

OPEN AND DISTANCE LEARNING PROCEDURES AT DPHU

SECTION I: INTRODUCTION

1. Open and Distance Learning refers to the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning, at a distance.
2. These regulations apply to all Open and Distance Learning programmes leading to the various awards as stipulated in the USA Qualifications Framework up to Bachelor's degree with Honours, and to taught postgraduate programmes up to Master's and PhD levels. Each level shall be defined by two distinct semesters.
3. Where programmes need to vary these regulations or require additional regulations, these will be included in the approved and published programme specification documents. With the exception of variations specifically approved at programme validation, however, in the event of any conflict, these general regulations shall take precedence over the programme specification documents.

SECTION II: ADMISSION

A. APPLICATION PROCEDURES

4. Prospective students wishing to secure admission to DPHU on a full-time or part-time basis must apply fulfilling the application form. Applications shall only be processed after the University has received the application forms and relevant certified copies of certificates, accompanied by proof of payment of application fee. Additional requirements may be specified by the University where necessary.

B. DEADLINE FOR APPLICATIONS

5. The deadline for application shall be determined from time to time in accordance with the relevant department requirements.
6. Applicants will be notified within four weeks after the deadline whether or not they have been successful.

C. GENERAL ADMISSION CRITERIA

7. To be admitted to the first year of an undergraduate programme, it is necessary to have an *Advanced Level Certificate of Secondary Education* or equivalent, with at least the two principal passes permitting entry to Higher Education. Applicants must also demonstrate sufficient competence in english or french to study at a Higher Education level. Individual programmes may set requirements above the minimum level.
8. To be admitted to a graduate programme, an Upper Second Bachelor's Degree (Honours) or a qualification deemed equivalent is required. The Master's degree is required for PhD admission. Applicants must also demonstrate sufficient ability in the language in which the programme is taught.
9. Alternative entry requirements shall be allowed and determined by the Department depending on programme equivalent requirements.

D. MIDWAY ADMISSIONS AND TRANSFER OF CREDITS

10. Students seeking to transfer from another higher learning institution (HLI) must fulfil the following requirements before being considered for admission:
The HLI from which a candidate wishes to transfer must be fully accredited by a recognized body assigned to deal with such matters in the country. Must present an authentication letter and certified copies of academic transcripts from the institution the student has been attending.
11. Students seeking to transfer from other institutions after a period of less than one year must also meet the general admission requirements defined in Section C above.

15. Applications from students seeking to transfer from other higher learning institutions shall first be assessed by the relevant School, and admission shall be on the recommendation of the School.

16. Students wishing to transfer from other Higher Learning Institution to the DPHU shall apply for credit transfer at least three months before the beginning of the academic year.

17. Applications for credit transfer shall be submitted to the Office of the Director of Academic Affairs office in writing, attaching copies of all the required supporting documents.

18. Supporting documents for credit transfer application shall include the following:

- i) Official academic record certified by the other Higher Learning Institution (s);
- ii) Letter of introduction/recommendation from the Higher Learning Institution (s) a student has been attending;
- iii) An official translation of the original documents (in case of non-English or French documents);
- iv) Personal identification documents e.g. birth certificate, passport or national Identity Card;
- v) Certified copies of the original certificates used to gain admission into the Higher Learning Institution (s) a student has been attending.
- vi) A standard coloured passport photo

19. Students who have accumulated credits at one or more approved institutions within USA or outside may apply to have these taken into account when joining a DPHU programme. The determination of the amount of credits, the level of the programme which the student should join, and/or the modules to be taken or exempted shall lie with the School managing the programme.

20. Credit transfer can only be allowed if the most recent of such credits have been obtained within a period of not more than two years prior to the student's application.

21. Once a module has been accepted as being equivalent to the one offered by the relevant School in accordance with its set criteria, the module shall be given the same weighting as the module offered by the School, regardless of the weighting in the other HLI.

22. The maximum number of credits that can be transferred shall not exceed 50% of the total credits required for the final exit award.

SECTION III: REGISTRATION

A. PROCEDURES FOR REGISTRATION

23. To be considered a *bona fide* student of the DPHU, a candidate must be registered in an appropriate programme offered by the university in order to be allowed to attend lectures or other teaching/learning activities of the university, or to examinations or other assessments.

24. A candidate admitted to the DPHU may register as **full time** or **part time**. The academic year comprises two semesters consisting of 30 weeks for full time study. Part-time study spans 60 weeks over two years.

25. Admitted candidates must register online or physically at the Registrar's Office one month before the beginning of each academic year. The period for registration shall be announced by Registrar's Office two months before the start of the new academic year.

26. A full time student opts for registration in a regular programme of study in one given academic year, attends all the schedule programme modules and sits for all required assessments leading to an award of certificate, diploma or degree of the DPHU.

27. A part time student does not register for all required modules in a given programme in any one academic year and therefore takes longer to complete the requirements for the relevant award.

28. A candidate opting to register on part time basis is required to take at least half of the modules offered in a semester as minimum and shall aim at completing a degree programme in a period not exceeding seven (7) years.

29. Where programmes are available in both full time and part time modes, candidates may be permitted to transfer from full time to part time or from part time to full time within the Department at an appropriate point in the programme as specified by the School managing the programme.

30. Student will be allowed to change registered modules or programmes later than two weeks after the beginning of the academic year.

31. Admitted candidates must register individually at an appointed place and at an appointed time at the beginning of each module before the beginning of teaching. The dates between which students may register shall be advertised.

32. Procedures for registration, documents to be produced, entry requirements and fee levels shall be published by the University at least six months before the beginning of the registration period. No registration will be permitted after the prescribed registration period.

B. DOCUMENTS REQUIRED FOR REGISTRATION

33. At the first registration for entry into the University, each student shall produce the following documents:

- a) Original and a certified copy of an *Advanced Level Certificate of Secondary Education* (original certificates to be returned to the applicant). In the case of students whose certificates were obtained from outside of USA a Certificate of Equivalence provided by the relevant agency;
- b) A copy of the acceptance or admission letter
- c) One copy of a national identity card or passport;
- d) Two recent passport size colour photographs;
- e) Proof of payment of required fees;

34. For any other subsequent registration a student shall produce a proof of payment of required fees.

35. All documents required for registration, together with the completed application form for registration shall be submitted to the Registrar/ Director of Academic Affairs.

36. At the time of registration, all students are required to supply the office of the Director of Academic Affairs with a telephone number, email, postal and residential addresses. Any change of address must be notified within seven days of the change. Official correspondence sent to the address provided by the student shall be deemed to have been received by him or her.

C. CHANGE OF NAMES

37. For the purposes of consistency, all students registered with the university shall be known by the names that appear on all documents submitted to the Office of the Director of Academic Affairs during registration, or which were otherwise changed in accordance with the law which same names shall have been entered into the register. The sequence in which the names shall be entered in the foregoing documents shall be maintained i.e. surname, middle name, first name.

38. Only the names under which students are registered shall be considered official, and it is these that shall be used on all University documents. Any request for change of name(s) must be supported by legal documentation.

39. A student may apply to the Director of Academic Affairs for recognition of a new name or names by the University, and must attach documents showing compliance with the legal requirements for a change of names to their application.

40. If the Director of Academic Affairs is satisfied that legal requirements have been fulfilled, she/he shall authorize the change of name or names. Any change of name or names thus approved, shall be entered into the University register.

D. STUDENT IDENTITY CARDS

41. Each registered student must have a DPHU Student Identity Card which shall be provided upon registration.

42. Each student shall be issued with the identity card at a fee specified in the approved fees structure. Each student identity card shall bear the holder's photograph, signature and registration number, the signature of the Director of Academic Affairs or her/his representative, and a stamp of the University.

43. A student identity card shall be required for use of the library, face to face sessions, tutorials, practical sessions, laboratories, examination rooms and for access to the University restaurants, canteens and other services.

44. A student whose Identity Card is damaged, lost or stolen must do the following:

- a. Pay a fee indicated in the approved fee structure in order to get a replacement (in the case of a damaged card). She/he shall bring the damaged card to the Office of the Director of Academic Affairs;
- b. Request for a replacement upon submission of a police statement of loss (in the case of a lost or a stolen card). The request shall be granted only if the University is convinced of circumstances of the loss.

45. Students are required to carry their student identity cards with them at all times, and throughout their period of study at the University.

E. WITHDRAWAL/CANCELLATION OF REGISTRATION

46. A student's registration shall be automatically withdrawn at any time during the academic year by the Department Academic Council on grounds of the following among others: absence of more than a month without permission or justification, cases of impersonation, falsification of documents or incomplete information, serious omission, false declaration at registration and serious misconduct. Such exclusion shall be valid for the very same year and all the results nullified. The University may take legal action against the student, and in some cases the University may refer the matter to the Police.

47. Any student de-registered may appeal against the decision and shall address any such appeal to the Chairperson of the Academic Council of the respective Department clearly stating her/his grounds for appeal. The Chairperson of the Academic Council shall present her/his recommendation to the University Senate for consideration and final decision.

F. SUSPENSION OF REGISTRATION

48. Students may, with good reasons, be allowed to suspend studies for a maximum of two years. At the expiry of the suspension period such students shall be re-admitted into the semester of the same year of study where they left off. However, in the event of a curriculum change during the time of suspension of studies, students may only re-join at the beginning of the first semester, no matter at what point in the academic year they suspended their studies.

49. Normally only one such period of suspension shall be granted and for only one year. The exceptions shall be debilitating illness/handicap where medical evidence suggests that the student shall be able to return to study within a further year, or that events or conditions are occurring so close to the end of an academic year that the circumstances that made the request necessary shall clearly still be in force in the following year. In order to re-commence the student must bring a doctor's letter stating that she/he is fit to return.

50. Students may make a written request to the Dean of the relevant School to suspend studies in part or for the whole academic year, producing evidence of circumstances that make it impossible for them to continue their studies. Such requests shall be granted automatically on provision of medical evidence in case of the following scenarios:

- a) Debilitating illness supported by a report of a certified medical practitioner
- b) Handicap which may require time to overcome
- c) Maternity leave
- d) Death or serious illness of a close relative or dependent

- e) Social problems
- f) Financial difficulties

Other kinds of reasons may be given and a decision shall be taken by the Dean on the strength of evidence provided. The decision shall be communicated in writing to the Director of Academic Affairs.

51. No student shall suspend studies for more than one period in any one given year, nor shall there be more than one period of suspension at any given level of study. Instead, students shall re-apply for admission with transferred credits, under whatever admission rules are in force at the time.

52. In the case of suspension after the beginning of the academic year, any credits already earned on a given module or modules during that academic year, shall be retained on the student's record and the student will not be required to retake the module or modules already passed.

53. Repeated suspension shall not be granted for chronic, on-going medical conditions. Instead the Dean of School shall consult with the student and the Institution's medical officer or other disability officer to see what help the Institution can offer that will help to overcome the effect of the condition in so far as ability to study is concerned.

SECTION IV: PROGRAMMES OF STUDY

A. PROGRAMMES

54. A programme of study consists of a set of modules which, together, have a defined set of learning outcomes that a student must complete to the satisfaction of the university senate in order to be eligible for the award of a qualification. Certain programmes may also include internship/clinical training/industrial attachment and/or other mandatory hands-on academic activities which a student must complete to the satisfaction of the examiners.

55. Details of the programmes and modules available to students, the programme requirements, methods of teaching and assessment shall be published annually on the DPHU website and by any other means available.

56. All programmes of study must be approved by the University Senate before they are advertised and before any students are admitted. The specific requirements approved by University Senate shall be detailed in the Programme Specifications which, by then, would have been scrutinised and approved by a Validation Panel chaired by the Department HOD before the process of approval is through.

57. Programme requirements must include, as appropriate, the code/reference, title, level and credit value of the modules to be completed, clearly indicating which modules are compulsory or optional, together with any information on other additional course requirements for the award.

58. The programme requirements shall indicate specific core modules, which must be passed at each level (including prerequisites), any other necessary requirements for progression or for successful completion of the programme.

59. Where programme requirements include a period of internship/industrial placement/clinical study, achieving a pass on this will be a requirement for progression/graduation. The Programme Specification must state whether this period is graded and counts towards grade-point averages, honours classification or the award of distinction.

B. MODULES

60. A module is a coherent and identifiable unit of learning and teaching with defined learning outcomes running over a specified period.

61. Modules in undergraduate programmes of study, which are available on a full-time basis will normally be taught within a single semester, but may stretch across two semesters or trimesters within a single academic year.

62. A standard module description shall include the following:

School and Department

Module code/reference

Module title

Level at which the module is being
offered Module credit value

Co-requisites, pre-requisites or prohibited combinations

Module Leader(s) or member(s) of staff responsible for the module, whether it is taught
in semester 1 or 2

Aim(s) of the module

Intended learning outcomes – written in clusters of knowledge, practical skills, and personal transferable skills

A brief description of the content

Learning and teaching strategies

Assessment criteria/ types of assessment.

Key resources (which should include e-resources)

63. There shall be sets of module descriptions for each programme as delineated in each programme specification. Module descriptions may include pre-requisite and/or co-requisite modules, and programme specifications may prohibit certain combinations of modules.

64. A prerequisite is a module in which a student must have obtained credit before undertaking another specified module or modules. A co-requisite is a module, which a student must take in conjunction with another module or modules within a single level. A prohibited combination is a set of two or more modules, which may not be taken together within the same programme.

C. MODULE CREDITS

65. All modules shall be credit-rated, where a credit is defined as ten hours of notional student learning effort. The minimum weight of a module shall normally be 5 credits while the 20-credit modules shall be the maximum. Where required, modules of other lengths shall also be permitted.

66. All modules must be defined by level and credit value. The level of a module is an indicator of the relative demand, complexity, depth of study and learner autonomy involved in the module. Levels descriptors are given in the Qualifications Framework for reference.

67. The skills enhancing modules, on which a pass is compulsory for progression/graduation, shall be included in all undergraduate programmes. These modules do not bear a credit rating and are additional to the programme's academic modules. It is required that they be passed but they do not contribute to grade-point averages, distinctions or honours classification.

68. Only one level may be assigned to a specific module suitable for that level, although there may be occasions when it may be possible for some or all of the content to be delivered in common with modules at different levels. In these instances, the modules will be clearly differentiated by separate learning outcomes and assessment and will be identified by separate module code numbers.

69. Modules which are available on a full-time basis will normally be taught within a single semester but may stretch across two semesters within a single academic year.

70. The teaching materials for each module shall be developed and approved through academic quality assurance processes prior to being offered.

D. CODING OF MODULES

71. Modules shall normally be coded by a system prescribed by the University.

E. DELIVERY OF MODULES

72. The programme requirements may indicate specific core modules which must be passed at each level and any other requirements for progression or for successful completion of the programme.

73. Only one level may be assigned to a module, and the modules for each level shall be clearly differentiated by separate learning outcomes.

74. At the beginning of each module students shall receive a module description and a module outline from the lecturer responsible for the delivery of the module. The lecturer shall also communicate to the students the modes of class communication, teaching and learning strategies to be used in the module, and the assessment procedure to be used. The information provided to the students shall comprise of the following:

- a) The aim(s) of the module;
- b) The intended learning outcomes of the module;
- c) The detailed schedule of topics to be covered;
- d) The teaching and learning methods;
- e) The schedule for continuous assessment;
- f) The assessment weighting and criteria;
- g) The list of main resources.

F. ELECTIVE MODULES

75. The programme requirements may set some modules as electives which the students choose to follow to complement their different specialisations to accomplish the level.

76. All students shall be required to register for the elective modules as stipulated in the programme specifications. The programme leader shall take the responsibility of informing students at the end of the previous and at the beginning of each semester, of the elective modules that will be offered in that semester.

77. No student shall be allowed to change an elective module after the second week of the beginning of the semester.

G. PRE-REQUISITES FOR ADVANCED MODULES

78. A programme may specify some modules as pre-requisites. Programme specifications may also allow concurrent registration of certain modules.

79. Where stated in the validated Programme Specification, certain modules may be designated as prerequisites which have to be passed before taking the advanced specified module.

80. No student shall be allowed to undertake internship and action research module/industrial attachment, if she/he has failed any of the other modules.

SECTION V: ASSESSMENT

81. The purpose of assessment is to measure the achievement of the intended learning outcomes. The form(s) of assessment for any module shall be appropriate for this purpose.

82. Modules are assessed by coursework and by a final assignment or examination at the completion of the module. Assessment by coursework may include assignments, tests, quizzes, and practicals carried out during the teaching weeks, where grades are provided before the final examination.

83. Students will normally receive feedback on their performance in coursework before the next assessment on the same module.

84. A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved.

85. The pass mark for all levels shall be 50%. No supplementary examinations shall be allowed; however, special examinations within the same academic year may be considered on merit of individual cases.

86. All assessment, module and programme marks shall be presented as percentage scores. Continuous assessments shall make up 50% of the module score while the final assessment shall make up 50% of the module score.

A. ATTENDANCE

87. Attendance at seminars, practical sessions, tutorials and face to face sessions is obligatory where applicable. Attendance will be monitored as agreed by the School.

88. Students who attend less than 85 per cent (85%) of such sessions will be considered as not having achieved the modules learning outcomes and will not be allowed by the Dean of the School to sit for the final examination. Such students shall be deemed to have failed that module and shall be awarded a zero (0) grade.

89. Except under special circumstances permitted by the University, students who fail all modules in a semester due to absence from seminars, practical sessions, tutorials and face to face sessions shall be considered to have absconded and shall therefore be discontinued.

90. Submission of coursework by the due date and attendance at examinations and in-course tests is obligatory. Non-submission, late submission or non-attendance will lead to a mark of zero for the assignment or examination unless adequately justified.

91. A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless authorised absence or any other valid reason in the light of the student's circumstances.

B. CONTINUOUS ASSESSMENT

92. Continuous assessment shall comprise all tests, quizzes, practicals and assignments carried out during the progress of the module.

93. Students should receive formative feedback on their performance in continuous assessment before the next assessment on the same module.

94. The final continuous assessment marks shall be made available to the students not less than one week before the beginning of the examination period.

C. FINAL EXAMINATION

95. Only students who have fulfilled the requirements for sitting for the final examination shall be allowed into the examination room.

96. A ten-credit module shall be assessed by one two-hour examination while a twenty-credit module shall be assessed by a three-hour examination. The assessment of modules of other weighting shall be in proportion to their size.

97. All assessments shall be moderated internally to ensure compliance with the standards.

D. INTERNAL AND EXTERNAL MODERATION

98. All final examinations must be moderated by internal and external examiners as follows:

- a) The examination papers and marking schemes shall be reviewed at the departmental level by a team comprising module leaders and subject experts;
- b) The internally moderated examination papers, the corresponding marking schemes and the module description shall be sent to the external examiners for review by the end of the ninth week of the semester. External examiners' feedback shall reach the Department by the end of the tenth week of the semester;
- c) Once reviewed and returned, the examination may be finalized by the internal examiners;
- d) After the examination, the internal team of moderators shall meet to remark borderline cases;
- e) In case where external examiners are unable to come to the School, a sample of 15% of the examination scripts of each module with top, middle and low scores shall be sent to them so that they can assess the performance in the module;
- f) Each external examiner shall prepare a report on the performance in the module and send it to the Department Director of Academic Quality Assurance.

E. CONFLICT OF INTEREST

99. No member of academic staff shall engage in any form of assessment of a student with whom she or he has a close relationship, nor shall she or he be a member of a Board of Examiners considering such a case. Should a Head of Department or a Dean of School be involved, a substitute shall be appointed by the Dean of School or Department HOD, respectively. A member

of academic staff is required to excuse her/himself if she/he feels her/his impartiality might be compromised.

F. REGISTRATION FOR EXAMINATIONS

100. A student who is registered for a programme and has subsequently undergone instructions as required shall register to take examinations in the programme she/he was admitted to.

101. Unless otherwise indicated, a student registered for a module shall sit for an examination. The place and time shall be prominently advertised not later than two weeks before the commencement of the examination period.

102. All examination cards shall be numbered and issued upon registration for examination. The student registration number together with the examination card number shall be written on every examination booklet.

G. CONDUCT OF EXAMINATIONS

103. The final examinations shall be held during periods specified in the academic calendar.

104. All examination papers shall be set according to University's approved format and shall be subjected to internal moderation and external evaluation.

105. For each examination, there shall be a Chief Invigilator supported by other academics as invigilators who shall be appointed by the office of the Director of Academic Affairs in consultation with the Deans of the Schools. The Chief Invigilator shall not be the module leader of that particular module. The Module Leader, however, shall be expected to be available in case of module specific problems.

106. There shall be one invigilator for every thirty students, and minimum of two invigilators for every examination room.

107. The Chief Invigilator shall allow ten minutes prior to the commencement of any examination to read all necessary instructions, allow students to fill their details on top of their respective answer booklets.

108. At the beginning of an examination, the Chief Invigilator shall remind students of the length of the examination, and read other instructions. Students shall be told how much time remains at the end of each hour, then 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

109. Students shall not enter an examination room after the examination has started except with the permission of an invigilator, but not beyond 15 minutes of the commencement of the examination.

110. Students shall carry into the examination room their valid student identity cards and examination cards both of which shall be displayed on their examination desks at all times for inspection by invigilators. They must also sign an Attendance List which must be verified by an invigilator.

111. Any student needing to leave the examination room for an unavoidable reason during an examination, and with the intention of returning, must be accompanied by an invigilator of the same sex.

112. A candidate who finishes an examination ahead of time may leave the examination room provided at least one hour has elapsed since the start of the examination and after handing in her/his answer booklet (s) to the invigilator. The candidate shall not be allowed to return to the examination room while the same examination is still in progress.

113. No candidate shall be allowed to leave the examination room during the last fifteen (15) minutes of an examination

114. All other matters pertaining to the management of examinations shall be found in the DPHU's *Examination Code of Conduct*

H. USE OF UNAUTHORISED MATERIALS IN AN EXAMINATION ROOM

115. Except where specified, students shall not bring into the examination room any books, papers, programmable calculators with text facility or mobile telephones or any other unauthorized materials and gadgets. Contravention to this article shall be considered as cheating or malpractice and will be subject to disciplinary actions and may lead to dismissal

I. CHEATING AND OTHER EXAMINATION IRREGULARITIES

116. Any kind of cheating is a serious disciplinary offence and may render a student liable to failing an assignment, an examination, a module or a level, and to temporary or permanent exclusion from the University.

117. Cheating includes (but is not confined to) plagiarism, copying another's work, collusion between students in the production and submission of documents which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

118. Talking among candidates or looking at each other's work shall not be permitted in examinations.

119. Students who help or conspire or collude with someone to cheat shall be held equally responsible and shall receive the same penalty.

120. Should an invigilator catch a student in possession of unauthorized materials, the following steps will be taken:

- a) The materials as well as the examination answer booklet shall be confiscated as documentary evidence for the hearing;
- b) The student shall then be issued with a fresh booklet on which the time of issue shall be recorded, and allowed to continue writing the examination;
- c) The incident shall be recorded on the Examination Incident Report Form to be signed by both the Chief Invigilator and one of the other Invigilators in the same room;
- d) At the end of the examination and after collecting all examination materials and dismissing all the other students, the offending student, shall be asked to comment and sign on the Examination Incident Report form, which will be submitted to the Director of Academic Affairs, with copies to the relevant School Dean and Head of Department, immediately after the exam, not later than 48 hours after the occurrence of the incidence;
- e) The student shall be permitted to continue writing the remaining examinations. The evidence collected and the written statements of the invigilators and student shall then be submitted to the Ad hoc Committee for deliberation. The Committee shall review all reports received in connection with examination cheating or malpractice. If the student is thereafter found guilty, the Committee shall recommend an appropriate penalty with reference to the present regulations.

121. Where an Invigilator or Examiner detects or suspects cheating on the part of a student, she/he shall be required to submit to the relevant Head of Department a written report about any instance of a breach of Examination Regulations. This must be done as soon as possible but not later than 48 hours after the cheating has been detected. Evidence to support the charge must be provided.

122. If the Head of Department is satisfied that there is a case to answer, she or he shall send copies of the evidence to the Dean of School, the Department HOD and the student within three working days of the receipt of the case. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defense or justification in writing.

123. An ad hoc Committee constituted by the Dean and comprising of the originator of the charge, the Head of Department and another senior academic of the School shall consider the evidence and the student's response, decide whether it appears that cheating has occurred and recommend a penalty, which may/may not be confirmed by the School Council.

124. If a student wishes to appeal against the penalty, she or he shall have a right to a hearing by a relevant Appeals Committee constituted by the HOD. The student may bring a witness to support them. If the verdict is confirmed by this hearing, a higher penalty may be imposed.

125. If the student makes such an appeal and then fails to attend the hearing, it may be held in their absence, the evidence reviewed, and the penalty reconfirmed or varied.

126. The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination, though in either case a higher penalty may be imposed at the discretion of the committee if the offence appears grave. Subsequent offences shall lead to a temporary or permanent exclusion from the University, in accordance with the gravity of the offence.

127. A permanent exclusion penalty shall be imposed on a student who will have been found guilty of attempting to harass or to corrupt a lecturer in order to gain advantage.

128. Penalties shall be classified in three categories in accordance with the gravity of the offence as determined by the Committee:

- a) Category one: a zero mark on the examination or assessed work in question;
- b) Category two: suspension for a period of two (2) years;
- c) Category three: expulsion from the University.

129. Plagiarism of any kind will not be tolerated. For purposes of the University, plagiarism shall be defined as the deliberate, unauthorised significant use or close imitation of language, graphics, presentation, or expressed thoughts of another author, and the presentation of them as one original work and without crediting the author

130. When plagiarism is proven for any component of a written assignment, presentation, project report for an undergraduate degree that has been submitted for summative assessment, the student shall be deregistered and expelled from the university. She/he may be awarded whatever subsidiary qualification she/he may have earned by the credits accumulated

131. When incidents of improper or missed citations bordering on plagiarism but deemed to be unintentional in nature are found, the student shall be awarded a grade of zero on the assignment, presentation, or project report.

132. Where plagiarism or other cheating is discovered in a project after the award of a degree, a hearing analogous to an appeal hearing shall be held to consider it. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in their absence. If the charge is proven, the degree will be withdrawn by the University Senate. In this case the student has a right of appeal to a hearing convened by the Chair of Senate.

133. Where a draft project work is submitted to a supervisor purely for comment rather than for the award of marks or credit, and plagiarism or another form of cheating is suspected, no technical offence has been committed because there is no attempt to obtain grades or credit dishonestly. However, the supervisor must warn the candidate.

134. A record of any proven charges of cheating, attempted cheating, or collusion in cheating and the penalty awarded, shall be held on the student's file for future reference.

J. FAILURE TO SIT FOR AN EXAMINATION

135. If it is deemed to be absolutely necessary, a student shall make a written request to the relevant Dean to be absent from an examination, producing evidence of circumstances that make it impossible for her/him to sit for it. Such a request may be granted on provision of valid evidence. Such cases include but are not limited to debilitating illness or handicap, which may require time to overcome, difficult pregnancy, birth, or because of illness or death of a close relative (parent, child, spouse, siblings on first lineage and in-laws) or a dependent. Other kinds of reasons may be given, and the final decision shall be taken by the Dean of the relevant school.

136. An application may also be submitted within 48 hours of the failure to sit for an examination. In addition, a student must explain, with evidence, why it was not possible to make the application before the date of the examination. Applications submitted later than 48 hours after the examination shall be exceptional and must be addressed to the Department HOD.

K. MANAGEMENT OF SPECIAL EXAMINATIONS

137. A student who misses an examination may apply for a special examination and provide justifiable reasons with supporting documents. Special examinations are not an automatic right.

138. If an application for a special examination is not successful, the student shall be deemed to have failed the exam.

139. The session for special examinations, shall preferably be after the regular semester examinations preceding the next academic year, as indicated in the Senate approved academic calendar.

140. Final year students shall be allowed to sit for special examinations in the specific session designated for special examinations.

L. GRADING SYSTEM

141. The marks awarded for each module shall be converted into grades before they are presented to the Department Academic Council, and results transcripts shall show both marks in percentages and letter grades. All marks shall presented with two decimal places. The guide for the grading system shall be as follows:

Marks	Letter Grade	Grade Points
80-100	A	5
70-79.99	B+	4
60-69.99	B	3
50-59.99	C	2
0-49.99	F	0

142. Module leaders shall submit module grades to programme leaders who shall be responsible for presenting them to the School Council at time specified in the academic calendar.

143. Each student shall earn a specified number of credits for each module passed. No credit shall be earned by a student in a failed module.

M. EXAMINATION BOARD AND RELEASE OF RESULTS

144. The School Council shall constitute itself into an Examination Board to consider student results and determine whether students may proceed or not. The meeting of the Board shall be chaired by the Dean or her/his nominee and shall consist of all academic staff members of the School, all programme leaders, and a member of staff from the Department Academic Quality Assurance Office. The quorum for such meetings shall be three quarters of the total membership.

145. The Board of Examiners shall consider results, performance and progression of all students. Marks awarded for each module will be provisional, and shall be released as such after consideration by Board. Final marks are confirmed only after approval by the Department Academic Council.

146. In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favourable to the student shall be taken.

147. The details of the Board's deliberations are confidential and shall not be conveyed to any student or any other person outside the Board.

148. The Minutes of the Board shall be passed to the Department HOD for onward transmission to the Academic Council and thereafter to the University Senate for ratification.

SECTION VI: PROGRESSION

149. The minimum credits for progression from year 1 to year 2, year 2 to year 3, and 3 to year 4 shall be 100 at each year for full-time students. Students allowed to progress shall retake any failed module the next time it is offered; at validation, programmes may set higher requirements for progression.

150. Part-time students shall be permitted to progress to a pattern of study in the following year, which shall include some modules from the next higher year when they have achieved at least 80 credits at the previous year. However, they must include all the modules from the lower year, which have not yet been passed. Part-time students may seek academic advice before committing themselves to module choices for the new academic year.

151. At minimum, students should in addition have reached the level of a pass on the English language competency to progress from year 1 to 2; at validation, programmes may set higher requirements for progression.

152. In exceptional circumstances, a student who is otherwise qualified to progress but has failed English language module, may be permitted to progress to year 2. However, no student shall be permitted to progress beyond year 2 if they have not passed the English language module. Programmes may, at validation, set additional requirements for progression.

153. Where stated in the Programme Specification, certain modules may be designated 'core', and progression to the next year shall not be permitted until these modules have been passed.

154. Failure to pass modules because coursework with mitigation or exceptional extension is still outstanding, or because the date for the special examination has not yet been reached, shall not preclude students from progressing to the next year.

155. Students who are not allowed to progress to the next level will be allowed to register as part-time students and repeat the modules they have failed. In this case, students' transcripts will show the module as being failed at first attempt and retrieved when repeated or when the year is re-taken.

156. Students who fail modules which are not core to progression, shall be allowed to repeat them as many times as possible as long as the maximum registration for the programme in which they are registered is not exceeded. The maximum registration period is $N+2$ where N is the minimum normal registration period for a programme, as shown below:

- a) 5 years for a diploma programme
- b) 7 years for Bachelor's degree programme
- c) 2 years for a postgraduate certificate
- d) 3 years for a postgraduate diploma
- e) 4 years for a Master's programme

157. In case the failed module is core to progression, then it can only be repeated once.

158. Students who fail modules at any year after reaching the maximum number of years of registration are not allowed to repeat the failed modules. Therefore, shall be discontinued. They may be awarded whatever subsidiary qualification they have earned by the credits they have accumulated.

159. In some modules, the nature of the module will be such that retrieval of failure can only be by means of repeating the module (e.g. laboratory-based modules). Such modules shall be designated as ‘repeat only’ in published module descriptions.

160. With the agreement of the Dean, in cases where electives are permitted, a student required to repeat a module may be allowed to choose a substitute module, subject to programme requirements and availability. In such cases, the student shall be required to attend the module in full and complete all the assessment requirements. In a case of failure, the substitute module shall be considered as if it was being repeated.

161. A student who is discontinued from studies on academic grounds shall not be allowed back to study in the same programme. However, she/he may apply for a fresh admission in another programme if she/he meets the admission criteria for that programme.

162. Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the School will normally be expected to make a provision for a further opportunity for a student to satisfy the programme requirements equivalent to that required for academic components of the programme.

163. Where a student’s performance in relation to professional requirements is considered irredeemable following a further opportunity to satisfy the programme requirements but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the Programme Specification.

SECTION VII: APPEALS

164. Students have the right to appeal to the Chairperson of the School Council if they are not satisfied with their grades. The appeal shall be considered by a committee consisting of the relevant Head of department, the Module leader (or another academic member of the programme team if the Module Leader is the marker) and one other academic member of staff with relevant knowledge. The committee shall change or confirm the grade.

165. There shall be no appeal against academic judgment provided there has been internal and external moderation of grades. Students may appeal against a grade only on the grounds of factual error in the marker’s comments, demonstrable bias, or maladministration of the process.

Such an appeal shall be lodged in writing within one week of the mark being published and shall be supported by evidence.

166. For all appeals, a student must pay a fee prescribed in the approved schedule of fees, which shall be refunded only if the appeal is successful. Student's appeal shall be considered successful, if the re-mark leads to an upward change in the marks awarded. The mark awarded on re-marking shall override any previous mark irrespective whether it is lower or higher

SECTION VIII: FIELD/INDUSTRIAL ATTACHMENT/INTERNSHIP

167. Unless indicated in the Programme Specification there shall be a component of field work or 'workplace based learning' in all programmes, either industrial attachment, clinical placement or internship, whichever may be applicable.

A.INDUSTRIAL ATTACHMENT

168. For specified Diploma/Degree programmes, there shall be compulsory industrial attachment periods spread over the academic year as stipulated in the program specification, and conducted in accordance with approved industrial attachment guidelines.

169. Industrial attachment is a credit rated module and shall be assessed as such; the grade obtained shall count towards the final award.

170. No students shall be allowed to graduate unless they have passed their industrial attachment. Students who are not able to complete their industrial attachment for any reason during the specified period shall be required to complete their attachment at their own expense within the next academic year.

171. Each Department shall facilitate students to identify placements for industrial attachments appropriate to their field of study.

172. A student shall complete and return to the Department Industrial Attachment Coordinator, an arrival form signed by both the industrial and School supervisors within two weeks of commencement of industrial attachment.

173. A student must obtain permission to change her/his allocated industrial attachment place before effecting the change. A student who does not go to the allocated place of industrial attachment will be deemed to have absconded and will be required to complete her/his attachment at her/his own expense, within the next academic year.

174. Each student must submit an Industrial Attachment report within three weeks of completing the attachment.

175. Every submitted Industrial Attachment report shall be assessed in accordance with the existing School rules and as stipulated in the programme specification.

176. Industrial Attachment may only be repeated once and a student who fails the Industrial Attachment twice shall be discontinued.

177. Any misconduct or offence as defined in the approved Industrial Attachment Guidelines shall be subject to disciplinary action.

B. INTERNSHIP

178. Internship is conceived as a professional learning bridge between the ending of pre-service professional preparation and the first year of professional activity. It is an extended professional placement in which interns are expected to consolidate their knowledge and experience across all facets of their profession (medical doctor, engineer, pharmacist, teacher etc.).

179. There shall be an internship module to empower interns to have a deep understanding of the profession and its challenges. It will enable them to improve their thinking skills, attitudes, techniques and strategies required by the profession.

180. Internship shall be conducted once or in a number of sessions as required by the programme of study and for a duration stipulated in the programme specification.

181. During internship, each intern shall be supervised and advised at least twice a month by a supervisor from the institution where the intern is attached and a supervisor from the relevant School. The first session will be allocated to orientation, observation and advice.

182. A student who is absent from internship for more than two weeks without valid reasons shall have her/his internship and action research cancelled. In this case, the mentor and the supervisor shall inform the Coordinator of internship in writing. The Coordinator of internship shall then write a detailed report to the Academic Director who shall inform the Department HOD, in writing, for appropriate action.

183. Each intern shall be assessed in accordance with the internal guidelines in place specific to each Department.

184. To pass an internship, a student must score at least fifty percent (50%) for an undergraduate or 60% for a postgraduate programme. However, specific programmes may set higher requirements.

185. A student who fails her/his internship module shall repeat it the following academic year.

186. A student who fails internship for the second time shall be discontinued from the DPHU.

SECTION IX: UNDERGRADUATE FINAL PROJECTS AND MASTER'S DISSERTATIONS

A. UNDERGRADUATE FINAL YEAR PROJECTS

187. Except where specified in the programme documentation, undergraduate final projects are an integral and compulsory part of the programmes. They must be submitted by the time specified, which will be no less than four weeks before the end of the academic year. No late submission shall be accepted.

188. Where it is appropriate to the discipline or field of study and specified in the programme documentation, a final year project may be a construction, performance, investigation, compilation, experimentation, action research or any other work which must be accompanied by a reflective written account of a length specified in the validated Programme Specification.

189. Unless otherwise stated in the Programme Specifications, all projects shall be the student's individual work.

190. The conduct, supervision and assessment of final year projects shall be determined in a specific project handbook.

B. MASTER'S DISSERTATIONS

191. A Master's dissertation is expected to be at the forefront of knowledge in the specific discipline or area of practice. Unless otherwise stated in the Programme Specifications, a Master's dissertation must be a student's original individual work.

192. Students shall be assigned a supervisor upon qualifying to undertake research for the dissertation.

193. The rules and regulations governing the conduct, supervision, and assessment of Master's Dissertations shall be determined in a specific Master's dissertation handbooks or may be found in *DPHU Framework and Regulations for Higher Degrees by Research*.

SECTION X: CLASSIFICATION OF AWARDS

194. The credit and grade requirements for the award of degrees, diplomas and certificates, the honours classification and the award of distinction where appropriate, shall be as specified in the National Qualifications Framework.

195. The classification of a diploma/degree award shall be based on the cumulative average mark. All cumulative average marks will be presented with two decimal places.

196. The classification of honours degrees awards shall be as follows:

- a) **First Class Honours** will be awarded to a candidate who has achieved a cumulative average mark between 80 and 100 per cent in all modules in the last six semesters and no mark lower than 65 per cent in each module. For the purposes of calculating an award with First Class Honours, all calculations shall be based on a candidate's performance in their first attempt on all modules.
- b) **Second Class Honours, Upper Division** will be awarded to a candidate who has achieved a cumulative average mark between 70 and 79.99 per cent in all modules in the last six semesters, and no mark lower than 60 per cent.
- c) **Second Class Honours, Lower Division** will be awarded to a candidate who has achieved a cumulative average mark between 60 and 69.99 per cent in all modules in the last six semesters.
- d) **Pass** will be awarded to a candidate who has achieved a cumulative average mark between 50 and 59.99 per cent in all modules in the last six semesters.

197. The classification of diploma awards shall be as follows:

- a. **Distinction** shall be awarded to a candidate who has achieved a cumulative average mark of between 80 and 100 per cent in all modules in the last four or six semesters, depending on the type of diploma programme a student is enrolled in, and no mark lower than 65 per cent in each module. For the purposes of calculating a diploma award with distinction, all calculations shall be based on a candidate's performance in their first attempt on all modules.

- b. **Credit** shall be awarded to a candidate who has achieved a minimum average mark between 60 and 79.99 per cent in all modules in the last four or six semesters, and no mark lower than 55 per cent in each module.
- c. **Pass** shall be awarded to a candidate who has achieved a cumulative average mark between 50 and 59.99 percent in all modules in the last four or six semesters whichever is applicable.

198. There shall not be classification of awards for undergraduate health profession, veterinary medicine and all postgraduate certificates, diplomas and degrees.

SECTION XI: HOD'S ROLL OF HONOUR

199. Each Department shall recognize excellence in performance by Undergraduate students after each semester of learning, teaching, and assessment. A student who completes her/his modules

206. An academic transcript for each student shall be made from the school consolidated mark sheet by the Office of the Director of Academic Affairs and shall be kept in the student's file. The transcript shall be signed by the Director of Academic Affairs and the Department HOD.

207. University certificates shall be signed by the Vice Chancellor and the University Registrar, and shall bear the University seal.

208. No academic document shall be issued to students without clearance from the Director of Student Welfare, the Head of Department, Director of Library, Director of Finance, the Dean of the relevant School. The clearance document duly signed is submitted to the Director of Academic Affairs for issuance of official academic documents.

209. In case of loss or damage of a certificate, the concerned graduate may request a duplicate by fulfilling the following conditions:

- a. Pay a fee indicated in the approved fee structure;
- b. Bring the damaged certificate to the Office of the University Registrar in the case of a damaged certificate;
- c. Submit a police statement of loss in the case of a lost or stolen certificate.

210. In case of change of names after graduation, graduates shall not be issued duplicates of their certificates.

