

## CHAPTER 14

### REGULATIONS FOR UNIVERSITY CERTIFICATES

- 14.1** (i) Alterations to the Programmes of Studies/ Modules offered in any scheme of study may be made by Senate at any time on the recommendation of the Faculty/ CILL Board.
- (ii) The Senate may, on the recommendations of the Faculty/ CILL Board concerned, reserve the right not to offer a scheme of study for a particular semester/ academic year.
- 14.2** In order to qualify for the award of the University Certificate, a student must:
- (i) study in accordance with a scheme of study on which s/he has been registered; and
- (ii) pass the examinations/assessment(s) prescribed in the Regulations.
- 14.3** (i) Before presenting herself/himself for any one of the examinations, a student must have completed the prescribed Programme of Studies.
- (ii) A student shall present herself/himself for examination at the due time.
- 14.4** (i) A student shall take Semester/Yearly examinations as scheduled and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
- (ii) The examiners in any module shall be the Head of Department/ Unit/ Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- 14.5** On the recommendation of the Faculty/ CILL Board concerned, the Senate may terminate the registration of a student whose performance is unsatisfactory for 2 consecutive registered Semesters for Programmes of Studies abiding by semester regulations or the registration of a student whose performance is unsatisfactory for one academic year and who has already repeated one year of study for Programmes of Studies abiding by yearly regulations.
- 14.6** If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Dean of Faculty/ Centre Director as constituting sufficient reason for being absent from the examination, Senate may, on the recommendation of the Faculty/ CILL Board, permit a student to retake an examination.
- 14.7** A member of the academic staff shall report to the Dean of the student's Faculty/ Director of the student's Centre through Programme Co-ordinator/ Head of Department, any factor which may affect the performance of a student in any part of the scheme of study and which may assist the examiners in the performance of their duties. The Dean of Faculty/ Director of Centre shall consider this information at the appropriate Board of Examiners.
- 14.8** In order to obtain a Certificate, a student must satisfy the examiners in all CORE, ELECTIVE and other modules as specified in the Programme Structure.
- 14.9** The names of the candidates who, in the opinion of the examiners have obtained in the final assessment either Merit or Pass, shall be published by the Registrar with the approval of the Senate on the recommendation of the Faculty/ CILL Board in separate lists. The names of candidates shall be arranged in alphabetical order.

## **14.10 Schemes of Study**

Please refer to Information on Programmes Faculty/ Centre Handbooks.

**Note:** This Chapter should be read in conjunction with the preceding Chapters.

*QA Amended 07/08/14*