forms of assessment must be achieved within the notional hours set aside for assessment.
- 4.3.5 A student is required to fulfil all requirements prescribed for Continuous Assessment.
- 4.3.6 A student should obtain a minimum CA grade of 50% in order to be eligible to sit for an examination.
- 4.3.7 Each school shall avail Continuous Assessment marks for all students through the Integrated Tertiary System (ITS) by the date indicated in the University Calendar.

4.4 Final Assessment

4.4.1 Examinations

Examinations shall constitute the summative assessment for all examinable courses and shall be written according to the schedule outlined in the Academic Calendar.

- 4.4.1.1 Every Head of Department shall ensure the setting and moderation of examination papers for each semester. There must be Moderators' report for each of the examination papers.
- 4.4.1.2 BOU shall have internal and external moderation for its examinations, in order to sustain academic quality assurance as guided by the Assessment and Moderation of Student Learning Policy and Procedures (AMSLPP).
- 4.4.1.3 The Office of the Academic Registry shall publish in the Academic Calendar deadlines for final submission of moderated examination question papers.

- 4.4.1.4 Where the assessment of a course includes final examinations, the following regulations shall apply:
- (a) All final examinations shall be held during the scheduled examination period at the end of the semester in which the course was taught.
 - (b) Duration of an examination for a course shall be guided by programme specific regulations
 - (c) A student must take final examinations at the scheduled times. Failure to do so without valid reasons will result in a candidate being awarded a zero mark in that particular examination.
- 4.4.1.5 Alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirement that academic standards must be maintained.
- 4.4.1.6 Requests for alternative examination arrangements on the grounds of specific learning difficulties shall be made to the Office of the Academic Registry.
- 4.4.1.7 Requests for alternative examination arrangements on the grounds of either short or long term medical conditions must be made to the Office of the Academic Registry with the support of a doctor.
- 4.4.1.8 Requests for alternative examination venues on the grounds of either short or long term extenuating location circumstances.

4.4.2 Other Forms of Final Assessment

- 4.4.2.1 Other forms of final assessment shall be determined at School and/or Departmental level. For non-examination courses the programme specific regulations will apply.

4.4.3 Special and Supplementary Assessment

- 4.4.3.1 Special assessments will be considered on an individual basis for students who miss scheduled final assessment deadlines due to exceptional and extenuating circumstances as explained in the Student Assessment Handbook.
- 4.4.3.2 There will be supplementary examinations as guided by the Student Assessment Handbook.

4.4.3.3 Grades that qualify a student to supplement range from 40% - 49%.

4.4.3.4 The highest overall grade obtainable after sitting for a supplementary examination is 50%.

4.4.4 Administration of Examinations

4.4.4.1 There shall be an examination timetable produced by the Examinations Office and published three weeks before commencement of the examination period.

4.4.4.2 Examinations at BOU will be held seven days a week. Special arrangements cannot be made to accommodate a student's personal preferences.

4.4.4.3 Students should study the Examination Timetable carefully to ensure that they know the time, date and location of the examinations. Misreading the Examination Timetable will not be accepted as a valid reason for absence from an examination.

4.5 Course Grades

4.5.1 Overall Course Grade

Overall weighting of final assessment shall be as specified in the Assessment and Moderation of Student Learning Policy and Procedures.

4.5.2 Course Grades and Reporting

Overall performance in a course shall be assessed on a percentage scale, a letter grade, and a grade point as follows:

| Letter grade | Percentage scale | Points | Represents: |
|--------------|------------------|--------|-------------|
| A+ | 90 – 100 | 5.0 | Outstanding |
| A | 85 – 89 | 4.9 | Excellent |
| A- | 80 – 84 | 4.7 | Excellent |
| B+ | 75 – 79 | 4.5 | Very good |
| B | 70 – 74 | 4.0 | Very good |
| B- | 65 – 69 | 3.5 | Good |

| | | | |
|----|---------|-----|------------------|
| C+ | 60 – 64 | 3.0 | Good |
| C | 55 – 59 | 2.5 | Satisfactory |
| C- | 50 – 54 | 2.0 | Satisfactory |
| D+ | 45 – 49 | 1.5 | Poor - Fail |
| D | 40 – 44 | 1.0 | Poor - Fail |
| D- | 35 – 39 | 0.5 | Poor - Fail |
| E | 0 – 34 | 0.0 | Very Poor – Fail |
| I | | 0.0 | Incomplete |
| W | | 0.0 | Withdrawn |
| S | | 0.0 | Satisfactory |
| U | | 0.0 | Unsatisfactory |

4.5.2.1 Grades of “A” through “E” are permanent grades and may not be changed except in case of error. After an instructor has certified a grade to the Office of the Academic Registry, he/she may change it before the end of the next regular grading period. The change must be made in writing or online and have the written approval of the Head of Department.

4.5.2.2 Passing a course means obtaining a mark of at least 50 percent (50%).

4.5.3 Incomplete Grades

4.5.3.1 An “I” may be awarded when some assigned work comprising continuous assessment, has not been completed for valid reasons.

4.5.3.2 The ‘I’ letter grade has no grade point.

4.5.3.3 The ‘I’ grade must be converted to an appropriate mark within the following two semesters, after which the incomplete work will be awarded a zero mark.

4.5.4 Cumulative Grade Point Average (GPA)

4.5.4.1 Course Grading is based on the Cumulative GPA, which will be calculated as follows:

- (i) Identify the credits for the course;
- (ii) Identify the (%) course mark with a corresponding

letter grade and the grade point using the table in Section 4.5.2.

- (iii) Determine the weighted score by multiplying the credits and the grade point for each course
- (iv) Obtain the total weighted score by adding the weighted scores for all the courses
- (v) Then the cumulative GPA is given from the total weighted score divided by the total number of credits. The cumulative GPA shall then be computed to two decimal points on a scale of 5 points.

4.5.4.2 Where there have been exemptions for credits, grade points from other institutions are transferable to BOU, as guided by Regulation 2.3.2 above. Therefore, the cumulative GPA shall be computed on the basis of the work done at both BOU and those other institutions from which the credit exemptions were made.

4.5.5 Report on Students' Academic Standing

4.5.5.1 At the end of each semester, a student's academic standing shall be reported using the following symbols:

- P Proceed (Academic Good Standing)
- AP Proceed (Academic Probation)
- AW Proceed (Academic Warning)
- OW Withdrawn (Official Withdrawal with permission)

4.5.5.2 At the end of the programme duration period, a student's academic standing shall be reported using the following symbols:

- P Pass
- FE Fail and Exclude

4.6 Progression from Semester to Semester

4.6.1 Proceed

4.6.1.1 A student's result recommendation of proceed means that they remain in academic good standing.

- 4.6.1.2 To achieve a proceed recommendation, a student must pass at least half the attempted semester credits and attain a cumulative GPA of at least 2.5.
- 4.6.1.3 A student who is proceeding on academic good standing but has failed a core course, or a pre-requisite must retake the course. Such a student shall carry a semester credit load not exceeding eighteen (18) credits.

4.6.2 Retaking Courses

- 4.6.2.1 A student shall not retake a course already passed with a minimum grade of fifty percent (50%).
- 4.6.2.2 Subject to regulations 4.6.3, 4.6.4 and 4.6.5 below, on academic warning/probation, fail and exclude, a student may retake a failed course up to two (2) times.
- 4.6.2.3 A student who has failed a core course, pre-requisite, or a core general education course must retake the course.
- 4.6.2.4 A student who has failed an option, elective, or a non-core general education course may retake the course or take a substitute course.
- 4.6.2.5 When a student retakes a course, the series of retakes with their grades shall appear on the student's official academic record and count in the cumulative GPA. However, in satisfying the minimum number of credits required for graduation, the credits shall count only once where a passing grade is recorded.

4.6.3 Academic Warning and Academic Probation

- 4.6.3.1 To proceed on Academic Warning (AW) or Academic Probation (AP), a student must pass at least half the attempted semester credits and attain a cumulative GPA of at least 1.21.
- 4.6.3.2 The status of academic warning shall apply to a student whose cumulative GPA is less than 2.5 but higher than the academic probation level as indicated in regulation 4.6.3.1.
- 4.6.3.3 A student on academic warning status must retake any failed core or pre-requisite course(s) when next offered. Such a student shall carry a semester credit load not exceeding fifteen (15) credits

4.6.3.4 The status of academic probation shall apply to a student in accordance with cumulative GPA performance levels as indicated in regulation 4.6.3.1.

4.6.3.5 A student on academic probation status must retake any failed core or pre-requisite course(s) when next offered. Such a student shall carry a semester credit load not exceeding sixteen (16) credits.

4.6.4 Fail and Exclude (FE)

4.6.4.1 A student who has been unsuccessful in completing the programme within the given allowable maximum period, shall be categorised as fail and exclude.

4.6.4.2 A student placed on fail and exclude status may apply for readmission to another programme of the University.

4.7 Academic Appeals

4.7.1 Appeals or representations are allowed as a way of ensuring that as far as possible all relevant circumstances surrounding assessment performance are brought to light and taken into account in formulating results and decisions.

4.7.2 Victimization or harassment of students who lodge academic appeals is prohibited.

4.7.3 The grounds for academic appeal shall be guided by the Assessment and Moderation of Student Learning Policy and Procedures and the Student Assessment Handbook.

Part 5 Conferment Regulations

5.1 General Conferment Regulations

5.1.1 The authority to award qualifications rests solely with Senate.

5.1.2 No certificates, records, transcripts or similar documentation may be issued in the name of the University, unless prior authorisation has been given by, or on behalf of, the Senate.

5.1.3 No person is entitled to describe themselves as holding a qualification granted by the BOU unless the qualification has been awarded either in

person or in absentia at Convocation in accordance with a general resolution of Senate.

- 5.1.4 A student shall only be awarded a qualification after completing a minimum number of credits in a given programme as follows:

| Programme Level | Total Credit Requirement |
|--|---------------------------------|
| Certificate | 120 credits |
| Diploma programme | 240 credits |
| Bachelors' Degree | 360 credits |
| Postgraduate Certificate | 60 credits |
| Postgraduate Diploma and Bachelor's Honours Degree | 120 credits |
| Master's Degree, MPhil | 240 credits |
| Doctoral Degree | 360 credits |

- 5.1.5 For a student to be awarded a qualification, at least two thirds of their total credits must come from core and optional courses as prescribed in the programme specific regulations, and the total number of credits from elective courses shall not exceed one third of the total credits for the programme.
- 5.1.6 Where a student fails at a higher level or stage of a programme of study, they may be conferred with an exit qualification if so provided by the programme specific regulations.
- 5.1.7 An exit qualification should only be conferred if the student has demonstrated the achievement of the specified learning outcomes for that qualification.
- 5.1.8 Where there have been exemptions, General Academic Regulation 2.3.3 shall apply.
- 5.1.9 **Classification of Results**

- 5.1.9.1 The overall result of undergraduate Certificates and Diplomas shall be classified based on the cumulative GPA for completed credits, as follows:

| Classification | Cumulative GPA |
|-----------------------|-----------------------|
| Distinction (D) | 4.70 - 5.00 |
| Merit (M) | 4.00 – 4.69 |
| Credit (C) | 3.00 – 3.99 |
| Pass (P) | 2.00 – 2.99 |

- 5.1.9.2 The overall result of Bachelor's Degrees and Bachelor's Honours Degrees shall be classified based on the cumulative GPA for completed credits, as follows:

| Classification | Cumulative GPA |
|-------------------------------------|-----------------------|
| First Class (1) | 4.70 - 5.00 |
| Second Class, First Division (2.1) | 4.00 – 4.69 |
| Second Class, Second Division (2.2) | 3.00 – 3.99 |
| Pass (3) | 2.00 – 2.99 |

- 5.1.9.3 The overall result of Postgraduate Certificates and Diplomas shall be classified based on the cumulative GPA for completed credits, as follows:

| Classification | Cumulative GPA |
|-----------------------|-----------------------|
| Distinction (D) | 4.70 - 5.00 |
| Merit (M) | 4.00 – 4.69 |
| Credit (C) | 3.00 – 3.99 |
| Pass (P) | 2.00 – 2.99 |

- 5.1.9.4 The overall result of course based Master's degrees shall be classified based on the cumulative GPA for completed credits, as follows:

| Classification | Cumulative GPA |
|-----------------------|-----------------------|
| Distinction (D) | 4.70 - 5.00 |
| Merit (M) | 4.00 – 4.69 |
| Credit (C) | 3.00 – 3.99 |
| Pass (P) | 2.00 – 2.99 |

- 5.1.9.5 The overall result of research based Master's degrees shall be classified based on a percentage scale, as follows:

| Classification | Percentage Scale |
|-----------------------|-------------------------|
| Distinction (D) | 80-100% |
| Merit (M) | 70-79% |
| Credit (C) | 60-69% |
| Pass (P) | 50-59% |

- 5.1.9.6 The overall result of Doctoral degrees shall be classified as Pass/Fail.

5.2 Transcripts

The purpose of a transcript is to provide a formal, verifiable and comprehensive record of a student's learning. It is designed to meet the needs of those who require such information, including employers and admissions at other higher education institutions.

- 5.2.1 All transcripts shall reflect the student's academic records.
- 5.2.2 The Office of the Academic Registry shall issue transcripts to all students on completion of a qualification.
- 5.2.3 For programmes leading to the awards of other awarding bodies, transcripts will also be provided in the same form as for programmes of BOU unless the terms of agreement with the awarding body provide otherwise.

5.3 Conditions of Conferment

- 5.3.1 An award of BOU or an award under delegated authority may be conferred when the following conditions are met:
 - 5.3.1.1 The candidate is a registered student of BOU or was registered at the time of assessment for an award.
 - 5.3.1.2 The candidate has paid all fees due.
 - 5.3.1.3 Confirmation is provided by the Dean of the relevant School that the candidate has completed an approved programme of study leading to a qualification.
 - 5.3.1.4 Confirmation is provided by the Dean of the relevant School that the candidate is fit to practise.
 - 5.3.1.5 An award has been recommended by the appropriate board of examiners in accordance with the programme specific regulations and the result of the award has been approved by the Senate.
 - 5.3.1.6 The recommendation of the award has been signed by the chair of the relevant board of examiners.
 - 5.3.1.7 In respect of awards conferred under delegated authority, such other requirements as may be specified by the awarding body have been met.

5.4 Retraction of BOU Credits or Qualifications after Conferment

5.4.1 Retracting BOU credits or qualifications shall occur on rare occasions when it becomes apparent that the following has occurred:

5.4.1.1 It is established that the relevant authorised body within the University made its decision based on misleading or incorrect evidence; or

5.4.1.2 In the case of an honorary award subsequent information or events cast doubt on the appropriateness of the conferment of the award; or,

5.4.1.3 It is established that academic dishonesty took place.

5.5 Conferment Under Special Circumstances

5.5.1 Aegrotat Awards

5.5.1.1 If a student in the final semester of a programme is prevented by illness, from undertaking some of the requirements for assessment (continuous assessment or final examinations), Senate may, upon written report of the Department(s) concerned, and upon any other evidence as it shall deem satisfactory, approve and assign an Aegrotat award.

5.5.1.2 The student's illness or incapacity must have been reported to the Office of the Academic Registry within two weeks of the date on which the test(s) or examination(s) should have been written.

5.5.1.3 Aegrotat awards will not be awarded with a classification.

5.5.2 Posthumous Awards

5.5.2.1 The Senate may award a degree posthumously after a person has fulfilled the conditions prescribed for conferment.

5.5.2.2 The award may be accepted on the student's behalf by a parent, spouse or other appropriate individual.

5.5.2.3 The award certificate will not refer to its having been conferred posthumously.

5.6 Prizes and Honorary Awards

The University may award prizes and honorary awards as approved by the Senate from time to time.