



KWAME NKRUMAH UNIVERSITY

OFFICE OF THE REGISTRAR

UNIVERSITY ACADEMIC POLICY

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FOREWORD

Kwame Nkrumah University is a public university mandated to grant degrees to its students and through its motto "Teaching for Excellence", the University is dedicated to academic excellence. In pursuit of this motto. The University has now developed an academic policy for its undergraduate students in order to assist them in their academic journey. Many questions that students may have whilst studying are answered in this handbook.

This handbook outlines our expectations for our students by specifically outlining requirements for registration, examinations and graduation among many others. My office attaches great importance to the academic success of every student enrolled into Kwame Nkrumah University. I, therefore, implore each student and member of staff to make use of this policy.

However, I would like to state that no policy, no matter how carefully written, would sufficiently cover all eventualities that may arise within a university. It is, therefore, important to think beyond specific rules enshrined in this policy so as to aspire to conduct ourselves with the highest ethical standards and personal integrity so much required in the University.

I wish to urge you all to familiarise yourselves with this policy in order to succeed in academically. Where not clear, you should always consult the relevant staff to seek better understanding in order to attain your personal, intellectual and professional growth.

I wish you all a fruitful academic journey

Rachel Monde Mabuku Kabeta (PhD)
VICE CHANCELLOR

1.0. GENERAL DEFINITIONS

- 1.1. *Applicant*
Herein shall mean a person applying to Kwame Nkrumah University for admission to a programme of study.
- 1.2. *Programme*
A program herein shall mean the prescribed sequence of courses that lead to an academic certificate.
- 1.3. *Course*
A course herein shall mean an individual unit of instruction in a particular programme of study.
- 1.4. *Student*
A student herein shall mean a person duly registered by the University, studying and/or continuing to study for the university run and/or delivered programme(s) which will be assessed and will normally lead to a University academic Award.
- 1.5. *International Student*
An international student herein shall mean a person duly registered by the University and requires a study permit.
- 1.6. *Fulltime Student*
A full-time student herein shall mean an individual who is enrolled and spends a minimum of 30 weeks of residence in an academic year.
- 1.7. *Distance Education Student*
A Distance Education (DE) student herein shall mean one admitted into the University for purposes of studying through the distance learning Mode.
- 1.8. *Part-time Student*
A part-time student herein shall mean student who fails in more than two courses but the failure does not warrant exclusion from the programme. The student who successfully completes the courses on part-time shall qualify for re-admission to continue their studies on full time basis.
- 1.9. *Official Academic Record*
This is defined as Kwame Nkrumah University's student information system.
- 1.10. A student's "name-of-record" at Kwame Nkrumah University is defined as the legal name under which the student was admitted to Kwame Nkrumah University. Legal name is defined as that name verified by a birth certificate and/or national registration card or passport.

2.0. SCOPE AND COMPLIANCE

- 2.1. This document sets out the policies, regulations and guidelines that exist at Kwame Nkrumah University.
- 2.2. This policy shall apply to all academic related issues with effect from September 2016.
- 2.3. The policies in this document apply to all programmes offered by Kwame Nkrumah University. Where changes occur, Kwame Nkrumah University shall endeavour to inform students accordingly.
- 2.4. Failure to act in accordance with academic regulations and requirements may have serious consequences.

3.0. MODE OF DELIVERY AND CALENDAR

- 3.1. The university shall run its programs on termly basis in the following categories:-

- 3.1.1. FULLTIME STUDENTS

- 3.1.1.1. The first term shall normally run from September to December
- 3.1.1.2. The second term shall normally run from January to April.
- 3.1.1.3. The third term shall normally run from May to August.
- 3.1.1.4. Examinations for fulltime students shall normally be held in July/August every year.

- 3.1.2. DISTANCE EDUCATION STUDENTS

- 3.1.2.1. Residential School for Distance Education Students shall run for a minimum of two weeks.
- 3.1.2.2. The first residential school for first year students shall normally run in April, thus their second and third residential shall normally run in August and December respectively.
- 3.1.2.3. The first residential school for returning students shall normally run in the month of August.
- 3.1.2.4. The second residential school for returning students shall normally be held in the month of December.
- 3.1.2.5. Examinations for distance education students shall normally be held in the

months of April/May.

3.1.3. Parallel/ Evening Students

3.1.3.1. This will run as in 3.1.1.

4.0. KWAME NKRUMAH UNIVERSITY CORE VALUES

- 4.1. We aim for excellence in the provision of higher education so as to attain a leading university status at national, regional and international levels.
- 4.2. We recognize the dignity and worth of every person; and hence we seek to provide for equal rights and opportunities without discrimination or harassment of any student or group of students on the basis of place of origin, political orientation, tribe, ethnic origin, religion, sex, age, mental or physical disability, marital status or any other point of differentiation.
- 4.3. We seek to uphold a spirit of punctuality in all our activities within our institution.
- 4.4. We recognise that TEAM WORK makes us strong and Together We Achieve More.
- 4.5. We are of the view that hard work will deliver success in all that we do.

5.0. ADMISSIONS OF UNDERGRADUATE STUDENTS

- 5.1. This policy applies to applicants, students and also affiliated institutions of the University as identified in the legal agreement of the University programmes.
- 5.2. Undergraduate education at Kwame Nkrumah University is a full-time commitment and students enrolled shall maintain a significant physical presence on campus whenever required to do so.
- 5.3. Undergraduate degree programmes at the university shall not exceed a period of seven years from the time of first admission.
- 5.4. The admission of individual applicants is at the discretion of the University Senate.
- 5.5. General Entry Requirements
 - 5.5.1. A minimum of five O levels including English Language .
 - 5.5.2. Admission to the schools of Natural Science and Business Studies requires applicants to have at least a credit in Mathematics.
 - 5.5.3. Entry requirements for short courses shall be prescribed based on the individual courses being offered.
- 5.6. General Principles of Admission

In exercising this discretion, the University shall be guided by the following principles:

 - 5.6.1. It is expected that anyone admitted to a programme has the potential to fulfil the objectives of the programme and achieve the standard required for an award;
 - 5.6.2. In considering each individual applicant for admission to a programme, evidence will be sought of the applicant's personal and educational experiences that provide

indications of his or her ability to meet the demands of, and benefit from, the programme;

5.7. Offers for a place

An offer of a place on a programme imposes an obligation on the University to admit the applicant and should not be withdrawn without the applicant's specific consent, except where:

5.7.1. the applicant fails to meet the conditions of the University's offer and/or

5.7.2. the intake to the programme is cancelled and/or

5.7.3. the applicant is found to have made a false declaration on the application form or has otherwise sought to mislead the University and/or

5.7.4. the applicant has not accepted the offer of a place by the specified deadline.

5.8. Deferred entry offers

5.8.1. The offer of a place in the university is usually made for the immediate following Academic Year.

5.8.2. There are no deferred offers to later years.

5.8.3. An applicant who registers but does not commence studies will be required to pay 10% of annual fees to keep the place.

6.0. STUDENT NAME

6.1. Students wishing to change their name(s) in their official academic record from the name(s) of record under which they were admitted to the University must provide the Registrar with legal documentation stating their new legal name(s).

6.2. Upon receipt and verification of this documentation, the Registrar shall attend to the application to change the student's name(s) in the student's official academic record.

6.3. It is University policy that all official documents such as certificates do not carry name initials or abbreviations. All official names will be written in full.

7.0. STUDENT REGISTRATION

7.1. Financial Obligations before Registration

A student is entitled to registration only if all financial obligations to the University have been met.

7.2. Course Registration

7.2.1. Every student admitted into the University for an academic programme shall be required to register for that programme every beginning of the academic year.

7.2.2. Registration periods for each academic year shall be listed in the University Academic Calendar unless otherwise adjusted.

7.2.3 Cancellation of Registration

The university senate reserves the right to cancel any

course in which the enrolment is insufficient or other reasons to warrant offering the course.

7.3. Course overload

7.3.1. Course overload shall refer to registering for more than the prescribed number of courses at any given time during the academic year in a given programme.

7.3.2. Normally, a student is allowed to register for not more than seven (7) courses in an academic year. A student registering for more than 7 courses must seek approval from the Head of Department(s) and Dean(s) concerned.

7.3.3 Such requests shall be considered only after evaluating the student's academic progress by the Dean of the School(s) concerned upon recommendation by the Head of Department.

7.3.4. The general guidelines for course overload are:

7.3.4.1. No first year student is allowed to take a course overload

7.3.4.2. A student seeking course overload shall have a minimum of B in all courses and shall not have any fail grades or supplementary examination grades in the previous academic year(s).

7.3.4.3. **Under no circumstance will the overload be approved for purposes of accelerating the completion of a degree program.**

7.4. Late Registration

7.4.1. Failure to register in a course(s) within ten (10) working days at the beginning of each academic term/residential without an approved permission *shall be subjected to penalties for late registration.*

7.4.2. For distance education students the registration period shall be seven days from the beginning of the residential period.

7.4.3. Any registration after the stipulated timeframe above shall be subject to a surcharge calculated at 1.5% and 7% of term/residential tuition fees for fulltime and distance education students respectively.

7.4.4. No student shall be allowed to carry out registration without payment of the surcharge for late registration.

7.5. Failure to Register

7.5.1. A student who fails to register within 15 working days from the beginning of the academic year (for fulltime students) and 7 days for distance education students shall be deemed to have failed to register.

7.5.2. Such a student shall be denied further enrolment.

7.5.3. In such circumstances, the student is referred to the

section on withdrawal from the University.

8.0. STUDENT PROGRESSION

- 8.1. Prerequisite course(s)
 - 8.1.1. Prerequisite courses are required to be satisfactorily completed before a student may register in a higher course.
 - 8.1.2. Students who earn a repeat in a prerequisite course should retake the prerequisite course before registering for the higher course(s).
 - 8.1.3. Under no circumstance shall a prerequisite course and a higher course be taken concurrently.
 - 8.1.4. Under no circumstance shall a higher course be taken before a prerequisite course is fulfilled.
 - 8.1.5. If such happens as in 10.1.3 and 10.1.4, the higher course's results shall be nullified by the academic office.
 - 8.1.6. However, some courses have concurrent prerequisites: a prerequisite that may be taken the same year as the course requiring it.
- 8.2. Repeating a Course
 - 8.2.1. Repeated courses must be registered for by the student.
 - 8.2.2. It is the responsibility of the student to take note of the courses to be repeated.
 - 8.2.3. A repeat course cannot be rescheduled for future academic year(s). It must be done immediately in the following academic year after publication of results.
 - 8.2.4. A student repeating a course (s) will be required to generate new course work in the repeated course(s).
 - 8.2.5. In situations where an original course is no longer offered and no active direct equivalent exists, students may seek the permission of their School Dean to substitute a different course that covers comparable material at a similar level.
- 8.3. Course Exemptions
 - 8.3.1. Course exemptions are not guaranteed.
 - 8.3.2. Students who possess sufficient and relevant substitute qualifications for any given course may apply for exemption by presenting their academic credentials to the Dean of the particular school for scrutiny.
 - 8.3.3. In order to qualify for exemption, the student should have obtained a "B" grade or better from a recognised college/university.
 - 8.3.4. Where the case for exemption is in doubt, the student may be given a challenge examination to prove mastery of the content in the given course. Passing such a challenge examination shall be deemed to be a pass for that course under question.

- 8.3.5. Course exemptions shall only be applicable to first and second year courses and shall carry an 'EX' grade for EXEMPTED.
- 8.3.6. Students with B or better grades in Educational Psychology and Sociology of Education at Diploma level or equivalent from a recognised college/university may apply for exemption to the School of Education.
- 8.3.7. The School ultimately reserves the right to exempt a student from a particular course upon application.
- 8.4. A student shall take a major and minor
 - 8.4.1. Curriculum requirements for the major and the minor must be satisfied before graduation.
 - 8.4.2. To graduate, all prescribed courses in the major and the minor should be passed.
 - 8.4.3. At graduation, courses from both the major and the minor are entered on permanent record and appear on transcripts.
 - 8.4.4. There is no provision for a double major.
- 8.5. Change of Major or Minor Course
 - 8.5.1. Students considering a change of major or minor should put their request in writing addressed to the Dean of the respective school.
 - 8.5.2. The Dean may contact the relevant schools or departments for information regarding restrictions or requirements for being admitted into that department/school.
 - 8.5.3. The change of minor or major will only be applicable to students not carrying arrears in the courses belonging to the school/department.
 - 8.5.4. The rules for prerequisite courses shall apply in a case where a student has changed major or minor course.
 - 8.5.5. No recognition will be made to changes of course major/minor without approval from relevant offices.
 - 8.5.6. For cases of readmission, refer to the section on readmission.
- 8.6. School Experience
 - 8.6.1. School Experience shall take place in the third (3rd) year of study.
 - 8.6.2. For a student to proceed to undertake School Experience, he or she:
 - 8.6.2.1. shall have done methodology courses in both the major and minor.
 - 8.6.2.2. Shall not have arrear courses from year 1 and year 2 courses.
 - 8.6.3. A student who misses school experience at third year shall undertake it at the end of fourth year.
 - 8.6.4. A student shall not graduate without undertaking their school experience.

8.7. Academic Work

8.7.1. Class Attendance Policy

- 8.7.1.1. Registration in a course obligates the student to be regular and punctual in class. A student must attend all scheduled lectures, tutorials, laboratory activities and any other official contacts unless absence is sought from authorities concerned.
- 8.7.1.2. A Student who misses class/ tutorial meeting/ laboratory work for three consecutive **periods** without approved leave of absence can be dropped from the course.
- 8.7.1.3. Students are free to leave if the lecturer is not present within **fifteen** minutes of the usual starting time unless the lecturer has established an alternative procedure.
- 8.7.1.4. When a scheduled class does not meet or is dismissed early, the lost time shall be made up for.

8.8. Continuous Assessment (C.A.)

- 8.8.1. It is a requirement that the student has complete continuous assessment before sitting for final examinations.
 - 8.8.1.1. Continuous Assessment grades will be processed before the final examination.
 - 8.8.1.2. A student who fails continuous assessment (CA) shall **not be allowed to sit for the final examinations in that course.**
 - 8.8.1.3. The student who sits for the examination with **incomplete/failed continuous assessment shall have his/her examination results nullified.**
 - 8.8.1.4. Students engaged in an official University activity shall have the opportunity to make up any assignments or examinations missed as a result of attending to such an official event.
 - 8.8.1.5. It is the responsibility of the student to provide official written notification to the lecturer of the course(s) at the earliest possible time of his or her intention to participate in a university-sponsored event but not less than 24 hours prior to the date of the missed assessment(s).
 - 8.8.1.6. Students with incomplete continuous assessment due to illness, bereavement or any other calamities may apply to complete the missed assessments before final examinations through the School Dean attaching relevant documents.

9.0. EXAMINATIONS

9.1. Examination Rules

- 9.1.1. No candidate may be examined in any paper, course or subject at any time other than that set down in the time table.
- 9.1.2. No candidate shall be allowed into the examination room later **than thirty minutes** after the beginning of the examinations nor to leave the examination room until the thirty minutes have elapsed from the beginning of examinations and then only with permission of the Chief Invigilator and upon handing in his/her script.
- 9.1.3. No candidate shall be allowed into the examination room before presenting his/her **VALID** student Identity card and examination slip.
- 9.1.4. The student computer number and name of candidate on the official identity card should match with the candidate's name on the examination slip.
- 9.1.5. Where a candidate has to seek proof of identity after being denied entry into examination room, the thirty minutes regulation on punctuality shall still apply.
- 9.1.6. In case of emergency, the Chief Invigilator may give permission to a candidate to leave the examination room and under such circumstances the candidate shall be accompanied by an officer assigned by the Chief Invigilator.
- 9.1.7. Any candidate who leaves the room without the invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return.
- 9.1.8. No candidate shall be allowed to leave the examination room thirty minutes before the end of the examination.
- 9.1.9. No candidate shall leave the examination room until after the invigilators have collected all the scripts and the Chief Invigilator has given permission for candidates to leave.
- 9.1.10. Candidates shall be allowed to read their examination papers for a period of ten minutes before the examination commences, but may not begin writing their answers until the Chief Invigilator announces that they may do so.
- 9.1.11. No candidate is allowed to share materials with other candidates during the examination, not even through the invigilator.
- 9.1.12. Only pens, pencils, rulers, rubbers, non-programmable calculators, examination slips, student identity cards and relevant receipts are allowed in the

- examination room.
- 9.1.13. Eating, drinking and smoking during the examination is strictly forbidden.
 - 9.1.14. Dressing that appears to be suspicious such as weather coats and hats etc are not allowed in the examination room.
 - 9.1.15. No candidate shall bring with him/her into the examination room any written, printed or any other matter except by direction of the examiner. All papers used during the examination must be handed to the invigilator.
 - 9.1.16. No candidate shall communicate with another in the examination room.
 - 9.1.17. No cell phones or other digital devices are allowed in the examination room.
 - 9.1.18. No candidate shall continue writing after the Chief Invigilator has announced the expiration of time.
 - 9.1.19. A candidate who falls sick in the examination room shall report to the Chief Invigilator who in turn shall advise the candidate to seek medical attention. The Chief Invigilator shall provide a written report to support the candidate's application for a deferred examination.
 - 9.1.20. Candidates with peculiar or special medical condition should notify the chief invigilator before the examination begins.
 - 9.1.21. In circumstances other than those obtaining in regulations stated in this policy, applications for a deferred examination on behalf of a candidate who is unable to make an application himself/herself shall be submitted together with a supporting medical certificate or other evidence to the Vice Chancellor.
 - 9.1.22. Candidates **shall write their student computer numbers on every answer booklet but must not write their names.**
 - 9.1.23. No candidate is allowed to write for another person in whatever circumstances or to impersonate another candidate.
- 9.2. Final Examinations
- 9.2.1. Final examinations are those assessments scheduled for end of course at the end of an academic year.
 - 9.2.2. University examinations shall have duration of three (3) hours maximum.
 - 9.2.3. For examinations that involve projects, students will be expected to submit the projects on the date that will be indicated on the timetable for final examinations.
 - 9.2.4. Some examinations may require students to do

- practical work. The duration and rules of practical examinations will be determined by different schools while the general examination rules and regulations shall still apply.
- 9.2.5. No student shall reschedule final examinations in preference for private activities.
 - 9.2.6. A student who fails to pass the final examination shall be required to repeat the failed course in the next academic year.
 - 9.2.7. Students are referred to rules and regulations governing examinations for further details.
- 9.3. Deferred Examinations
- 9.3.1. A student who fails to sit for final examinations at the time the examinations are due shall apply for deferred examination in writing to the Registrar attaching relevant supporting documents.
 - 9.3.2. No student shall defer examinations on account of failing to pay university fees.
 - 9.3.3. Deferred examinations shall be held two weeks after the end of the scheduled final examinations for full time students and after one month for distance education students.
 - 9.3.4. A student who fails to pass the deferred examination shall be required to repeat the failed course in the next academic year.
 - 9.3.5. A student who fails to sit for deferred examinations shall be deemed to have failed the examination and will be required to repeat the course(s).
 - 9.3.6. A deferred examination is only for that particular year and cannot be deferred to another academic year.
- 9.4. Supplementary Examinations
- 9.4.1. **The university has no provisions for supplementary examinations.**
 - 9.4.2. A student who fails a course will be required to repeat the course in the next academic year.
- 9.5. Penalties for Examination Malpractice
- For penalties of examination malpractice, refer to the examination rules and regulations booklet provided by the Examinations Committee.
- 9.6. Publication of Results
- 9.6.1. The university shall publish and communicate results to students when they are ready using appropriate available media.
 - 9.6.2. It is the student's responsibility to check for such published results and follow appropriate comments as indicated.
 - 9.6.3. No student shall claim ignorance of their results once results have been published.

10.0. QUALITY ASSURANCE

- 10.1.1 There shall be a Board of Examiners in each School which reviews all matters relating to examinations and makes recommendations to the Senate.
- 10.1.2. Members of the Board shall consist of both external and internal examiners.
- 10.1.3. For moderation, an external examiner shall be an appointed academic staff within or outside the university.
- 10.1.4. The University is committed to maintaining its academic standards and enhancing the quality of its learning and teaching provision.

11.0. GRADING SYSTEM

- 11.1. Final course grades are entered on the student's permanent University record at the close of each academic year.
- 11.2. The University grading system is as follows:

11.3.IN Comment

- 11.3.1 "IN" - meaning 'incomplete' – This is given when a course remains in session after the term's final grade deadline it is given only when the student has a legitimate extenuating circumstance prohibiting the completion of the course;
- 11.3.2. Incomplete courses remain on the student's statement of results with a grade of "IN" until the necessary work is done and a grade is submitted. 'IN' grades must be changed to a grade within a maximum of one year.

11.4. Satisfactory Comment

This comment has no grade points, and is not included in the student's final degree classification

11.5. CP – Compensatory pass

- 11.5.1. Under the jurisdiction of Senate, a student's grade may be changed into a compensatory pass.
- 11.5.2. A compensatory pass will be written as 'CP' against the student's course concerned.
- 11.5.3. Such a grade so changed shall not be used as part of the final classification for a student's final grade.

11.6. WP Comment

- 11.6.1. Students may request to withdraw from active student status during any term, but withdrawal in the academic year has particular consequences.

- 11.6.2. A 'WP' comment shall appear against a student's course(s) where a student withdrew from the University with permission.
- 11.6.3. Where a student has generated continuous assessment, a 'WP' comment allows a student to carry such course work grades to a time when s/he will be readmitted into the University.
- 11.7. DSQ Comment
 - 11.7.1. A 'DSQ' comment refers to disqualification of a candidate during examinations.
 - 11.7.2. A 'DSQ' grade is a fail grade.
 - 11.7.3. Students shall need to refer to the examinations rules and guidelines for conditions that lead to disqualification.
- 11.8. DR Comment
 - 11.8.1. A 'DR' comment refers to deregistered.
 - 11.8.2. A 'DR' comment is entered against a student's course (s) when the student has been deregistered in accordance with the provisions of this policy.
 - 11.8.3. A 'DR' comment is a fail grade.
- 11.9. DC Comment
 - 11.9.1. A 'DC' comment refers to deceased.
 - 11.9.2. A 'DC' comment appears against a student's course (s) where a student satisfies all the continuous assessment requirements but dies before attempting any or all final examinations.
- 11.10. LT Comment
 - 11.10.1. An 'LT' stands for LEFT. It refers to a student who abandons a course initially registered for.
 - 11.10.2. In such cases a student drops a course/or leaves the program without permission and without continuous assessment.
 - 11.10.3. The course shall remain on the student's statement of results with a grade of '**LT**'.
 - 11.10.4. An 'LT' is a fail grade.
- 11.11. NE Comment
 - 11.11.1. An 'NE' comment is given when a student satisfies all the continuous assessments but does not sit for the final examination in that course(s).
 - 11.11.2. The course shall remain on the student's statement of results, with a grade of NE (**not examined**).
 - 11.11.3. 'NE' is a fail grade.
- 11.12. Grade 'AD'

11.12.1. Academic Dismissal is where a student fails to satisfy the requirements of continuous assessment.

11.12.2. An 'Academic Dismissal' (AD) comment will be put against the student's course(s).

11.12.3. An 'AD' comment is a fail grade.

11.13. Overall comments

11.13.1. Clear Pass

Used if all the courses are passed and there is no arrear from previous academic year.

11.13.2. Proceed

Used if a grade for a course taken during the academic year is still being awaited.

11.13.3. Proceed and Repeat

11.13.3.1. Used if at least one course has to be repeated either from the present or previous academic year.

11.13.3.2. It applies only if the exclude comment does not apply.

11.13.4. To part time comment

11.13.4.1. Used where a student fails a repeat course .

11.13.4.2. "To part time" comment shall apply to a student who has failed a maximum of two courses.

11.13.5. Repeat

11.13.5.1. Used where a student fails more than two courses.

11.13.5.2. A student with a "Repeat" comment shall only register for the failed courses and will not

S/N	PERCENTAGE	LETTER GRADE	POINTS (FULL COURSES)	POINTS FOR (HALF COURSES)
1	86 and above	A+	5.0	2.5
2	76-85	A	4.0	2
3	66-75	B+	3	1.5
4	56-65	B	2	1
5	46-55	C+	1	0.5
6	40-45	C	0	0

take any new courses.

11.14.6. Exclude

11.14.6.1. **Exclude Combination**

11.14.6.1.1. This comment shall be given to a student who fails 50% of the

courses at first year.

11.14.6.1.2. This comment shall also be given to a student who fails 75% of the courses from one of the programmes in his/her combination although he/she may clear the other courses in the other programme.

11.14.6.1.3. Such a student shall be recommended for change of combination for the next academic year.

11.14.6.1.4. This shall be the first comment for a student who fails and shall only be done once for a student.

11.14.6.2 Exclude School

11.14.6.2.1. A student having been previously excluded from combination and does not make 75% pass of courses shall be liable to "Exclude School."

11.14.6.2.2. Such a student can seek transfer to another School in the next academic year.

11.14.6.2.3. Any fail as described in section 11.14.6.1. shall lead to exclude university.

11.14.6.2.4. A transfer from one school to another shall only be done once.

11.14.6.3. Exclude University

11.14.6.3.1. Applies to a student who has been previously excluded from combination and/or school and again fails to pass by 75% of courses

11.14.6.3.2. Such a student shall be recommended to stay away from university for a period of three years.

11.14.6.3.3. Upon readmission, such a student shall be free to take a combination of their choice.

12.0. GRIEVANCE AND APPEALS PROCEDURES

12.1. The Filing of the Grievance

12.1.1. An appeal of grade or Exclude University or any academic related grievances shall be considered by the Dean of the respective school (s).

12.1.2. However, if the appellant is still dissatisfied with outcome from the Dean, such a one shall submit their appeal to the Senate.

12.1.3. The decision from the Senate Committee of Appeal shall be final.

12.2. Modification of Grades

- 12.2.1. Grades recorded on the student's permanent record may not be modified except due to an arithmetical error or a specific discernible grading error or omission.
- 12.2.2. In connection with a specific, discernible grading error, it is the policy of the University that No grade change shall be made until approved by Senate after memorandum from the Dean of the concerned School detailing the change and the specific basis for the change has been made.
- 12.2.3. For all examinations taken during the academic year, any grade corrections must be made prior to the end of the following first term.

13.0. STUDENT CERTIFICATION

- 13.1. Legislative Authority for issuing certificates is in accordance with the Higher Education Act No 4 of 2013 of the Laws of Zambia which authorises the University Council to issue certificates, diplomas, and degrees upon successful completion of approved programmes, the certification process at Kwame Nkrumah University shall be the responsibility of the University Council.
- 13.2. Collection of certificates shall be done by owners of papers—
No third parties shall be allowed to collect certificates on behalf of others.
- 13.3. Reissuance of Official Documents
 - 13.3.1. Change of Name
 - 13.3.1.1 Upon payment of the applicable administrative fee and presentation of deed poll documents, the University shall reissue the official document (s) for a graduate whose name has legally changed.
 - 13.3.1.2. The reissued degree certificate will carry the date the degree was originally awarded.
 - 13.3.2. The reissuance of official documents is conditioned upon an applicant's return of the original document (s).
 - 13.3.3. Loss or Damage of Original Documents
Upon payment of the applicable administrative fee and presentation of an Affidavit and police report certifying the loss or damage to the original document(s) the University shall reissue the document(s).
- 13.4. Degree Classification System
 - 13.4.1. In order to graduate with a bachelor's degree a student shall have satisfied requirements in

- all the prescribed courses.
- 13.4.2. The grades obtained in third and fourth year courses will be used to classify the degree.
- 13.4.3. The eight (8) course point system shall be used to classify the degree Certificate.
- 13.4.4. The following key to grades shall be used.
- 13.4.5. Degree classification

The degree shall be classified according to the following points range:

0 - 11.5	Pass
12.0 - 19.5	Credit
20.0 - 27.5	Merit
28.0 - 40.0	Distinction

- 13.5. Degree Transcripts
 - 13.5.1. Official Transcripts are paid for and prepared upon request from the Registrar's Office.
 - 13.5.2. Transcript requests are processed as they are received, and dispatch time is kept to a minimum of 3 weeks.
 - 13.5.3. All financial obligations to the University must be satisfied before a transcript will be released.

14.0. STUDENT GRADUATION

- 14.1. The University reserves the right to modify the requirements for graduation in the course of the student's progression.
- 14.2. A student must complete all the prescribed courses in order to qualify for graduation.
- 14.3. Having fulfilled all other requirements, a student is entitled to graduation only if all financial obligations to the University are met.
- 14.4. The University reserves the right to withhold or revoke certificates awarded due to cheating or other irregularities.

15.0. STUDENT GENERAL MISCONDUCT

- 15.1. The University reserves the right to determine what the general misconduct is.
- 15.2. It is a general misconduct if a student while on the university premises
 - 15.2.1. Intentionally or recklessly causes damage to the University property or commits theft.
 - 15.2.2. Harasses, threatens or displays intimidating behaviour, or uses abusive or offensive language.
 - 15.2.3. Accesses, displays, downloads, uploads or broadcasts offensive materials.

- 15.2.4. Acts in breach of laws or rules of conduct relating to smoking, alcohol consumption, use of drugs, occupation health or safety and discrimination.
- 15.2.5. Is not appropriately attired in a manner befitting the status of the university student.
- 15.2.6. Interferes with University teaching or learning activities
- 15.2.7. Engages in conduct which is detrimental to the reputation of the University.
- 15.2.8. Forges University documents or documents submitted to the University.
- 15.2.9. Offers a bribe or an improper inducement against the duties of the University staff.
- 15.2.10. Engages in misrepresentation in relation to University services or duties of the University staff.
- 15.2.11. Falsely claims an identity, title, qualification or prior learning.
- 15.2.12. Incites another person to commit general misconduct.
- 15.2.13. Misuses electronic devices such as cellular phones, or recording devices, leading to disruptive behaviour.
- 15.2.15. Commits an offence not necessarily mentioned here but deemed to be so by other natural or state laws.

16.0. *INTELLECTUAL PROPERTY RIGHTS*

- 16.1. The University recognises that the academic staff, students and support staff may develop inventions, discoveries, copyrightable materials and new knowledge that constitutes intellectual property.
- 16.2. The University shall protect the interest of the academic staff, students and support staff by providing a framework that governs the ownership, disposition, use and commercial development of the university's intellectual property.
- 16.3. The university shall have ownership rights in intellectual property developed by the academic staff, students and support staff where university resources have been utilised.

17.0. *STUDENT ACADEMIC MISCONDUCT*

- 17.1. Academic misconduct covers any action that a student takes to gain an unfair advantage when undertaking assessment.
- 17.2. The types of conduct that are regarded as offences against standards of academic honesty include:
 - 17.2.1. Cheating:
 - 17.2.1.1. Cheating shall include copying from the

work of another person or using notes or other materials not authorized during test, quiz, laboratory report or examinations.

17.2.1.2. Cheating in continuous assessment shall result in loss of marks.

17.2.1.3. A student found guilty of cheating in an examination will be penalised as stipulated in the university examination rules and regulations.

17.2.2. Plagiarism

17.2.2.1. This is a representation of the words of another, as one's own in any academic exercise.

17.2.2.2. Cases of Plagiarism will be investigated and penalty may range from deduction of marks

to

expulsion from the University, depending on the seriousness of the occurrences.

17.2.3. Impersonation

17.2.3.1. Impersonation is the act of representing or being represented by another person during any evaluation.

17.2.3.2. This shall lead to an expulsion from the University

18.0. WAIVER OF POLICY

18.1. In some cases, regulations and policies may cause hardships to the Institution. In such circumstances, part (s) of the policy MAY BE put aside (waived).

18.2. The Senate reserves the right to waive part(s) of the policy. Therefore, this waiver is not mandatory.

18.3. In order to preserve an accurate record of the basis upon which such a waiver is granted, a petition must be submitted to the Senate outlining the reasons therefore.

18.4. No exception to the policy herein unless approved in writing by the Senate and placed in the file of the student.

19.0. AMENDMENT(S) TO THE POLICY

These policies may be amended only with the prior approval of the University Senate and/or any committee assigned by the Senate.

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6	40-45	C	0	0

OUR VISION



To become a leading University in the provision of quality higher education and research at National and international level.

OUR VALUES

Hard work, integrity, Excellence, Teamwork and professionalism.

Our Mission

To provide quality education that is responsive to the changing needs and values of the learner and society.

Programmes on offer:-

- (i) Bachelor of Arts with Education (Social Sciences)
- (ii) Bachelor of Science with Education (Natural Sciences)
- (iii) Bachelor of Business Studies with Education