

Departmental Rules



A. GENERAL RULES

FSA1

- 1.1 General Faculty Rules should be read in conjunction with the University General Rules and except where otherwise laid down, expressly or by necessary implication, should hold good for the individual Schools.
- 1.2 The Faculty is the custodian of all academic rules in the Faculty. All proposed academic rule changes at Faculty level, must be approved by the Faculty Board before implementation.

B. RULES FOR UNDERGRADUATE STUDY

FSA2

The following rules should be read in conjunction with the General Rules G2 to G6.

- 2.1 A candidate for a degree, diploma and certificate in a School in the Faculty must comply with the conditions and meet the selection criteria as determined by the concerned School and Department.
- 2.2 Upon admission, all students must produce certified copies of their National Senior Certificate (NSC), matriculation or any other relevant certificates.
- 2.3 Upon registration, all students will be provided with the General Calendar and the School Calendar, which provides rules whose compliance, is obligatory. It is the responsibility of the student to be familiar with these rules and all other rules and policies of the University, the Faculty, School and Departments.
- 2.4 In terms of programme entry in the Faculty and the official University timetable:
 - 2.4.1 Official class timetables will be provided upon admission.
 - 2.4.2 The responsibility rests on the prospective student to ensure that proposed modules do not clash on the official timetable.
 - 2.4.3 If a student registers into modules that clash on the timetable and it is discovered at any time, the student will promptly be deregistered from one of the modules, as determined in consultation with the Director of School.
- 2.5 Students may only attend lectures, practicals and tutorials in those modules registered for, subject to Rule FSA2.7.
- 2.6 Students are expected to attend classes, practical sessions and tutorials, if applicable, and to subject themselves to Departmental assessment schedules from the first day of the onset of every module, even if they intend to register, but are for some or other reason not yet registered for the module.
- 2.7 Students shall ensure that they are fully and correctly registered for those modules that they are attending. Service delivery to students attending lectures and subjecting themselves to Departmental assessment schedules in modules that they are not registered for will be terminated by the closing date for late registration in the first semester.

- 2.8 In instances where a student wishes to register into a higher qualification where a lower qualification is a prerequisite, no student shall be provisionally registered or even serviced in modules towards the higher qualification before all requirements for the lower qualification have been obtained.

C. RULES FOR POSTGRADUATE STUDY

FSA3

PROGRAMME COMPOSITION

- 3.1 These rules should be read in conjunction with the General Rules G7 to G11.
- 3.2 Students will enrol in a programme in the Faculty in their first year of study in a specific School. Thereafter students will only be allowed to migrate between Schools, through renewal of registration in another School, under the following exceptional circumstances:
- 3.2.1 If the student wishes to continue with programmes in the second and subsequent year levels that are serviced from Schools other than the one in which he/she originally registered.
- 3.2.2 If a successful application, before the closing date for registration in the beginning of the year, was made to the Director of the School to which the student wishes to migrate to and approved by the Dean of the Faculty.
- 3.2.3 All minimum and other programme specific entry requirements in the School to be migrated to are met.
- 3.3 Students will be allowed to register for modules outside the School or Faculty of registration, provided that:
- 3.3.1 There are no clashes on the timetable.
- 3.3.2 Approval was received from both Directors involved.
- 3.3.3 All the entry requirements for the module in question are met.
- 3.3.4 The module is credit bearing for the qualification that the student is enrolled for.

Assessment and Related Aspects

FSA4

Rule FSA4 should be read in conjunction with the General Rules G12 to G23 and the Faculty Rules FSA4.

- 4.1 Assessment of students shall conform to the Faculty Assessment Policy.
- 4.2 A candidate shall be subjected to formative as well as summative assessment processes. Exemption from certain parts of formative assessment may be granted, as determined by the specific School, provided that:
- 4.2.1 Such students are comprehensively assessed on the overall modular content with a formative mark of at least 60%.

- 4.2.2 It is aligned with the School Assessment Policy and Procedure.
- 4.2.3 The formative assessment mark is derived from approved Departmental rules.
- 4.3 The Faculty, School and Department will make no final marks for any module available to any student. Marks can only be obtained from the Student Records Division.
- 4.4 A student, who qualifies for Special Summative Assessment as defined under Rule G15.1, may undergo the same assessment, in time, format and content, as those students who qualify for the summative assessment.
- 4.5 A final modular mark of 50% or more, as described under Rule G19.1 indicates a pass mark and the student is automatically and fully exempted from such a module. Any final mark below 50%, including 49% is considered a fail as stipulated under Rule G20. The student will be required to repeat the module in full, but the provisions of Rule G8.3.3 may apply, subject to School specific Rules.

B. RULES FOR UNDERGRADUATE STUDY

FSA5

In addition to the rules in this Section, those contained under Sections A and B of the General Rules of the University and Section A of the Faculty Rules also apply.

- 5.2 Students who wish to apply for enrolment into a programme in the Faculty must:
- 5.2.1 Comply with the minimum entry requirements of the Faculty.
 - 5.2.2 Fulfil the particular entry requirements of the School into which they wish to enrol.
- 5.2 Students who do not renew their registration at the beginning of a year, subject to Rules G4.2.2.1 or G26, should comply with the conditions that will apply upon resumption of studies at this Institution. Applications should be directed to the relevant Director of School before the closing date for registration in the beginning of the year.
- 5.3 Students who are affected by Rule G26 may not register their outstanding modules for non-degree purposes in this Faculty.

C. RULES FOR POSTGRADUATE STUDY

FSA6

- 6.1 The rules contained under Sections A and C in the General Rules of the University and Section A of the Faculty Rules apply.

D. RULES FOR HONOURS DEGREE STUDY

FSA7

- 7.1 In addition to the rules in this Section, those contained under Section A, C and D in the General Rules of the University and Sections A and C of the Faculty Rules also apply.
- 7.2 Subject to Rule 34.3, submission and assessment of the Honours Research Project shall be concluded before the end of the academic year in which the student complies with the requirements for the Honours degree, subject to Rule G10.
- 7.3 The general assessment Rules, as described under Rule G12 to G21 of the University and the specific Faculty rule FSA4, all apply to Honours students, except for supplementary assessment, as described under Rule G14, which is not permitted.

E. RULES FOR MASTERS AND DOCTORAL STUDIES

FSA8

- 8.1 In addition to the rules in this Section, those contained under Section A, C, E and F in the General Rules of the University and Sections A and C of the Faculty Rules also apply.
- 8.2 The maximum duration of study as described under Rule G44, G49 and G54 may be extended under the provisions of Rule G28.4 only under exceptional circumstances.