A. **GENERAL RULES**

The School Rules should be read in conjunction with the University Rules (G-Rules), Faculty of Science and Agriculture Rules (FSA-Rules) and, except where otherwise stipulated by the School, should hold good for the individual departments.

B. **RULES FOR UNDERGRADUATE STUDY PROGRAMMES**

**ADMISSION**

**SAES1**

G24 applies. The rates of matriculation certificate, National Senior Certificate and Recognition of Prior Learning Policy will be used for admission purpose.

1.1 Matriculation certificate admission points

1.1.1 Bachelor of Science Agriculture (B.Sc. Agric.)

For admission to the B.Sc. Agric. Program in any of the four Departments namely Animal Production, Plant Production, Soil Science or Agricultural Economics a student must have Mathematics and Physical Science with at least symbols D (SG) and E (HG). Other subjects considered for admission are Biology, Agricultural Science, Geography, Accounting or Economics (Table 1).

1.1.2 Bachelor of Science Environmental and Resource Studies

For admission to this study program matriculation exemption with at least a score of 18 points is required. To be admitted a student must have at least D (HG) in Geography, E (HG) in English and E (SG) in Mathematics. Other subjects considered for admission are Physical Science, Biology, Agricultural Science, Accounting or Economics (Table 1).

**Table 1** List of subjects and symbols as presented in the matriculation certificate

<table>
<thead>
<tr>
<th>Subject</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>Points</th>
<th>Bonus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>SG</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Physical Science</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>SG</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Biology</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SG</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Science</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SG</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Geography</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>SG</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
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<td>SG</td>
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<td>7</td>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>HG</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SG</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*Bonus points will be given for Mathematics and Physical Science only.

1.2 National Senior Certificate (NSC) admission points

1.2.1 Minimum admission requirements for B.Sc. study programmes

For a student to be admitted into the B.Sc. Agric or B.Sc. Env. study programmes s/he should have a final minimum score of 22 points based on subjects listed and rated in the National Senior Certificate. In accordance with the rating (Tables 2 and 3), the final score will be calculated using the following criteria:

1) Rating of at least three in Mathematics and Physical Science.
2) Rating of at least four in two selected subjects \textit{viz.} Agricultural Sciences, Geography, Life Sciences, Information Technology, Economics, Accounting, or Business Studies and
3) Rating of at least four in English and any other language.
4) Rating of at least four in any other language.

Table 2 Minimum admission scores

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Grade 12 Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>Life Orientation</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Other 1 (item 2 above)</td>
<td>4</td>
</tr>
<tr>
<td>Other 2 (item 2 above)</td>
<td>4</td>
</tr>
<tr>
<td>Other 3 (item 4 above)</td>
<td>4</td>
</tr>
<tr>
<td>LEAST APS SCORE</td>
<td>25</td>
</tr>
</tbody>
</table>

Table 3 Descriptions of the National Senior Certificate Rates and Admission Point Scores*

<table>
<thead>
<tr>
<th>NSC rate</th>
<th>NSC rate (percentage)</th>
<th>Admission point score (point rate)</th>
<th>Admission point score (adjusted percentage)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>80 – 100</td>
<td>7</td>
<td>80 – 89</td>
</tr>
<tr>
<td>7</td>
<td>70 – 79</td>
<td>6</td>
<td>70 – 79</td>
</tr>
<tr>
<td>6</td>
<td>60 – 69</td>
<td>5</td>
<td>60 – 69</td>
</tr>
<tr>
<td>5</td>
<td>50 – 59</td>
<td>4</td>
<td>50 – 59</td>
</tr>
<tr>
<td>4</td>
<td>40 – 49</td>
<td>3</td>
<td>40 – 49</td>
</tr>
<tr>
<td>3</td>
<td>30 – 39</td>
<td>2</td>
<td>30 – 39</td>
</tr>
<tr>
<td>2</td>
<td>0 – 29</td>
<td>1</td>
<td>0 – 29</td>
</tr>
</tbody>
</table>

1.3 Recognition of Prior Learning (RPL)

The RPL policy of the UL will be applied to admit qualifying students into the Undergraduate programmes.

1.4 The final selection for admission will be based on academic merit and must be approved by the School Management Committee.

REGISTRATION
CREDIT FOR MODULES PASSED/ADMISSION TO A SUBSEQUENT MODULE

SAES3
G25 applies.

3.1 Limitation on enrolment for modules at subsequent levels
3.1.1 Second year level: a student shall not be allowed to take any module at second year level unless s/he has obtained 50% of the total credits prescribed at first year level.
3.1.2 Third year level: a student shall not be allowed to take any module at third-year level unless s/he has obtained 100% of the total credits prescribed at first-year level and 50% of the total credits prescribed at second-year level.
3.1.3 Fourth year level: a student shall not be allowed to take any module at fourth year level unless s/he has obtained 100% of the total credits prescribed at second year level and 50% of the total credits prescribed at third-year level.
3.2 Year status
Subject to G25.2 a student must have obtained credit for at least 75% of the total credit in a particular level before being admitted to the status of the subsequent level.

RENEWAL OF REGISTRATION

SAES4
G26 applies.

4.1 A full-time student who, after having been registered for a full academic year, has not been able to accumulate any credits, will not be able to renew his/her registration.
4.2 A full-time student who, after having been registered for two years at a specific year level for a qualification at this or any other residential university and has not yet obtained subsequent year status according to the conditions explained under Rule G25.2, will only be enrolled as a student subject to the stipulations under Rule G26.4.
4.3 A full-time student who, after having been enrolled for a period of two years exceeding the minimum period of attendance of a qualification as stipulated under Rule G10, and is still not in a position to complete his/her qualification in one more additional year, will not be allowed to register again, subject to the stipulations under Rule G26.4.
4.4 A student who was excluded from the University under Rules G26.2 and G26.3 may apply for readmission after the outstanding credits were obtained from another accredited Institution of higher learning and subject to the stipulations under Rule G8. In the case of students affected by Rule G26.3, application for readmission will be for the purposes of degree conferment.
4.5 A student who, for some one or other reason, has been expelled from another institution shall not be registered.
4.6 The period of study completed at a Tele-institution will be equated with a period of full-time study for purposes of applying Rules G26.2 to G26.4.

STATUTORY REGISTRATION

SAES5
G27 applies.

MINIMUM AND MAXIMUM PERIODS OF ATTENDANCE

SAES6
<table>
<thead>
<tr>
<th>STUDY PROGRAMME</th>
<th>PERIODS OF ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM</td>
</tr>
<tr>
<td>B. Agric. Management</td>
<td>3 years</td>
</tr>
<tr>
<td>B.Sc. Agric.</td>
<td>4 years</td>
</tr>
<tr>
<td>B.Sc. Env.</td>
<td>3 years</td>
</tr>
</tbody>
</table>

Failure to complete the study program within the maximum period of attendance results into the application of G26.3.

CHANGE OF PROGRAMMES AND SIMULTANEOUS REGISTRATION

SAES7

G11 applies, with the following additions:

7.1 Where the composition of a programme or module changes substantially, the student shall be required to register under the new programme or module, whether or not such a student has interrupted his/her studies.

7.2 A student who excels in B. Agric. Man. study program during his/her specified period of study may convert to the B.Sc. Agric. study program with special recommendation from the School Management Committee.

7.3 Changes from one program to another from within the School, Faculty or any other Faculty will be based on previous performance of the student and must be approved by the School Management Committee.

RECOGNITION OF ATTENDANCE FROM OTHER INSTITUTES OF HIGHER LEARNING

SAES8

G8 applies.

COMPOSITION OF STUDY PROGRAMMES

SAES9

The undergraduate programmes within the SAES are indicated from section 9.1 to 9.8.

ASSESSMENT STRATEGY

SAES10

10.1 Continuous assessment

10.1.1 All registered students in a particular module will be provided with a complete module outline on the first contact week.

10.1.2 Assessment must be based on the assessment criteria as prescribed in the modular description and module outline.

10.1.3 A minimum of two tests must be written in a module subject to 10.1.2.

10.1.4 A student has the right to receive timeous feedback on all forms of assessment subject to 10.1.2.

10.2 Admission to summative assessment (final examination)

G13 applies

10.2.1 To be admitted to the summative assessment, a student must have obtained a formative assessment mark of at least 40% in each module.

10.2.2 Summative assessments will be written in all prescribed modules and exit modules will be externally moderated.

10.2.3 When calculating the final mark following a summative assessment, the differential contribution of the formative and the summative assessment marks are 60% and 40%,
respectively.

10.2.4 Irrespective of the final mark achieved, a student must obtain at least a sub-minimum of 40% in the summative assessment.

10.2.5 Scripts shall be forwarded to the Examination Office when marks are submitted to the School Administration Office.

10.3 Expected behaviour in written assessments

10.3.1 Students shall take their seats at least twenty (20) minutes before the commencement of the test/examination.

10.3.2 Students will not be allowed into the examination hall in instances where such students are more than thirty (30) minutes late.

10.3.3 Students shall produce their student cards as they enter the examination hall and shall keep such cards on display on the desk next to their seat number.

10.3.4 Students shall complete the attendance register at the beginning of each session, before writing the examination otherwise they will be marked as having been absent from the examination of that session.

10.3.5 Students shall be required to fill in the required particulars on the answer book in full and shall number such books correctly in instances where more than one book is used for the examination in each session.

10.3.6 Students shall not be allowed to leave the examination hall within an hour after the commencement of the examination during each session.

10.3.7 Students who leave the examination hall during an examination session and return with the express intention of continuing with the examination in progress, will not be permitted to do so.

10.3.8 Students shall be permitted to leave only with the express purpose of responding to the call of nature, and to return to the examination hall during a session and then only if under escort and supervision of an invigilator.

10.3.9 Students shall bring to the examination hall a student card, pens, pencils, ruler, eraser ink and calculator only. No borrowing of material is permitted among students.

10.3.10 Only material that is required by the School to assist the students in the examination shall be indicated on the particular examination question paper.

10.3.11 Students shall not communicate with each other during the examination. The only communication that is permitted in an examination hall is between the student and the invigilator.

10.3.12 No smoking is allowed in the examination hall nor shall students be allowed any smoking break during an examination session.

10.3.13 No cell phone nor any other unauthorized communication device is allowed to be operative inside an examination hall or during the examination period without the express permission of the invigilator.

10.3.14 Failure to observe the rules of examination may lead to the application H14.

SUPPLEMENTARY ASSESSMENT

SAES11

G14 applies.

11.1 The format of a supplementary assessment shall be the same as that of the summative assessment and for exit modules is subject to external moderation.

11.2 Conditions for the granting of a supplementary assessment in any specific module are dealt with as stipulated in Rules SAES11.3 and SAES11.4.

11.3 Students who obtain a final mark between 45% and 49%, both inclusive, will be permitted to write supplementary assessment in the module concerned.

11.4 If the final mark achieved in a module is 50% or more, but the summative assessment mark is below 40%, the student will qualify for a supplementary assessment.

11.5 Unless otherwise decided by Senate, supplementary assessment will be a flexible system within a reasonable period after the standard assessment.
Calculation of the final mark following a supplementary assessment will be the same as that after
the summative assessment with the supplementary assessment mark substituting the summative
assessment mark. The maximum final mark allocated can only be 50%.

SPECIAL SUMMATIVE ASSESSMENT

SAES12
G15 applies.
12.1 A special summative assessment may be granted to a student who has been prevented from
taking the assessment:
12.1.1 By illness, on the day of the assessment or during
or immediately before that assessment; provided that a
medical certificate from a registered medical practitioner
or registered traditional healer is submitted to the
satisfaction of the School; or
12.1.2 As a result of domestic circumstances such as serious illness, or death of a spouse, legal partner,
parent, guardian, child, sibling; provided the student can produce satisfactory proof of such
special circumstances.
12.2 The School shall determine whether the whole or only part of the assessment in the module
concerned shall be done.
12.3 Where a student is permitted to do part of the assessment, the part of the assessment completed
before the illness or relevant circumstances shall remain valid.
12.4 A special assessment may be given immediately after the
cessation of the circumstances that prevented the student from taking part in an assessment or
should be given within 7 days of approval.
12.5 A student who fails to sit for a special summative
assessment shall not have a chance to sit for further assessment in the same module, and shall
re-register such a module.
12.6 Applications for such a special summative assessment
must be made on the prescribed form obtainable from Examination Office within 7 days of the
date on which the
assessment was held.

DEVIAITION FROM STANDARD ASSESSMENT PROCEDURE

SAES13
G16 applies.

ASSESSMENT FRAUD

SAES14
G17 applies.
14.1 The guidelines as stipulated in the Student Code of Conduct will be followed to identify fraud in
the assessment venue. A student, who is suspected of having acted in contravention of these,
will be charged with assessment fraud and tried through a Faculty Student Disciplinary
Committee, as described in the Student Disciplinary Procedure.
14.2 A student charged with assessment fraud shall appear before a Faculty Student Disciplinary
committee within four weeks of the occurrence of the act of infringement.
14.3 Marks obtained in assessment events in all modules registered for, will be withheld pending the
outcome of the disciplinary hearing.
14.4 Plagiarism, as described in the Student Code of Conduct, is considered as assessment fraud. Any
material that is presented for assessment and where plagiarism is suspected will be used as
evidence and Rules SAES14.2 and SAES14.3 shall also apply.
14.5 A student, who presents a fraudulent Sick Certificate for assessment, will enter the same process as that described in Rules SAES14.2 and SAES14.3.
14.6 A student, who has been found guilty of assessment fraud by a Faculty Student Disciplinary Committee, will automatically be deregistered from all registered modules and receive a suspension from the University aligned with the outcome of the Disciplinary hearing.

**ASSESSORS**

**SAES15**
G18 applies. In addition,

15.1 Non exit modules are subject to internal moderation while exit modules are subject to external moderation.
15.2 The School Management Committee will evaluate all assessment reports from both internal and external assessors for quality assurance.
15.3 The Head of Department will ensure implementation of the recommendations in the assessor’s report.

**MINIMUM PASS AND DISTINCTION IN A MODULE**

**SAES16**
G19 applies.

16.1 The minimum pass mark in any module is 50% subject to SAES10.2.4.
16.2 A module is passed with distinction when a mark of 75% or more is obtained.

**FAILURE OF A MODULE**

**SAES17**
G20 applies.

17.1 A student is regarded as having failed a module if:
17.1.1 S/he does not fulfil all the requirements in the module concerned.
17.1.2 S/he does not meet the sub-minimum requirements in certain parts/ divisions/ papers of the assessment.
17.1.3 His/her final mark is less than 50%.
17.2 Subject to the provisions of Rules G25 and G26, a student shall not be permitted more than two attempts at passing a module even when changing his/her degree programme.

**VIEWING AND REMARKING OF SCRIPTS**

**SAES18**
G21 applies.

18.1 Viewing of scripts:
18.1.1 With the permission of the School Director, a student may view his/her final assessment script together with the marking memorandum, under the supervision of a responsible person appointed by the Director.
18.2 Remark ing of assessment scripts:
18.2.1 An application from a student for the remarking of an assessment script should be submitted in writing on the prescribed form obtainable from Examination Office to the Director of School within two weeks of the assessment results having been issued to students. Requests via the postal service should be by registered mail.

18.2.2 The Office of the Registrar shall make the necessary arrangements with the original external assessor or an alternate assessor for remarking the script.

18.2.3 The prescribed fee per module is to be paid in full by the applicant prior to remarking.

AWARDING OF A QUALIFICATION

SAES19
G23 applies.

19.1 Conferment of a Qualification:
19.1.1 No person shall receive a qualification unless s/he has fulfilled all the requirements prescribed by the Rules for the qualification.

19.2 Awarding of a qualification “with distinction” (cum laude) for Bachelor’s degrees are subject to the following requirements:
19.2.1 The qualification must have been completed within the minimum prescribed period.
19.2.2 An average distinction mark is required over the duration of the study.