



**ZCAS UNIVERSITY**

**ACADEMIC REGULATIONS**

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## GENERAL INFORMATION

<b>Document Number</b>	<b>University Academic Regulations</b>
<b>Document Title</b>	<b>ZCASU/23/P03</b>
<b>Approved</b>	<b>29<sup>th</sup> June 2023</b>
<b>Adopted</b>	<b>29<sup>th</sup> June 2023</b>
<b>Revised</b>	<b>Nil</b>
<b>Next Review</b>	<b>June 2026</b>
<b>Owner</b>	<b>Deputy Vice Chancellor - Academic</b>

### 1.0 INTRODUCTION

These regulations exist to assure academic standards for ZCAS University's portfolio of programmes and awards and ensure that all students are treated fairly. It is important that all students enrolled in the programmes of the University familiarise themselves with the general University regulations. The development of the regulations is with regard to the National Quality Assurance Standards regulations of the Higher Education Authority (HEA) as well as the Zambia Qualifications Authority (ZAQA), the bodies that accredit, monitor and quality assure learning programs as well as regulating the national qualifications framework in Zambia respectively. Thus, these regulations provide a fundamental source of information on quality assurance standards for the University.

### 2.0 ACADEMIC CALENDAR REGULATIONS

2.1.1 The undergraduate and postgraduate programmes of the University, whether they are offered directly by the University itself or by an affiliated institution, shall run in accordance with the academic calendar approved by Senate.

2.1.2 The University's academic calendar is based on a semester system comprising of two (2) divisions, where each semester is a period of not less than 15 weeks.

(a) The first semester shall normally run from February to July

(b) The second semester shall normally run from August to January

- 2.1.3 The academic calendar of the coming year shall be approved by Senate during the last quarter of the preceding year. Senate also reserves the right to review the academic calendar when need arises.
- 2.1.4 An academic calendar that has been approved or reviewed by Senate shall be made available to students and staff by the Student Administration Office by posting it on the notice boards and/or the student portal.

### **3.0 REGULATIONS FOR STUDENT ADMISSION TO PROGRAMMES**

#### **3.1 General Regulations**

- 3.1.1 Admission of a student to an undergraduate or postgraduate programme of the University is the prerogative of Senate. Such authority may be delegated to the Dean of School.
- 3.1.2 Whereas these regulations have outlined the general entrance requirements for admission to undergraduate and postgraduate programmes, each candidate shall have to satisfy specific entry requirements in respect of an individual programme before admission.

#### **3.2 Admission Requirements to Undergraduate Degree/ Diploma Programmes**

- 3.2.1 To qualify for admission to an undergraduate degree/diploma programme, an applicant must satisfy the following:
- (a) Hold five credits or better at 'O' Level including English and Mathematics or
  - (b) Qualifications other than the Zambian School certificate with minimum of what is provided for in (a) may be accepted provided they are approved as equivalent by Senate and Examination Council of Zambia.

#### **3.3 Admission Requirements to Postgraduate Programmes**

##### **Postgraduate Diploma Programmes**

- 3.3.1 To qualify for admission to a postgraduate diploma programme, an applicant must satisfy the following:
- (a) Hold five credits or better at 'O' Level including English and Mathematics.

- (b) Hold a first degree from a higher education institution which is recognized by ZCAS University Senate or
- (c) Professional qualifications such as CIMA, ACCA, ZIM, ZICA, CIM, CILTS, CFA and CIPS.
- (d) Satisfy the special entrance requirements prescribed by the relevant School as being necessary for such a programme of study.

### **Master's Degree Programmes**

3.3.2 To qualify for admission to a master's degree programme, an applicant must satisfy the following:

- (a) Hold five credits or better at 'O' Level including English and Mathematics.
- (b) Hold a first degree from a higher education institution which is recognized by ZCAS University Senate or
- (c) Professional qualifications such as CIMA, ACCA, ZIM, ZICA, CIM, CILTS, CFA and CIPS; and
- (d) Satisfy the special entrance requirements prescribed by the relevant School as being necessary for such a programme of study.

### **Doctorate Degree Programmes**

3.3.3 To qualify for admission to a doctorate programme, a candidate must satisfy the following requirements:

- (a) Hold five credits or better at 'O' Level including English and Mathematics.
- (b) Hold a first degree from a higher education institution which is recognized by ZCAS University Senate.
- (c) Hold a master's degree from a higher education institution which is recognized by ZCAS University Senate.
- (d) Satisfy the special entrance requirements prescribed by the relevant School as being necessary for such a programme of study.

### **3.4 English Language Requirement**

3.4.1 All candidates seeking admission to the University's programme are expected to show evidence of proficiency in the English language. A school certificate credit, or better in English language will be accepted as satisfying this requirement. Students from non-English speaking countries will be required to submit acceptable proof of competence in written and spoken English.

### **3.5 Medical Requirement**

3.5.1 A new entrant to a programme of the University may be required to produce a Certificate of Medical fitness signed by a qualified medical doctor at registration.

3.5.2 Where the School or Board of Studies is of the opinion that a person seeking to register for a course of study is suffering from a condition which makes the person unfit to pursue or study that course or disability by reasons of which might, because of the requirement of the course, physically endanger such a candidate or other person, the registration of that person shall be accepted only upon the recommendation of a Board of Assessors appointed by the Vice-Chancellor after consultation with the School Board of Studies. An Admissions Committee shall not exclude an applicant by reason of any condition or disability specified in this regulation without giving him/her an opportunity to have his/her case considered by a Board of Assessors.

### **3.6 Transfer of Credits**

3.6.1 A student may transfer credit and be admitted to a programme of the University based on their previous learning at the University or elsewhere.

3.6.2 The transfer of credit by a student shall however be subject to the provisions of the ZCAS University Credit Transfer and Exemption Procedures and Guidelines approved by the Senate.

(a) A student whose previous learning is from another university or ZCAS University may transfer credits as determined by Senate.

(b) Transfer of credit will be done on a case-by-case basis except in circumstances approved by the Senate.

- (c) Only students with good standing from their previous institutions shall be allowed to transfer credits.

### **3.7 Offer of a Place and Deferred Admission**

3.7.1 An offer made to admit an applicant to a programme of study shall only be valid for an academic year and a point of entry. Senate can withdraw an admission offer in the following circumstances:

- (a) If the candidate fails to meet the conditions of the offer.
- (b) If the intake to the programme is cancelled.
- (c) If the candidate is found to have made a false declaration on the application form or has otherwise sought to mislead the University.
- (d) If the candidate has not accepted the offer of a place by the specific deadline.

3.7.2 Whereas the offer of admission made to a candidate is valid for an academic year, the candidate has no right to automatically defer the entry to the programme. The candidate who has firmly accepted the offer but has not yet been enrolled may apply to have the offer deferred and the University shall permit deferment of such offers except where:

- (a) There are no plans to offer the programme for that entry point in future
- (b) Other regulatory reasons (such as immigration rules).

3.7.3 Students who have already been enrolled in a programme of study cannot defer their entry, but instead, they may need to interrupt their studies.

### **3.8 Fraudulent Statement and Omissions**

3.8.1 Applicants for admission to a programme are expected to demonstrate trustworthiness by submitting all relevant and accurate information on their application form, without any omissions.

3.8.2 If the University discovers that its offer was made based on an application which is later found to contain statements or refer to documents which are fraudulent, untrue or misleading, or if key information is omitted from the application, it may cancel an application, withdraw an offer or terminate a student's right to study at the University. The



University reserves the right to refer to relevant bodies any application suspected to be fraudulent or contain fraudulent information.

## **4.0 STUDENT ENROLMENT AND REGISTRATION**

### **4.1 Student's Responsibilities**

- 4.1.1 Subject to these regulations, a candidate shall be recognized as a bonafide student of the University after a successful completion of registration in a programme in which one was admitted.
- 4.1.2 It is the responsibility of every candidate to register as a student at the beginning of the semester in which one has been admitted and thereafter continue to register each semester throughout the programme of study.
- 4.1.3 A student shall keep terms (i.e. abide by all conditions laid down by the Senate) in each course including by attending classes to the satisfaction of the Senate and performing to the satisfaction of the Senate in oral, practical, written and other work as the Senate may require.
- 4.1.4 A student shall ensure that the approved application form of registration is submitted to the Student Administration Office no later than the advertised date in the academic year in which the student wishes to register.

### **4.2 Approval of Registration**

- 4.2.1 The programme of study for every student shall require the approval of the Senate:
  - (a) Senate may delegate to the Dean of the School within which the student is registered, the power to give such approval.
  - (b) Where options are prescribed for a programme of study, Senate, on the advice of the Board of Studies of the appropriate School, may determine which course(s) shall be available in any semester/academic year.

### **4.3 Registration on Various Modes of Study**

#### **a) Open, Distance and e-Learning Enrollment**

- 4.3.1 A student who has been admitted to an Open, Distance and e-Learning programme shall register in accordance with the registration timetable and observe the rules governing

workloads. Students shall register for their programmes/courses before residential School according to the university calendar.

- 4.3.2 ODeL undergraduate students shall register and take a maximum of four (4) courses per semester or as may be prescribed by the programme. For ODeL postgraduate students the course load shall be determined by the respective programme. Any course overload shall be authorized by the Dean of the School prior to course registration and such an application must be made using the appropriate application form and within an acceptable timeframe.

**b) Full-Time Enrolment**

- 4.3.3 Students who are registered on full time shall attend their classes from 07:00 hours to 17:00 hours during weekdays as per authorized timetable.
- 4.3.4 A student admitted on a full-time programme shall register and take a maximum of four (4) courses per semester or as may be prescribed by the programme. Any course overloads shall be authorized by the Dean of School prior to course registration.

**c) Part-Time Enrollment**

- 4.3.5 Students who are registered on part time shall attend their classes from 17:30 hours to 20:30 hours during weekdays as per authorized timetable.
- 4.3.6 A student admitted to part time programme shall normally register and take a maximum of four (4) courses per semester for undergraduate. For postgraduate the course load shall be determined by the respective programme. Any course overloads shall be authorized by the Dean of School prior to course registration.

**d) Open, Distance and E- learning Enrolment**

Students who are enrolled on the Open, distance and e- learning shall abide by Open, distance and e- learning calendar and the University main calendar. Attendance of residential school shall be mandatory for all students.

**4.4 Course Registration/Transfers with Other Schools**

- 4.4.1 Notwithstanding the provisions of these regulations, a student pursuing a course of study for a degree in one school may, with the approval of the appropriate Board of Studies or Senate, register for a course (s) in any other School within the University.

- 4.4.2 Pursuant to the provision of clause 4.4.1 above, a student who is pursuing studies under a certain mode of study may, with the approval of the appropriate Board of Studies or Senate, transfer his enrolment to another mode of study within the University.
- 4.4.3 A student pursuing a course of study, may with the approval of the appropriate Board of Studies, take a course (s) in a Semester in which the course (s) are not offered, provided there are enough students taking that course (s). The University may impose an extra fee on the students to cover provision of such a course (s).

#### **4.5 Late Registration**

- 4.5.1 No student shall be permitted to register after the prescribed deadline for late registration, except where the student proves, by reason of a medical certificate or reasonable evidence, that failure to register in due time was due to illness or exceptional circumstances beyond their control subject to the approval of the school.
- 4.5.2 Students who choose to register during the period of late registration shall be levied a fee called late registration fee unless the University decides to waive the fee.

#### **4.6 Fees**

- 4.6.1 A student shall be entitled to registration in the programme or course upon meeting the financial obligations as set out in the financial policies of the University approved by the Council.
- 4.6.2 To claim discounts and refunds, the student shall follow the set-out procedures approved by the University Council.

#### **4.7 Changing a Programme or Course of Study**

- 4.7.1 A student who, upon having completed registration, wishes to change course of study, may apply to the appropriate Dean of the School. All applications to add, substitute or delete a course or change of a programme of study shall require the permission of the Dean of the relevant school and shall be lodged with the Dean of the School in which the student is registered not later than second week of the semester after the commencement of lectures in course. In case of change of programme of study, the candidate shall require permission from the Dean of the new programme is applying for.

## **4.8 Interruption of Studies and Withdrawal**

- 4.8.1 A student may interrupt studies due to extenuating circumstances. To interrupt studies or withdraw from a course or programme, a student shall apply on an approved form to the Dean of the School indicating the reasons for the interruption or withdrawal.
- (a) If the Dean of the School, after investigating the circumstances, is satisfied that the reasons for the interruption or withdraw are genuine, the Dean shall inform the student in writing that permission has been granted.
  - (b) The Dean of the School shall also inform the Student Administration Office in writing of the decision.
- 4.8.2 A student who has been permitted by the Dean of a School to withdraw, may apply for re-admission and the Senate shall authorize the re-admission of that student subject to any such conditions as it deems fit, including, without limiting the generality of the foregoing, a condition that such a student repeats and passes in such courses already taken as the Senate may specify.
- 4.8.3 A student who has interrupted studies without leave of absence from the appropriate Dean of the School may be excluded by the Senate on the recommendation of the appropriate Board of Studies.
- 4.8.4 All financial implications of withdrawals shall be dealt with in accordance with the Refund Policy.

## **4.9 Limitation of Entry and Quotas**

In circumstances where Senate is of the opinion that the number of persons who seek to enroll, or register for any course or programme in a given semester, is greater than the number for which adequate teaching facilities are available, or that the registration of such a number of persons shall not be in the interest of the country, it shall, having regard to teaching facilities available and the relative needs of the country, limit the number of persons who may be permitted to enter or register in any course or programme.

## **4.10 Exemptions**

- 4.10.1 A student who has, prior to admission to the programme, attended, whether at ZCAS University or elsewhere, courses of instruction and passed examinations equivalent in

standard to courses and examinations which form part of the programme of study may, subject to approval, be exempted from attendance of classes and examinations in those courses.

(a) Students may qualify for exemption for courses at both undergraduate and postgraduate levels as determined by Senate.

(b) Course exemptions at undergraduate and postgraduate are not graded and therefore appear on the transcript without a grade.

(c) Students who are exempted from higher-level courses may take electives as substitutes if they wish to have their degree graded.

4.10.2 All applications for exemptions shall be made on the standard exemption form which the student will complete and submit to the relevant Dean of School within the set timeframes; and after paying an appropriate charge determined by the office of the Chief Financial Officer (unless there is a waiver).

4.10.3 Under no circumstance shall exemptions be offered in postgraduate courses.

## **5.0 STUDENT PROGRESSION**

### **5.1 General**

Students shall take their courses in the sequence approved by Senate and be required to maintain a minimum rate of progress in a programme of study to be permitted to continue with their studies.

### **5.2 Progression Rules**

5.2.1 The following progression rules shall regulate the progression of students during their studies:

(a) A student who passes all the courses in the semester and has no arrears shall proceed to the next semester or graduate as the case may be. The comment on the statement of results shall be "*Clear Pass*".

(b) A student who fails a course (s) in a semester and has no failed courses from previous semesters shall be allowed to proceed to the next semester and be required to repeat the failed course (s). Where the failed course is a prerequisite to a higher course, the failed

course must be passed before the student is allowed to take the higher course. The comment on the statement of results shall be “*Proceed and Repeat*”.

- (c) A student who fails three or less courses in a semester and has two (2) or one (1) failed course(s) from previous semesters shall be allowed to proceed to the next semester and be required to repeat the failed courses. Where the failed course is a prerequisite to a higher course, the failed course must be cleared before the student is allowed to take the higher course. The comment on the statement of results shall be “*Proceed and Repeat*”.
- (d) A student who has failed a non-core course three times shall not be entitled to register in that course unless with permission from Senate. The School may propose an alternative course for the student.
- (e) A Student who repeatedly fails core courses in his study programme may be allowed to change the programme provided they shall meet the entry requirements of the new programme.
- (f) A student who fails eight (8) courses in one year shall be advised to change programmes.
- (g) The advice to change programmes referred to in (f) above shall be applicable only to Year 1 and Year 2 students of undergraduate programmes.

5.2.2 A student on full time studies who carries more than five (5) cumulative uncleared failed courses shall not proceed to pursue new courses until the uncleared five (5) are cleared.

## **5.2 Candidate Withdrawal and Barring for Health Reasons**

5.2.1 The Senate may withdraw from attendance at the University classes and from the precincts of the University any student suffering from a disease, notifiable under the Health Act, which, in its opinion, is likely to endanger the health of other students.

5.2.2 A Board of Assessors appointed in accordance with Section 3.5.2 of this regulation:

- (a) Shall, unless it is impracticable, include a member with special knowledge pertaining to a person’s disability and may include anybody who has treated the person or has given professional advice but shall not include the Dean of the appropriate School or Head of the appropriate Department.

- (b) May require a person whose condition or disability is in question to undergo a medical examination at their own expense; and
  - (c) May recommend the acceptance of registration or re-registration subject to Doctor's advice.
- 5.2.3 When acting in accordance with the provisions of this regulation, the Senate may withdraw the student from all courses and for such time as it shall specify.
- 5.2.4 Any student whose registration or re-registration is accepted subject to specified conditions may be excluded by Senate, if any such conditions are not met.

### **5.3 Unsatisfactory Progress**

- 5.3.1 The Board of Studies may, on the recommendation of the Head of Department, exclude any student from writing an examination on the grounds of unsatisfactory progress in such course (s).
- 5.3.2 Student recommended for exclusion under this clause shall be informed by the Dean of the School and if such a student so wish, shall have the right to appeal to Senate. Student may lodge an appeal to The Chairperson of Senate against exclusion within one week following notification.

## **6.0 COURSEWORK REGULATIONS**

### **6.1 Class Attendance**

- 6.1.1 When a student has registered in a course, the student shall have an obligation to attend all scheduled class activities in a punctual and regular manner, whether physical or online. A student shall be required to attend at least 60% of the classes to qualify to sit for the end of semester examinations.
- 6.1.2 Student may leave class if the lecturer is not present within fifteen minutes of the starting time of class unless the lecturer has established an alternative procedure. In situations where a scheduled class does not meet or is dismissed, the lost time shall be made up for.
- 6.1.3 Subject to this regulation, the Head of Department shall recommend to the Board of Studies through the Dean of the School to drop from the course, a student whose attendance of class activities is irregular as provided for under 6.1.1.

## **6.2 Continuous Assessment**

- 6.2.1 Continuous assessment shall apply to learning programmes as may be stipulated and shall be conducted through tests, assignments, projects, presentations, practicals (e.g. Laboratories), etc. as the course may stipulate. Marks obtained from these activities shall be aggregated to count towards the final marks as per course guidelines.
- 6.2.2 It is a requirement that a student should have a continuous assessment result before sitting for final examinations in a particular course.
- (a) A student who sits for the examination without continuous assessment shall have their examination results for the affected course(s) nullified.
  - (b) A student who is engaged in an official University activity shall have the opportunity to make up an assessment missed because of attending to such an event. However, it is the responsibility of the individual student to provide official notification to the lecturer of the course(s) at the earliest possible time but not less 48 hours prior to the date of the missed assessment(s).
  - (c) A student who misses an assessment due to extenuating circumstances may apply to complete the missed assessment before the date of the final examinations through the Dean of the School by attaching relevant documents.
- 6.2.3 Results of the continuous assessment shall be made available and posted on the student portal by the responsible lecturer and submitted to the respective Schools by the set academic calendar date.

## **6.3 Submission of Coursework with Deadlines**

- 6.3.1 A student who fails to submit coursework for assessment on time will have the work rejected and receive a mark of zero. Any exceptions to the above shall be treated in accordance with the extenuating circumstances policy.
- 6.3.2 Deadlines for the submission of coursework for assessments shall be guided by the approved academic calendar and will not be extended anyhow.



## **6.4 Plagiarism of Coursework**

6.4.1 Student shall be required to produce original work and properly acknowledge the source of any piece of information used. The following regulations shall be applied in dealing with plagiarised work:

(a) Any work submitted by students whose Similarity Index Value is less than or equal to 30% shall not be subjected to any investigation or treated as an academic offence.

(b) Any work submitted by a student whose Similarity Index Value is above 30% but less than 40% (that is, 31%-39%) shall be cited for Minor Plagiarism. Such work should be capped at the pass mark if the mark attained by a student exceeded the legitimate pass mark for the course under consideration.

(c) Any work submitted by a student whose Similarity Index Value is equal to or greater than 40% shall be awarded a Zero Mark.

6.4.2 A student who is a repeated offender of the regulations on plagiarism shall be expelled from the University.

## **Artificial Intelligence**

6.4.1 Student shall be required to produce original work and properly acknowledge the source of any piece of information used. The following regulations shall be applied in dealing with plagiarised work:

(a) Any work submitted by students whose Similarity Index Value is less than or equal to 30% shall not be subjected to any investigation or treated as an academic offence.

(b) Any work submitted by a student whose Similarity Index Value is above 30% but less than 40% (that is, 31%-39%) shall be cited for Minor Plagiarism. Such work should be capped at the pass mark if the mark attained by a student exceeded the legitimate pass mark for the course under consideration.

(c) Any work submitted by a student whose Similarity Index Value is equal to or greater than 40% shall be awarded a Zero Mark.

6.4.2 A student who is a repeated offender of the regulations on plagiarism shall be expelled from the University.

## **7.0 EXAMINATION REGULATIONS**

### **7.1 General**

- 7.1.1 The examination shall comprise written, oral and practical assessment as may be determined by the Boards of Studies. To be eligible for an examination, a candidate must have enrolled and registered as a student in the University and must have duly performed the work of the semester as specified by Senate.
- 7.1.1 No candidate shall be examined in any course at any other time other than that which is set down in the timetable except in exceptional circumstances.

### **7.2 Examination Registration**

- 7.2.1 Every student is expected to have registered for a course (s) in which they wish to be examined at the beginning of the semester during the period of course registration.
- 7.2.2 Prior to the commencement of the examination session, a student shall be required to confirm the course (s) registered for. Such confirmation shall be conducted with the portal or Examinations Office. Upon confirmation of registration, a student shall print the examination slip from the portal.

### **7.3 Examination Time and Venue**

- 7.3.1 Except when otherwise provided for, sessional examinations shall be held at the end of each semester and all examinations will be held at the places/venues and times specified in the examination timetable as published by the authority of Senate.

### **7.4 Examination Timetable**

- 7.4.1 The draft timetable shall be published a month before the examination scheduled date to give the candidates reasonable time to react to it prior to the production of the final timetable. Both draft and final timetables shall be posted on the student portal and/ or websites of the University. The final timetable shall be published at least two weeks before the scheduled date of examination.
- 7.4.2 The posting of the final examination timetable on the student portal and/ or websites of the University shall constitute the formal publication of the examination timetable. Thereafter

no candidate shall be expected to claim ignorance of the official dates, times, and venues of the examination.

- 7.4.3 The examination session shall be timetabled to run for a period not surpassing three weeks and may take the form of physical and/or online examinations as approved by Senate.

## **7.5 Setting and Printing of Examinations**

- 7.5.1 The setting and typing of examination question papers shall be done in a strict and confidential setting and must conform to the standard of the University specified for undergraduate and postgraduate examination papers.
- 7.5.2 For security and accountability reasons, the examinations should be typed, edited and sealed by the examiner one week before commencement of the period for the sessional and deferred examinations.
- 7.5.3 Deans of Schools/Heads of Department shall enable peer review of all examination question papers in their Schools/Departments.
- 7.5.4 The University, through the Examinations Office, shall set aside an appropriately equipped room for examination printing and packing purposes to enhance the security of examinations.
- 7.5.5 The printing of question papers shall be carried out within the University by the Examinations Office or any other office designated by Senate under the strictest precautionary measures and in the presence of the respective Deans of Schools or their assignees.
- 7.5.6 The printing of question papers shall make contingency for unforeseen eventualities by printing an extra of up to ten (10) examination question papers per course.
- 7.5.7 Respective Deans of Schools or their assignees shall witness the storage of all printed question papers during which time the Examinations Office will seal and tag the question papers in their presence. The respective Deans of Schools or their assignees who have witnessed the sealing and tagging of question papers shall sign a confirmatory register and receive an acknowledgement receipt.

## **7.6 Safe Keeping of Examination Question Papers**

- 7.6.2 Every sealed question paper bearing the names of the school, programme title, course title, course code, name of examiner and number of scripts shall immediately after sealing be delivered to the Examinations Office for safe keeping.
- 7.6.3 After ensuring that the question papers are completely sealed, the Examinations Office shall issue a signed receipt to the examiner/assignee appointed by the school. The Examinations Office shall ensure storage of all sealed question papers in the strong room and only retrieve them for issuance to the Chief Invigilator one (1) hour before the commencement of the session.
- 7.6.4 On the day, and an hour before the beginning of writing the examination, upon ensuring that they were in perfectly sealed condition and signing for them, the Chief Invigilator (or an assignee in the absence of the Chief Invigilator) shall collect the appropriately sealed examination question papers from the Examinations Office along the following examination materials:
- (a) Candidates' attendance registers
  - (b) Examination slips
  - (c) Blank examination scripts
  - (d) Chief Invigilator's report and
  - (e) Irregularities report form.

## **7.7 Invigilation and Management of Examinations**

- 7.7.2 There shall be a Chief Invigilator during each session who will be responsible for the conduct of the examinations. The Chief Invigilator shall produce a report to the Registrar on the conduct of the examination.
- 7.7.3 Each course lecturer shall invigilate the paper as a member of the invigilation team. The lecturer shall receive the sealed question papers of their course from the Chief Invigilator, open the envelope and distribute the question papers to the candidates with the help of academic and administrative officers.
- 7.7.4 The course lecturer shall always be present at the examination hall/venue at the main campus to deal with questions that may arise from the candidates in relation to the course during the examination.

- 7.7.5 At the end of the examination, the invigilator shall count the scripts collected from students and ascertain that they are equal to the number of students who signed in for examination. Any discrepancies must be reported immediately to the Chief Invigilator who reports to the Examinations Office.
- 7.7.6 In case of examination taking place at Centers outside the ZCAS University premises, the Invigilator shall collect and count the scripts to make sure they tally with students who signed in writing of the examination, hand them to Examinations Office and get a receipt for the scripts.
- 7.7.7 The examination slip showing the courses for which the student wishes to be examined shall be presented to the examination officials at the examination hall/venue every time the student attends an examination, and the officials shall ensure that the course being examined on that day and in that place is one that appears on the student's registration slip.
- 7.7.8 In addition to the examination registration slip, the student shall present to the examination officials at the hall/venue the identity card and the officials shall ensure that the name and computer number on the Identity card tally as those on the examination slip.
- 7.7.9 The examination officials shall conduct a search for any unauthorized materials before the student is allowed into the hall/venue. Where suspicion has been raised, the Chief Invigilator may order a more thorough search of the said student. For purposes of propriety and decency, female student shall be searched by female official while male student shall be searched by male official.
- 7.7.10 No candidate shall be allowed to enter the examination room later than thirty (30) minutes after the beginning of the examination nor to leave the room until thirty (30) minutes have elapsed from the beginning of the examination and then only with the permission of the Chief Invigilator. Further, no candidate shall be allowed to leave the room during the last thirty (30) minutes. No candidate shall leave the room without the approval of the Chief Invigilator and being escorted.
- There shall be a register for convenience room visits by the student to record the frequency visits and time spent in the bathrooms. A student who spends more than ten (10) minutes in the convenience room shall be disqualified from the examination unless there is evidence of a medical condition.

- 7.7.11 No candidate shall be re- admitted to an examination room after unauthorized leave of the examinations room.
- 7.7.12 The course lecturer shall mark and submit the results to the Examinations Office within the prescribed period of marking.
- 7.7.13 The Board of Examiners in each School shall deliberate on and moderate the results. The Dean shall submit the moderated results to Senate through the Examinations Office.
- 7.7.14 Incomplete schedules of the results shall be considered by the concerned School Board of Examiners.
- 7.7.15 Examinations Office shall retain custody of marked examination scripts for at least five (5) years after which they shall be destroyed.
- 7.7.16 A report by an invigilator that a candidate has committed an examination offence shall immediately be submitted in writing to the Registrar who shall refer it to Senate Committee on Examinations' Irregularities Committee. The Registrar shall notify the candidate concerned in writing the decision of the committee and the student if aggrieved may respond to the decision of the committee in writing. For the purpose of this regulation of an examination offence that includes any breach of rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of any examination or not) which counts towards the attainment of a pass in any course or subject or otherwise occurring in connection with any examination.

## **7.8 Capping Of Failure Rate**

- 7.8.1 In the event of the failure rate exceeding 30% failure rate, senate retains the discretion to moderate the results in the affected course(s).

## **7.9 Deferred Examinations**

- 7.9.2 A candidate, who through illness or other extenuating circumstance is unable to attend an examination session, may make an application to the Dean of the School for deferred examinations in accordance with the policy of the University. Such application shall be done before the commencement of the sessional examinations or during the sessional examinations if illness occurs during examinations.
- 7.9.3 The Dean may, after consideration of any application, permit the applicant to write a deferred examination following approval by Senate through its Examinations Committee.

7.9.4 The results of a deferred examination shall be treated in a similar manner as those obtained at scheduled sessional examinations. A deferred examination shall be graded normally, and the student awarded the actual mark obtained in the examination and a final grade of between D and A+ in the course.

### **7.10 Supplementary Examinations**

7.10.1 No supplementary examinations shall be awarded to any student in any course in accordance with the decision of Senate that abolished such examinations.

## **8.0 ASSESSMENT GRADES, GRADING AND DEGREE CLASSIFICATION SYSTEMS**

### **8.1 Assessment Grades**

8.1.1 The Assessment Grades shall be as set out below:

8.1.1.1 For programmes with 40% pass mark:

	<b>GRADE/SYMBOL</b>	<b>MEANING/INTERPRETATION</b>
	<b>PASS GRADES</b>	
1	A+	Distinction (86% and above)
2	A	Distinction (76% - 85.5%)
3	B+	Meritorious (66% - 75.5%)
4	B	Very Satisfactory (56% - 65.5%)
5	C+	Definite Pass (46% - 55.5%)
6	C	Bare Pass (40% - 45.5%)
7	S	Satisfactory, pass in a practical course
9	Inc.	To be completed in the next semester
10	DEF	Deferred Exam
	<b>FAIL GRADES</b>	
11	D	Fail (39% and below)
13	NE	No examination taken
14	WD	Was withdrawn from the course with unsatisfactory academic progress
15	LT	Left the course during the semester without permission
16	DQ	Was disqualified in a course by Senate
17	DR	Was de-registered for failure to pay fees
18	RS	To re-sit the course examination only

8.1.1.2 For programmes with 50% pass mark

	<b>GRADE/SYMBOL</b>	<b>MEANING/INTERPRETATION</b>
	<b>PASS GRADES</b>	
1	A+	Distinction (86% and above)



2	A	Distinction (76% - 85%)
3	B+	Meritorious (66% - 75%)
4	B	Very Satisfactory (61% - 65%)
5	C+	Definite Pass (56% - 60%)
6	C	Bare Pass (50% - 55%)
7	S	Satisfactory, pass in a practical course
9	Inc.	To be completed in the next semester
10	DEF	Deferred Exam
	<b>FAIL GRADES</b>	
11	D	Fail (39% and below)
12	NE	No examination taken
13	WD	Was withdrawn from the course with unsatisfactory academic progress
14	WP	Withdrawn from course with permission
15	LT	Left the course during the semester without permission
16	DQ	Was disqualified in a course by Senate
17	DR	Was de-registered for failure to pay fees
18	RS	To re-sit the course examination only

## 8.2 Degree Grading and Classification System

8.2.1 In calculating the grade of the degree, the following points shall be applied to the grades obtained.

Grade	Points	Description
A+	2.5	Distinction
A	2.0	Distinction
B+	1.5	Merit

B	1.0	Very Satisfactory/ Credit
C+	0.5	Definite Pass/ Clear Pass
C	0	Bare Pass
D	0	Fail

### 8.3 Degree Classification System

8.3.1 The grading of a bachelor's degree for classification purposes shall be based on the grades obtained by a candidate in the last two years of the programme, provided they are not passed as repeat courses.

8.3.2 Unless otherwise permitted by Senate, the points for classification of a bachelor's degree shall be as follows:

<i>Cumulative points</i>	<i>Degree classification</i>
28 – 40 points	Distinction
20 – 27.5 points	Merit
12 – 19.5 points	Credit
0 – 11.5 points	Pass

8.3.3 The grading of a master's degree for classification purposes shall be based on the programme and on the grades obtained by a candidate in all the courses prescribed, provided they are not passed as repeat courses.

8.3.4 Unless otherwise permitted by Senate, the points for classification of a master's degree shall be as follows:

<i>Cumulative points</i>	<i>Degree classification</i>
38 – 54 points	Distinction
27 – 37 points	Merit
16 – 26 points	Credit
0 – 15 points	Pass

## 9.0 PROGRAMME COMPLETION AND GRADUATION

## **9.1 Number of Courses to be Completed**

9.1.1 To complete a programme of study, the student must have passed all the courses prescribed in the programme within the allowable time and done so in adherence to course combination rules established by the Senate.

## **9.2 Allowable Maximum Period of Study**

9.2.1 A student is required to complete studies within a prescribed period. If a student has not completed studies by the end of the allowable maximum period of study, such a student shall not be entitled to continue in the programme but may change to another programme of study. The following maximum periods shall be allowed for study.

**a) Degree – Full Time**

**Four (4) years** beyond the normal period of study.

**b) Degree Evening Classes**

**Five (5) years** beyond the normal period of study.

**c) Degree – Distance**

**Six (6) years** beyond the normal period of study.

**d) Diploma or Certificate – Full time**

Two (2) years beyond the normal period of study

**e) Diploma or Certificate - Distance**

Three (3) years beyond normal period of study.

**f) Diploma or Certificate Evening Classes**

Three (3) years beyond normal period of study

**g) Master’s Degree**

Two years beyond the normal period of study.

**h) Doctoral Degree**

Four (4) years beyond the normal period of study

## **9.3 Graduation**

9.3.1 Students who have successfully completed their programme of study will be conferred the relevant qualifications at a graduation ceremony.

- 9.3.2 Graduands shall be required to register for graduation as mere completion of studies does not guarantee graduation. It shall be the responsibility of the graduands to ensure that their names and degree classes are correctly captured.
- 9.3.3 The rules and procedures for graduation ceremonies shall be as provided in the Graduation Guidelines.
- 9.3.4 Students who have completed a programme of study shall be required to complete the clearance process before they can graduate. No certificate shall be issued without the completed Student Clearance Certificate.

## **10.0 AWARDS**

### **10.1 General**

- 10.1.1 Senate has the authority to award and revoke any award granted by the University in accordance with the Charter and Statutes of ZCAS University.
- 10.1.2 All awards shall be in conformity to the national quality assurance standards articulated by the Zambia Qualifications Authority, Higher Education Authority and other appropriate authorities and professional bodies. An award shall typically meet the minimum national requirements including duration, credit and competencies:

<b>Level of Award</b>	<b>Duration</b>	<b>Credit</b>
Certificate	As specified by ZQF	-
Diploma	Minimum of 3 years	360
Bachelor's degree	Minimum of 4 years	480
Postgraduate diploma	Minimum of 1 year	120
Master's degree	Minimum of 1 year 6 months	180
Doctorate	Minimum of 3 years	360

## **10.2 Conferment of Degrees, Diplomas and Certificates**

- 10.2.1 Senate shall confer degrees, diplomas and certificates to candidates after receiving recommendations from its appropriate delegate sub-committee responsible for undergraduate and postgraduate awards.
- 10.2.2 No person is entitled to describe themselves as holding a degree or certificate granted by the University unless the qualification has been awarded either in person or in absentia at convocation in accordance with a general resolution of the Senate.
- 10.2.3 A student who wishes to be awarded a qualification must make an application for the award in the form prescribed by the University from time to time under the authority of Senate whether it is desired that the degree or certificate be awarded in person or in absentia.
- 10.2.4 Notwithstanding anything to the contrary in this regulation, a qualification may be awarded posthumously within the twelve months after a person has fulfilled the conditions prescribed for admission to the degree.

## **10.3 Revocation of Award**

- 10.3.1 Award type, award title or classification can be revoked and reissued, or an award can be revoked in its entirety by Senate under the following conditions:
- (a) when there is satisfactory proof that there was an administrative error in the award made.
  - (b) when, subsequent to award, an Assessment Sub-Board takes into account information which was unavailable at the time its original decision was made, or
  - (c) following a recommendation or ruling by the Examination Irregularities Committee or by an Inquiry Panel established to investigate allegations of research misconduct.

## **11.0 DECISIONS OF THE SENATE COMMITTEE ON EXAMINATION IRREGULARITIES**

11.1 Senate committee on Examination Irregularities shall hear and determine any complaint and shall have the powers to do any of the following in the case of a candidate found guilty of an examination offence:

- (a) Disqualify the candidate from sitting any examination for such a period as may be prescribed: and/or
- (b) Cancel any pass with which the candidate may have been credited in the course, subject or examination in respect of which an offence occurred; and
- (c) Communicate its decision to the Registrar of such disciplinary action as the nature of the offence may require.

11.2 Any candidate disqualified under (Clause 12.1 (a) (b) above shall have the right to appeal in writing to the Vice-Chancellor not later than fourteen days after the official publication of the results.

11.3 No candidate shall communicate with the examiner any explanatory statement regarding their performance in the examination except through the Registrar.

11.4 All cases shall be held within 30 days.

## **12.0 MISREPRESENTATION OF OFFICIAL STATEMENTS**

Notwithstanding anything to the contrary, where it appears to Senate:

- (a) That any student has suffered hardship by reason of acting upon incorrect information or advice furnished by any members of the academic staff including staff in Student Administration or the University or appearing in any publication of the University; and
- (b) That such student has reasonable grounds for acting upon such information or advice; Senate, after consultation with the appropriate Division or Committee, may make such provision to meet the case of that student as it deems fit.

## **13.0 PROVISION FOR APPEALS**

Any student who feels aggrieved over any matter be it academic or otherwise may appeal in writing to the Vice-Chancellor within fourteen (14) days of the incident complained of.

## **14.0 STUDENTS' ACADEMIC RECORDS**

### **14.1 General**

Student information shall be collected and captured and securely maintained to meet the University's business needs while complying with the applicable legislative and regulatory requirements of HEA and other bodies. The student records should:

- i. Provide student outcomes data and reports including student progress, completion, graduation, and quality improvements; and
- ii. Meet student needs.

The University through appointed staff shall take every reasonable care to ensure that all student records are complete, accurate, and maintained securely. Through its established processes and procedures, the University will protect the information in an electronic or hard copy format and maintain confidentiality.

Data and information that is no longer required will be archived securely after reasonable time has passed in accordance with the various policies and regulations of the University.

### **14.2 Academic records management**

All student and academic records should be kept securely.

- i. Physical records are kept in secure and locked cabinets in secure areas of campus.
- ii. Electronic student records are kept in storages such as OneDrive, Hard Drive and Cloud-based systems and updated regularly in accordance with the policies of the University.
- iii. Electronic records are backed up based on the business continuity and data recovery policy.

### **14.3 Retrieval of archived records**

All academic and student records should be archived using physical and electronic means.

The duration of storage and archival of academic and student records will vary depending on the nature of the record. Nevertheless, all the records should be kept for a period deemed to be reasonable.

Retrieval of records shall be approved in accordance accordingly.

#### **14.4 SIS authorisation and security**

##### **a) SIS Access request**

Before access is granted to the Student Information System (SIS), the request must be approved by in- line with the University ICT Policies and Procedures.

- i. To be eligible for an SIS account, all users must have valid credential assigned by ZCAS University by ICT department in accordance with the ICT Policies.
- ii. The user then logs in verifies the accuracy of the request and signs the appropriate policies.

##### **b) SIS Access Revocation**

If an employee's actions are deemed inappropriate in any way a formal report is filed with the Systems Administrator. The rights of the employee are revoked in accordance with the ICT policies and procedures.

#### **15.0 RELATED POLICIES**

These Academic Regulations shall be read in conjunction with Student Code of Conduct and Disciplinary Procedures and other policies. Where there are conflicts in interpretation between the Academic Regulations and any policy, the policy governing the subject matter shall take precedence.