

# CHAPTER 6

## THE CREDIT SYSTEM

Almost all Programmes of Studies at the University are structured on the credit system. A credit is a unit of measure, and programmes are based on the following guidelines.

### 6.1 Credit Equivalence

- (i) 15 hrs of lectures and/or tutorials/seminars: 1 credit
- (ii) 30-45 hrs of laboratory/field work: 1 credit
- (iii) Undergraduate Certificate project: up to 3 credits
- (iv) Undergraduate Diploma project: 3-6 credits
- (v) Undergraduate 3-3½ final year project: 6-10 credits
- (vi) Undergraduate 4 year final year project and Master's project: 6-12 credits

Normally a three-credit module is equivalent to 45 contact hours.

### 6.2 Number of Credits and Contact Hours for University of Mauritius Awards

Type of Programme	Number of credits	Number of contact hours
3-3½ year Undergraduate Degree	100-120	1500-1800
4 year Undergraduate Degree Award	120-130	1800-1950
Undergraduate Diploma	60-70	900-1050
Undergraduate Certificate	30-40	450-600
Postgraduate Certificate	12-18	180-270
Postgraduate Diploma	24-30	360-450
Master's Award	36-42	540-630

“Contact hours” is defined as the amount of direct contact time between the student and the lecturers. Note that the number of credits and contact hours for some Programmes may differ from those indicated due to the nature of the Programmes (e.g. MBA) and/or exigencies of professional/ accrediting bodies.

### 6.3 Credits per Semester/Year

Programmes of Studies abiding by semester regulations:

Maximum credits per semester (including Retake Modules) - 24

Minimum credits per semester - 3 credits

(or as prescribed by the Faculty/ Centre concerned)

Programmes of Studies abiding by yearly regulations:

Maximum credits per year (including Retake Modules) - 48

Minimum credits per year - 6

(or as prescribed by the Faculty/ Centre concerned)

## 6.4 Duration of Programmes of Studies

In general the duration of a Programme of Studies is as follows:

	<b>Normal</b>	<b>Maximum</b>
Certificate:	1 year	2 years
Diploma:	2 years	3 years
3 year Degree:	3 years	5 years
3½ year Degree:	3½ years	5½ years
4 year Degree:	4 years	7 years
Master's (P/T):	2 years	4 years
Flexible:		7 years

## 6.5 Assessment

Students are required to register for modules, which they intend to follow in a given semester/year (Refer to Section 3.4.1).

Each yearly module will be assessed over 100 marks whereas each semester module may either be assessed singly over 100 marks or it may be combined with another semester module and assessed jointly over 100 marks with details as follows (unless otherwise specified):

Assessment will be based on a written examination of 2 to 3-hour duration (normally a paper of 2 hour duration for modules carrying less or equal to three credits, 2½ hour paper for modules carrying 3.5–4.5 credits and 3 hour paper for modules carrying five-six credits) and on continuous assessment done during the semester or year.

Written examinations for modules, whether taught in semester 1 or in semester 2 or both will be carried out either at the end of the semester or academic year depending on the modules and/or Programme of Studies.

**Please refer to “*Guidelines for Processing of Examination Results at UoM*”**

The continuous assessment will count for

- (a) 30% to 40% for all postgraduate programmes unless otherwise specified in the programme structures.
- (b) 20% to 30% for all undergraduate programmes unless otherwise specified in the programme structures.

Continuous assessment may be based on laboratory work, seminars and should include at least two (2) assignments/tests per year per module.

All students should keep a portfolio of all coursework for their respective programme of studies and same should be made available upon request, to the Faculty/Centre Examination Office.

In case students fail to submit the Portfolio to the External Examiners through the Faculty/Centre Examination Office, a penalty of 10% on all Continuous Assessment marks obtained shall apply.

There will be a compulsory class test at the end of semester 1 for all modules taught in semester 1 and which are examined at the end of semester 2 of the given academic year, unless otherwise stated in the Programme Structure.

**Please refer to “Guidelines for Processing of Examination Results at UoM”**

An overall total of 40% for combined continuous assessment and written examination components would be required to pass the module, without minimum thresholds within the individual continuous assessment and written examination. The same criterion will apply for modules being assessed jointly. Note that all overall mark for the two modules will be considered and not the individual marks for each of the two modules.

Some module codes have an ‘R’ at the end [e.g. FREN 2006Y(3)R]. These denote modules, which contain a strong research component and/or a course in research methodology. Such type of modules will be assessed by one Research assignment and continuous assessment carrying up to 60% of total marks and a written examination. Students must obtain a minimum of 50% in the Research Assignment. The Research Assignment will also be marked by a second examiner. For a student to pass, an overall total of 50% (examination, continuous assessment and Research assignment) must be obtained in that module.

Special examinations (e.g. class test) will be arranged at the end of semester 1 or semester 2 for exchange students who have registered only for one semester. In case of yearly modules, credits will be assigned on a pro-rata basis.

### 6.5.1 Non-Submission of Continuous Assessment

Students are required to submit work for continuous assessment by due dates. Failure to do so will normally incur penalties.

Students who fail to submit or take part in continuous assessment for medical or other special reasons shall normally be assessed before the written examinations.

Exceptionally, students who have failed to submit/take part in the Continuous Assessment for medical or other special reasons may be given an additional chance to resubmit Continuous Assessment after the 15<sup>th</sup> Week of the semester.

**Please refer to “Guidelines for Processing of Examination Results at UoM”**

### 6.6 Grade Point Average (GPA), Cumulative Point Average (CPA) and Level/Year Point Average Formulae

Under the GPA, the following letter grades and their grade point equivalent are used:

Letter Grade	Grade Point	Percentage	Description
A <sup>+</sup>	4.00	$x \geq 80$	Passes i.e obtains 40% and above in overall module earns Credits/Grade Points
A		$70 \leq x < 80$	
B	3.00	$60 \leq x < 70$	
C	2.00	$50 \leq x < 60$	
D	1.00	$40 \leq x < 50$	

F	0	$x < 40$	Fails i.e obtains < 40% in overall module. Does not earn Credits/Grade Points. Considered in CPA/GPA computation. Students to retake whole module
N	na		Incomplete module/project/independent study due to medical/financial/failure to fill in the SFQ/other reasons (may be in 1 or both components of the module). Marks for CA or WE which are available will be retained; marks for incomplete component (WE or CA) to be added when available to arrive at total marks for module.

Symbols on Transcripts	Description
Ex	Exemption in modules
S	Satisfactory completion of Placement /Industrial Training/Portfolio/Seminars/Module(s)

Academic standing of students is determined on the basis of a Grade Point Average (GPA), the Cumulative Point Average (CPA) and the Level/Year Point Average (LPA/YPA) computed as follows:

$$GPA = \frac{\sum (MW \text{ Attempted} \times \text{Grade point})}{\sum MW \text{ Attempted}}$$

$$CPA = \frac{\sum (MW \text{ Attempted} \times \% \text{ Marks})}{\sum MW \text{ Attempted}}$$

$$LPA/YPA = \frac{\sum_{\text{Year}} (MW \text{ Attempted} \times \% \text{ Marks})}{\sum_{\text{Year}} (MW \text{ Attempted})}$$

Where MW is the Module Weight = module credit units x Weighting (w)

The computation of the LPA/YPA abides by the rules given hereunder:

- (i) it is calculated irrespective of whether the module is a core, elective or a General Education Module;
- (ii) it takes into account marks obtained in all modules taken in a particular year, including retake modules;
- (iii) it does not take into consideration modules having grades N, EX and S; and
- (iv) for Programmes of Studies where there is no provision for module weighting, the weighting is taken as '1' for all the modules.

### 6.6.1 Restrictions

- (i) A student will be allowed to follow module **y** of which module **x** is a *pre-requisite* (PR) provided the student has passed module **x** (i.e. obtained at least Grade D in the Pre-requisite), unless decided otherwise by the Faculty/Centre Board and Senate.

- (ii) A student will be allowed to follow module **y** of which module **x** is a *pre-requirement* (PQ) provided s/he has followed module **x** and sat for the examinations in module **x** unless decided otherwise by the Faculty/Centre Board and Senate.
- (iii) In cases where a student has not been able to sit for examination of module **x** on valid medical grounds or extenuating circumstances and where Grade N has been awarded for the module **x**,
  - (a) the student would be allowed to follow module **y** of which module **x** is a Pre-requirement (PQ) subject to satisfactory attendance in the module as certified by the lecturer(s)/ module coordinator;
  - (b) the student would be allowed to follow module **y** of which module **x** is a Pre-requisite (PR) provided s/he has scored  $\geq 40\%$  in the continuous assessment of module **x** and subject to satisfactory attendance in the module as certified by the lecturer(s)/ module coordinator and the approval of the Board of Examiners and Faculty/Centre Board.
- (iv) A student is required to retake all core modules and compulsory elective(s) in which s/he has obtained a F grade unless otherwise specified by Faculty/Centre Board.
- (v) In the case of failure in an elective module or General Education Module, a student can either retake the same module or register for a different module.
- (vi) A student will not be allowed to retake a module in which s/he has already achieved a D grade or above.

## 6.7 Classification of Awards

The award classification will be based on the CPA ( $x$ ) at the end of the Programme of Studies as follows, unless otherwise stated:

### 6.7.1 Taught Postgraduate Programmes (Master's Degree, Postgraduate Diploma and Certificate)

<b>DISTINCTION:</b>	CPA	$\geq 70$
<b>MERIT:</b>	CPA	$60 \leq x < 70$
<b>PASS:</b>	CPA	$40 \leq x < 60$

### 6.7.2 Undergraduate Degree Programmes

CPA	CLASSIFICATION
$\geq 70$	1 <sup>st</sup> Class
$60 \leq x < 70$	2 <sup>nd</sup> Class 1 <sup>st</sup> Division
$50 \leq x < 60$	2 <sup>nd</sup> Class 2 <sup>nd</sup> Division
$45 \leq x < 50$	3 <sup>rd</sup> Class
$40 \leq x < 45$	Pass
$< 40$	No Award

} with Honours

### 6.7.3 Diploma

Diploma with <b>DISTINCTION</b> :	CPA $\geq 70$
Diploma at <b>PASS</b> level:	CPA $40 \leq x < 70$

### 6.7.4 Certificate

Certificate with <b>MERIT</b> :	CPA $\geq 70$
Certificate at <b>PASS</b> level:	CPA $40 \leq x < 70$

### 6.7.5 Aegrotat Degree

A student who has obtained at least 75% of the credits required for a degree but who has been compelled through illness or other valid reason acceptable by Senate to be absent from final year examinations may apply for an aegrotat degree under the following regulations:

- (i) the student must have followed her/his Programme of Studies for the degree and must have paid all fees due (if any);
- (ii) the student must have completed her/his project/dissertation;
- (iii) an application for consideration must be made to the Registrar by the student as soon as possible and not later than one week from the last day of the examination and must be accompanied by a medical certificate or other statement of the grounds on which the application is made;
- (iv) an aegrotat degree will not be awarded to the student unless the past records of the student on her/his performance convince the Board of Examiners that the student would have reached a standard which would have qualified her/him for the award of a degree had s/he been able to take the examinations under normal circumstances;
- (v) an aegrotat degree will be awarded without distinction or class and the words "Aegrotat" will appear on the certificate;
- (vi) holders of an aegrotat degree will not be eligible to re-enter for the examinations for the classified degree of the same degree programme but they may proceed to a second or higher degree complying with regulations of such degree.

### 6.7.6 Exit Points

A student whose **registration** is on the point of **being terminated**, as a result of having her/his CPA  $< 40$  at the end of an academic year and who has already repeated one year of study (for Programmes of Studies abiding by yearly regulations) or having her/his CPA  $< 40$  for two consecutive registered semesters (for Programmes of Studies abiding by semester regulations)

**OR**

A student who has **reached the maximum number of semesters/years allowed for the Programme of Studies**

but who has accumulated **the required number** of credits, **will be** provided with the following exit points (unless already provided for in their Programme Structures) subject to approval by the Board of Examiners, Faculty/Centre Board and Senate:

- (i) student having acquired at least **30 credits will be awarded a Certificate**, provided that
  - (a) the student has passed at least 25% of the core credits prescribed in his/her Programme of Studies, and
  - (b) out of the 25% core credits, as and where applicable, at least 75% should be drawn from departmental core modules.
- (ii) student having accumulated at least **60 credits will be awarded a Diploma**, provided that
  - (a) the student has passed at least 50% of the core credits prescribed in his/her Programme of Studies, and
  - (b) out of the 50% core credits, as and where applicable, at least 75% should be drawn from departmental core modules.

## **6.8 Submission of Dissertations**

Refer to Chapter 7 Section 7.4.4 & Section 7.4.7

## **6.9 Retake Modules and Re-Submission of Dissertation**

Under the credit system there is no provision for re-sit examinations. Students should retake failed modules if these are core, i.e. they take the modules afresh. Any modules if retaken, would be examined with the next cohort of students or as and when next offered. However, 'special' retake examinations may be organised under certain conditions (c.f. section 6.10). A student who retakes a module (core or elective or General Education Module) must normally submit new assignment(s), take part in the class test(s) and re-write the examination.

The University will not make individual arrangement to suit individual cases. The onus is upon the students to accommodate conditions for a retake module in her/his time-table.

However under circumstances where Grade I has been awarded, the student may be exempted from submitting assignment(s) and taking part in class test(s) subject to approval by the Department and Faculty/Centre Board.

As the GPA/CPA/LPA/YPA denominator refers to sum of module weights attempted, failing a module will lead to a fall in GPA/CPA/LPA/YPA.

A student who has failed her/his dissertation/project must either submit a new or an amended one as decided by the Board of Examiners, Faculty/Centre Board and Senate. (refer to Chapter 7 Section 7.6)

## 6.10 Special Retake Examinations

To enable students to graduate earlier, students who lack modules (excluding final year project/ dissertation/ mini-project/ portfolio) amounting to a maximum of 12 credits, be allowed to take special retake written examinations to be conducted during that examination period, which immediately follows publication of final year results (e.g. for May 2013 results, the students would be allowed to retake the failed modules in November/December 2013).

The following conditions must also be abided by:

- (i) there shall be no 'regular' written examination for the retake module(s), for any cohort of students, during that period where the 'special' retake examination will be held;
- (ii) a maximum of 12 credits (in any year) can be re-taken during the 'special' retake examination period;
- (iii) the students should have taken the module (s) concerned at least once; and
- (iv) the retake module(s), if passed, shall allow the student to be granted the award, at that instant.

Regulations (i)-(iv) shall be applied collectively and *in solido*.

For these special retake examinations, the previous continuous assessment marks pertaining to the retaken module(s) will not be taken into consideration and the module(s) will be assessed entirely by written examination(s).

### Note:

Senate, at its 582<sup>nd</sup> (Spe.) Meeting held on 15 July 2015, approved that the "*Special Retake Examinations*" for **final year students** scheduled for November/December, as per Section 6.10, of the University Regulations:

- be preponed henceforth to July/August of each year and that the examinations for this year be **exceptionally** held in **September 2015**; and
- subsequently, there will be no "*Special Retake Examinations*" in November/December.

## 6.11 Re-Assessment

Re-assessment will be allowed only on medical grounds and other special circumstances subject to approval by Faculty/Centre Board and Senate upon recommendation by the Board of Examiners. In such cases Grade N indicating incomplete would be provisionally awarded.

Students will not be allowed to follow module **y** of which module **x** is a pre-requisite if grade I has been provisionally awarded for module **x** and as long as the Grade N has not been changed to grade E or above unless otherwise decided by Faculty/Centre Board and Senate.

However, in cases where a student has not been able to sit for examination of module **x** on valid medical grounds or extenuating circumstances and where Grade N has been awarded for the module **x**, the student would be allowed to follow module **y** of which module **x** is a pre-requisite (PR) provided s/he has scored  $\geq 40\%$  in the continuous assessment of module **x** and subject to



satisfactory attendance in the module as certified by the lecturer(s)/ module coordinator and the approval of the Board of Examiners and Faculty/Centre Board.

### **6.12 Grade N**

Grade N will cover the following situations:

- (i) Students are enrolled for a module in a particular semester/year but credits will only be earned on successful completion of the module;
- (ii) Module(s) to be examined for which students fail to fill in the SFQ.
- (iii) Students are absent for one or more modules but the absence is justified (e.g. absence due to ill-health and presentation of valid medical certificates within the prescribed time limit);
- (iv) Results may be withheld in cases of examination irregularity, pending the decision of Discipline Committee;
- (v) Practical Training not yet completed;
- (vi) Industrial Training not yet completed;
- (vii) Vacation Specialised Study (undertaken after exams); or
- (viii) Other special circumstances (e.g. death of close relative).

### **6.13 Yearly/ Semester Regulations**

Yearly regulations will apply to

- (i) Programmes of Studies in which yearly modules (excluding dissertation/project) comprise  $\geq 50\%$  of core credits;
- (ii) Programmes of Studies in which modules, taught in semester 1 and amounting to  $\geq 50\%$  of core credits of semester 1, are examined at the end of the academic year.

Semester regulations will be applicable to all other Programmes of Studies unless otherwise specified.

Note that the main differences between yearly and semester regulations concern termination of registration and repeat.

For Programmes of Studies abiding by yearly regulations, if CPA of a student  $< 40$  at the end of an academic year, s/he will have to repeat the entire academic year, and retake the modules as and when offered. However, s/he will not be required, if s/he wishes, to retake module(s) for which Grade C or above has been obtained. Moreover, s/he will be allowed to carry forward the continuous assessment marks of a module in which Grade N has been attained, provided that Grade C or above has been obtained in the continuous assessment. S/he may be allowed, at his or her own risk, to take modules offered in other levels/years of his/her Programme of Studies provided:

- (i) Priority is given to modules offered in the repeated year/level;
- (ii) There is no clash in the timetable so that the student satisfies the regulations on attendance;
- (iii) S/he does not exceed the maximum number of credits allowed per year;
- (iv) S/he satisfies the prerequisite/prerequisite of the module, where applicable;
- (v) S/he obtains prior approval of the Programme Coordinator and of the coordinator for the module(s) requested.

A student who is repeating the year **shall not retake module(s) of other lower years/levels taken during the previous academic year** and in which s/he have passed. The grade/mark of these module(s) would be **included in the computation** of the Cumulative Point Average (CPA), Grade Point Average (GPA) or the Level/Year Point Average (LPA/YPA).

Students are allowed to repeat only once over the entire duration of the Programme of Studies.

A student repeating a year within the same programme (except for reasons of illness or other justified circumstances) will be required to pay tuition fees only for the repeated year. However, the student will be given assistance in securing education loans, if required.

#### **6.14 Repeat/ Re-registration of Students on Programmes of Studies under Extenuating Circumstances**

For Programmes of Studies abiding by semester regulations, there is no provision for a student to re-register on or repeat the same Programme of Studies except under extenuating circumstances e.g. health, psychological or family problems.

For a student to be considered for repeat/ re-registration on the same programme even though s/he has been terminated due to poor performance (CPA < 40 for two consecutive registered semesters),

- (i) s/he should forward a written request to the Registrar and
- (ii) s/he should produce, where applicable, a medical certificate from a Medical Doctor of the University (registered with the Medical Council of Mauritius), or from the Ministry of Health and Quality of Life or Community Health Centres, Dispensaries, or other Government-run Organisations or any other evidence to support her/his request.

As and when required and on a case to case basis, a Medical Committee may be set up by the University to look into such requests.

If the student's request is acceded to, the student will be allowed to repeat a maximum of 1 year (2 semesters). Note that for Programmes of Studies abiding by yearly regulations, a student is allowed to repeat only once during the whole duration of the Programme of Studies.

- (i) **Where the student has to repeat or restart level/year 1 afresh**, s/he will be admitted to the same Programme over and above the projected intake and the maximum period allowed for the particular Programme of Studies will decrease by one year.

**'Starting afresh'** means that the student will have to start the Programme of Studies as a first year student, notwithstanding the possibility of applying for exemptions.

- (ii) **Where the student has to repeat two semesters in the subsequent levels/years (2/3/4)**, the semesters that need to be repeated (i.e. where CPA < 40) will also count towards the maximum period allowed for the particular Programme of Studies.

The repeated semesters may be at the same level/year (e.g. Level/Year 2 Semester 1 and Level/Year 2 Semester 2) or different Levels (e.g. Level/Year 2 Semester 2 and Level/Year 3 Semester 1).

(a) **For semesters to be repeated at the same level/year**, the student will join the next cohort and will abide by the regulations pertaining to that cohort (either yearly or semester regulations).

(b) **For semesters to be repeated at different levels/years**,

▪ where the next cohort is still abiding by the semester regulations, then the student will have to repeat both semesters where  $CPA < 40$ ;

▪ where the next cohort is now abiding by yearly regulations, the student will have to repeat the year corresponding to the level where he first obtained a CPA of  $< 40$ .

For Programmes of Studies abiding by the yearly regulation, the student repeating the entire academic year, will be exempted, if s/he wishes, for the module(s) for which Grade C or above has been obtained. This regulation will be applied in the case of students under extenuating circumstances as defined above, both for semesters to be repeated at same level and for semesters to be repeated at different levels.

## 6.15 Guidelines with respect to Borderline Cases

### 1. General

(i) Cases of students, irrespective of the year/level, obtaining  $x$  marks ( $35 \leq x < 40$ ) in modules be thoroughly looked into by the examiner(s) and moderator(s) so that the marks are adjusted, if deemed appropriate, before submission to the Board of Examiners;

**Note:** In case the pass mark is more than 40, then 'x', should be adjusted accordingly, where applicable.

### 2. The regulations given hereunder would apply **only to final year students**

#### 2.1 Borderline/Marginal Cases in Degree Classification

(i) The classification of a graduand can be upgraded to the next closest classification if the CPA of the graduand is normally 0.5% or less from the minimum requirement for the next closest classification, subject to the approval of the Board of Examiners.

(ii) The CPA of the graduand will remain unchanged in case of upgrading of class.

#### 2.2 Borderline/Marginal Cases for Termination of Registration

(i) The existing regulations on Termination of Registration (*refer to Chapter 2 section 2.2*) will apply.

2.3 Borderline/Marginal Cases of Students Satisfying the Required Number of Credits for Award but having a CPA less than 40

- (i) Students who satisfy the required number of credits for award but who obtain a CPA < 40, be given a lower award. For example, a BA/BSc/BEng student will be awarded a Diploma and an MSc student will be awarded a Postgraduate Diploma.

*QA Updated on 21.07.15*