

**GENERAL ACADEMIC REGULATIONS FOR POSTGRADUATE DEGREES****1.0 ENTRY REQUIREMENTS****1.1 PREAMBLE**

- 1.1.1 The Senate shall be the final authority for the interpretation of these Regulations.
- 1.1.2 The Senate reserves the right to alter, amend, repeal, suspend or replace any of these Regulations.
- 1.1.3 The Senate has the power to exempt any student from any of the Regulations.
- 1.1.4 The Senate may change or amend the Academic Regulations or synopsis at any given time and the changes or amendments shall be applicable to all students with effect from the dates notified by the University.
- 1.1.5 There shall be School and Departmental Regulations which shall be subject to approval by the Senate and which shall include provision for admission to Programmes.
- 1.1.6 The General Academic Regulations for MTech Programmes shall take precedence over the School and Departmental Regulations.
- 1.1.7 Detailed synopsis of courses in a discipline will not form part of the General or School Regulations but shall be submitted to the appropriate School Boards for approval.
- 1.1.8 A schedule of Programmes, Subjects and Courses and their codes shall be maintained by the Registrar. These codes shall be alpha/numeric; alphabetical codes being used to identify Programmes and Subjects, with prefixing numerical course codes being used to indicate the level of study. It should also include individual examination components (units) within that course.
- 1.1.9 In these Regulations the following terms shall be used as described:

<b>“Programme”</b>	A plan of study lasting over a period of time, which leads to the award of a degree.
<b>“Part”</b>	A defined portion of a Programme. It is essentially a year of study.
<b>“Course”</b>	A separately examinable component within a Subject.
<b>“Module”</b>	The module is one of the separate parts of a course.
<b>“Subject”</b>	A study offered by a department.
<b>“Project”</b>	A Research assignment which is separately examinable.

**“Continuous Assessment”** Prescribed assignments to be completed within a given period and forming a part of a course.

***“Minimum Body of Knowledge and Skills” (MBKS)*** *It is the minimum learning, knowledge and skills on a field of study that a candidate must attain in order to be granted a degree.*

**“Grade Point Average”** It is an average value calculated from earned grades in courses over a specified time

**“Cumulative Grade Point Average”** The average of grade points earned in all courses in two or more semesters of an Academic Programme.

**“Credit”** A value assigned to ten (10) notional study hours of learning and assessment.

**“Notional Study Hour”** Learning time an average student is expected to engage in order to attain intended learning outcome.

**“Minimum Credit Load”** The minimum number of credits required for a candidate to graduate.

**“Maximum Credit Load”** The maximum number of credits that a candidate can attain in a particular programme.

**“Prerequisite”** A course or other requirement that a student must have taken prior to enrolling in a specific course or program.

**“Core Course”** It is a compulsory backbone course for a degree programme that all students are required to complete before graduating.

**“Elective Course”** It is a course where candidates choose their areas of interest from the available options which is required to complete before graduating.

**“Interdisciplinary elective course”** It is a course that belong to any M.Tech. program other than the program under consideration.

## **2.0 PROGRAMMES**

### **2.1 Master Of Technology Degree Programmes by Coursework**

- 2.1.1 The Master’s Degree Programmes by Coursework shall normally consist of prescribed lectures, practicals, assignments, a project, written examinations, seminar, and industrial training.
- 2.1.2 The structure of Master of Technology Degree Programmes would be prescribed in the School Regulations. These structures may vary in accordance with the particular requirements of different Schools and Subjects but all Master of Technology Degree *Programmes shall normally contain elements defined in section 4.0 of these MTech General Academic Regulations.*

## **3.0 ENTRY REQUIREMENTS**

### **3.1 Normal**

- 3.1.1. The normal entrance requirement shall be an appropriate Honours Degree or equivalent qualification.
- 3.1.2. Other qualifications may be considered by the Senate on the recommendation of the Department and School concerned.

## **4.0 STRUCTURE OF MTECH PROGRAMMES**

### **4.1 The Structure of MTech programmes shall include;**

- 4.1.1 Core courses
- 4.1.2 Programme elective courses
- 4.1.3 Seminar
- 4.1.4 Project

**4.2 A programme may include;**

4.2.1 Interdisciplinary elective courses

4.2.2 Internship

**5.0 DURATION OF THE PROGRAMME**

**5.1** A student is ordinarily expected to complete the MTech programme in two years. However, specific duration of the programme shall be defined in the programme regulations.

**5.2** The maximum duration of the MTech programme is double the programme duration from the date of admission.

**6.0 DEFEREMENT OF STUDIES**

**6.1** A student may be permitted to defer from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to defer from the programme only for a maximum continuous period of two semesters.

**6.2** A candidate can only defer studies in the first two weeks of a semester.

**7.0 ATTENDANCE**

**7.1** A student must maintain an attendance record of at least 75% in individual courses. Without the minimum attendance of 75%, in any course, students become ineligible to write the end semester examination in that course.

**7.2** If a student is unable to attend classes for health reasons for longer than 72 hours, he/she must notify the appropriate department of the facts as soon as possible and submit certification in support thereof by a medical practitioner registered in accordance with the Medical, Dental and Allied Health Professions Act and any other relevant Acts.

**7.3** For absence on grounds other than health, prior permission from the Dean on recommendation of the Chairperson of Department concerned is needed.

**8.0 ASSESSMENT PROCEDURE**

**8.1** The complete academic performance of a student is normally evaluated internally with the exception of the project work which will have an evaluation component by external examiners.

**8.2** The student's performance in each course, in general, is evaluated based on continuous assessment (internal marks) and end of semester examination.

**8.3** The assessment method is further detailed below:

**Table 1: Course without any practical component (Theory courses)**

Assessment Tool	Weightage
Continuous Assessment (Tests, assignments, and any other examinable work)	50%
End of semester examination	50%

**Table 2: Course with theory and practical components**

Component		Assessment Tool	Weightage
Continuous Assessment	Theory component	Tests, Assignments & any other examinable work	25%
	Practical component	Laboratory work, and submission of record, practical tests, model examination, quizzes etc	25%
End of semester Examination			50%

**Table 3: Course with only practical component (Purely laboratory-based courses)**

Assessment Tool	Weightage
Laboratory work	60%
End of semester practical examination	40%

**Table 4: Course with only practical component (Purely laboratory-based courses without end of semester examination)**

Assessment Tool	Weightage
Laboratory work	100%

- 8.3.1 Purely laboratory-based courses must always have a well-defined assessment criterion approved by the relevant School board.
- 8.3.2 To be considered for a pass in a particular course a candidate must take the end of semester examination prescribed for that particular course.

- 8.3.3 The specific programme regulations must spell out the required minimum number of tests, assignments and any other continuous assessment work as per the requirements of the subject area.

- 8.4 The project work will be evaluated as shown in Table 4;

**Table 5: MTech Project Evaluation**

PHASE	REVIEW	DEFINITION	Weightage
Phase I	Zeroth	Concept	-
	I	Proposal	15%
	II	Mid-term presentation	10%
Phase II	III	Report	35%
	IV	Viva Voce	40%

- 8.4.1 MTech projects should be socially relevant and provide solutions to practical problems. Each student is expected to do an individual project. The project work is carried out in two phases – Phase I and Phase II. Phase II of the project work shall be in continuation of Phase I only.

- 8.4.2 Zeroth may not be necessary where the seminar covers the pre-project concepts

- 8.4.3 A student will only be allowed in the final viva voce examination having accomplished the following:

- 8.4.3.1 He/she must have submitted his/her project work in the form of a paper for presentation and publication in a conference in line with University guidelines.

**OR**

- 8.4.3.2 He/she must have submitted his/her project work in the form of a paper for publication in a Journal in line with Institute guidelines.

- 8.4.4 In either case the student must produce proof of acceptance or publication of paper from the organisers of conference or publishers of Journal. In cases where the paper is under review, the candidate must provide written confirmation from the journal editor or conference organisers that the paper is under review. Acknowledgement of receipt of paper alone shall not be enough evidence.

- 8.4.5 Unless the departmental board has granted prior permission for an extension of thesis/dissertation submission deadline, any candidate who fails to meet the submission deadline shall normally fail the dissertation or

project. In such cases, on the recommendation of the Supervisor(s) to the departmental board, candidates may be permitted to submit the dissertation or project at a later date, normally within three months of the original submission deadline. Unless otherwise determined by the Senate, the maximum mark allowable for such referred work shall be 50%.

- 8.4.6 Unless an extension is granted, a candidate who fails to meet the proposal submission deadline shall normally fail the proposal. In such cases, the candidate cannot continue with the project.

## **9.0 PROJECT GUIDELINES**

### **9.1 Phase 1**

#### **9.1.1 Zeroth Review (no marks to be awarded)**

#### **9.1.2 Objectives**

- 9.1.2.1 To assess the problem statement of the project work prepared by the student.
- 9.1.2.2 To assess the fundamental knowledge of the candidate in the area of work.
- 9.1.2.3 To assess scope of the work
- 9.1.2.4 To assess potential contribution of the research to problem solving in the subject area.

#### **9.1.3 Assessment Guidelines**

The concept/idea can be approved or rejected based on the originality of the work and the scoping of the project.

### **9.2 Review 1: The Proposal**

#### **9.2.1 Objectives**

- 9.2.1.1 To assess originality of the project
- 9.2.1.2 To evaluate possible contributions of the project to the subject area, problem solving and community/identified stakeholders
- 9.2.1.3 To assess the strength of the candidate's arguments, writing style, and organisation of ideas as required in the subject area.

#### **9.2.2 Review Guidelines**

- 9.2.2.1 The School Board must choose either presentations or blind review of proposal documents. The preferred choice and specific assessment criteria must be well spelt out in the School's MTech Thesis/Dissertation guidelines.

9.2.2.2 In some cases, as preferred by the School Board, a proposal may be subjected to both forms of assessment as spelt in section 9.2.2.1.

9.2.2.3 The supervisor must normally guide the candidate in developing the proposal in an agreed area of research. In such cases, the supervisor must give the candidate permission to submit the proposal for review.

### **9.3 Review II: Mid-term presentation**

#### **9.3.1 Objectives**

- 9.3.1.1 To assess the candidate's progress in the research work
- 9.3.1.2 To take corrective measures if needed before project completion
- 9.3.1.3 To provide guidance to the candidate as the research work progresses

#### **9.3.2 Review Guidelines**

- 9.3.2.1 The candidate must make a presentation to a panel as constituted by the relevant School.
- 9.3.2.2 The School must provide detailed assessment criteria in its MTech Thesis/Dissertations Regulations.

### **9.4 Review III: Report**

#### **9.4.1 Objectives**

- 9.4.1.1 To assess the originality of the project outcomes.
- 9.4.1.2 evaluate the project outcomes for their originality, contributions to the body of knowledge in the specified domain, and identified stakeholders.
- 9.4.1.3 To assess the developed solution.
- 9.4.1.4 To review the candidate's ability to present research findings through writing (arguments, writing style, and organisation of ideas).

#### **9.4.2 Review Guidelines**

- 9.4.2.1 The report must be independently reviewed. This means the project's supervisor or anyone with a direct interest in the project must not be involved in reviewing the report.
- 9.4.2.2 Ideally reviewers must be external to the School and Institution. The School regulations on MTech thesis/dissertations examination procedures must provide detailed guidelines.



**9.5 Review IV: Viva Voce****9.5.1 Objectives**

- 9.5.1.1 To assess the candidate's ability to defend the project report
- 9.5.1.2 To get clarity on grey areas identified in the review of the report
- 9.5.1.3 To assess the candidate's solution (technical solution)

**9.5.2 Review Guidelines**

- 9.5.2.1 The viva voce should be an invitation extended only to candidates who had passed the report assessment.
- 9.5.2.2 The defence committee must normally include:
  - a) Reviewers of the report
  - b) A chair nominated by the Programme Coordinator/Director or School.
  - c) An independent member from the School or concerned department.
- 9.5.2.3 The project supervisor can only attend as an observer who shall not ask or respond to any questions.
- 9.5.2.4 The chairperson must only facilitate or ensure smooth running of the defence. The chair does not ask, nor score the candidate. The chair act as the middlemen between the candidate and panel of reviewers. Detailed duties and responsibilities of the chair must be defined the School MTech Thesis/Dissertations regulations.

**9.6** All MTech project reports and proposals must be subjected to similarity tests, and a similarity index of only  $\leq 12\%$  must be accepted.

**9.7** Upon completion of the Masters Project, the student shall submit a PDF document of the same to the school, which will be deposited to the library for uploading into the HIT Scholar Institutional repository.

**10.0 PLAGIARISM**

**10.1** Plagiarism is the unacknowledged or unjustified use of another person's material or ideas.

**10.2** Plagiarism involves:

- 10.2.1 Submitting someone else's work as your own;
- 10.2.2 Cutting and pasting from electronic journals, websites or other sources in order to create a piece of work;
- 10.2.3 Recycling work of other people or your own;
- 10.2.4 Employing a firm or an individual to produce work for you;

**AND**

- 10.2.5 Producing a piece of work based on someone else's ideas without citing them.

**10.3** As such, plagiarism is a breach of academic integrity and therefore an academic offence in the sense theft is in daily life.**10.4** All student projects and assignments shall be subjected to appropriate originality checking electronic software in accordance with the Institute Policy for the Use of Originality Checking Software. By submitting projects and assignments, students implicitly consent to the text being subjected to originality checking.**10.5** If a case of plagiarism is detected, a penalty may be imposed on the perpetrator or on both the perpetrator and the co-perpetrator where such is applicable. Recommendations on the severity of the penalty for plagiarism shall be determined by the appropriate Departmental and School Board of Examiners.**10.6** Cases of plagiarism shall be handled in the following manner:**10.6.1 Minor Cases of Plagiarism**

10.6.1.1 This refers to plagiarism that does not constitute a student's project work (HIT0800) and Seminar reports.

10.6.1.2 **First Level Offence:** In the case of plagiarism being discovered in a piece of work such as an assignment or laboratory report the student shall get a Lecturer's warning but shall be given an opportunity to re-do and re-submit an acceptable piece of work within 5 days and the maximum mark allowable shall be 50% with the exception of those programmes whose overall pass mark is not 50%.

10.6.1.3 A lecturer may award a zero mark and refer the case to the chairman/coordinator for a written warning in cases where similarity index is >50%.

- 10.6.1.4 **Second Level Offence:** Second level offence apply to a candidate who already have a first level offence from the same lecturer. The student shall get a Chairman's or Programme Coordinator's written warning and shall be awarded a mark of zero for the submitted work without the option of resubmission.
- 10.6.1.5 **Third Level Offence:** Applies to a student who commits a plagiarism case whilst he/she still have a valid second level offence. The Senate shall take disciplinary measures such as suspension or expulsion of the student who will have been awarded a mark of zero.
- 10.6.1.6 **All warnings must have a lifespan of one academic year.**
- 10.6.2 **Major Cases of Plagiarism**
- 10.6.2.1 This refers to plagiarism that constitutes a student's Project work, (HIT0800) or Seminar work.
- 10.6.2.2 In the case of plagiarism being discovered in a project at the end of the semester/year the project/seminar report shall be declared invalid and Senate may allow the candidate to re-submit that project at the next Academic Board to consider end-of-year results.
- 10.6.2.3 The new project shall be submitted not later than June of the following year and the maximum mark allowable for such resubmitted work shall be 50% with the exception of those programmes whose overall pass mark is not 50%.
- 10.6.2.4 In the case of plagiarism being discovered in a project/seminar report for the second time and after re-submission, a mark of zero shall be awarded and recorded, and the Senate shall take disciplinary action either to suspend or expel the student.

**11.0 GRADING SYSTEM**

- 11.1** Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and the corresponding grade points are as follows:

**Table 6: Grading system**

<b>Letter Grade</b>	<b>Grade Points</b>	<b>Mark Range</b>
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	75-80
B+ (Good)	7	71-74
B(Above Average)	6	65-70
C (Average)	5.5	55-64
P (Pass)	5	50-54
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination
I (Incomplete)	0	Failure due to insufficient attendance in the course

- 11.2** A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he/she secures a letter grade other than F or Ab or I in that Course. A letter grade F or Ab or I in any Course implies a failure in that Course.
- 11.3** The internal marks awarded to the students are first normalized and combined with the normalized marks of end semester examination.
- 11.4** To pass in a course with earnable credits a student has to score a minimum of 50% of the total normalized marks secured in both the internal and end semester examination.

## 12.0 COMPUTATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

**12.1** The SGPA (Semester Grade Point Average) will be calculated according to the formula

$$SGPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where  $C_i$  = credit for the  $i$ th course,  $(GP)_i$  = the grade point obtained for the  $i$ th course,  $n$  = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F or Ab or I grades.

For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

where  $S_i$  = Sum of credits in  $i$ th semester,  $(SGPA)_i$  = Grade Point Average earned in  $i$ th semester and  $r$  = number of semesters and the sum is over all the semesters under consideration.

## 13.0 PROGRESSION DECISIONS

**13.1 DECISION TO PASS:** A candidate must pass all courses in a part.

**13.2 DECISION TO PROCEED:** A student must have earned at least 50% of the credits for that particular year prescribed.

**13.3 DECISION TO CARRY**

**Table 7. Decision to carry**

Programme duration	To enrol for;	Minimum number of credits to be earned;	Decision
2 year programmes	2 <sup>nd</sup> year	$\geq 50\%$ of the credits registered in 1 <sup>st</sup> year	Proceed Carrying
3 year programmes	2 <sup>nd</sup> year	$\geq 50\%$ of the credits registered in 1 <sup>st</sup> year	Proceed Carrying
	3 <sup>rd</sup> year	$\geq 50\%$ of the total credits prescribed in 1 <sup>st</sup> and 2 <sup>nd</sup> year	Proceed Carrying

**13.4 DECISION TO REPEAT FAILED COURSES****Table 8: Decision to repeat failed courses**

<b>Programme duration</b>	<b>To enrol for;</b>	<b>Minimum number of credits to be earned;</b>	<b>Decision</b>
2 year programmes	2 <sup>nd</sup> year	<50% of the credits registered in 1 <sup>st</sup> year	Repeat failed courses
3 year programmes	2 <sup>nd</sup> year	<50% of the credits registered in 1 <sup>st</sup> year	Repeat failed courses
	3 <sup>rd</sup> year	<50% of the total credits prescribed in 1 <sup>st</sup> and 2 <sup>nd</sup> year	Repeat failed courses

**13.5** A Candidate obtaining less than 50% of the Continuous Assessment marks in any course shall not be eligible to sit for End of Semester Examinations in that course.

**13.6 Course Repetition**

13.6.1 A student securing F or Ab or I in a core course has to compulsorily get a pass grade in that core course for the award of degree.

13.6.2 A student securing F or Ab or I in an elective course has the following options:

13.6.2.1 He/she may reappear and pass the course in case of F or Ab grade.

**OR**

13.6.2.2 He/she may opt for another elective in place of the elective in which he/she did not get a pass grade and achieve a pass in it.

13.6.3 An elective course with grades O to P cannot be withdrawn.

**13.7 Failure to satisfy the Examiners**

13.7.1 A candidate who fails to satisfy the examiners in terms of these General Academic Regulations and School Regulations may be required by the Senate to:

- (a) proceed to the next part of the Programme carrying the failed courses
- (b) repeat the failed courses;
- (c) write Special Examinations.

- 13.7.2 A Course successfully completed cannot be repeated.
  - 13.7.3 If a student gets a fail grade (F/Ab/I) in a course with both theory and practical components, then he/she has to reappear in the end semester examinations for both.
  - 13.7.4 If a student obtains F grade in a course in the first three attempts, from fourth attempt onwards, full weightage (100%) shall be assigned to marks scored in the end semester examinations and the continuous assessment marks they have scored during the regular course of study will be ignored. The first attempt is that which corresponds to the first registration for the course. If a student gets I or Ab grade in an attempt that is also treated as an attempt.
- 13.8** A candidate who continuously fail a course/s up to the maximum completion time shall be withdrawn from the programme.
- 13.9 Conditions for Special Examinations:**
- 13.9.1 Senate may allow final year candidates to write special supplementary examinations to enable them to clear failed final year courses only.
  - 13.9.2 Special supplementary examinations shall be marked as Pass or Fail.

## 14.0 DEGREE CLASSIFICATION

Table 9. Degree classification

Category	CGPA	Class / Distinction
Students who successfully complete the MTech programme within the defined time duration	$\geq 5$ & $< 5.5$	Pass
	$\geq 5.5$ & $< 7.5$	Second Class
	$\geq 7.5$ & $< 8.5$	First Class
	$\geq 8.5$ (without F or AB or I or temporary withdrawal in any Semester)	First Class with Distinction
	$\geq 8.5$ (with F or A & I in any semester but attained pass grade subsequently)	First Class
Students who cannot complete the MTech program in defined time duration <b>but</b> complete it successfully within the time duration +2 semesters.	$\geq 5$ & $< 5.5$	Pass
	$\geq 5.5$ & $< 7.5$	Second Class
	$\geq 7.5$	First Class
Students who cannot complete the MTech program in the defined timeframe <b>but</b> complete it successfully within double the time duration of the programme	$\geq 5$ & $< 5.5$	Pass
	$\geq 5.5$	Second Class

## 15.0 ELIGIBILITY FOR AWARD OF THE MTECH DEGREE

**15.1** A student shall be declared to be eligible for the award of the MTech degree if he/she has:

- 15.1.1 Registered and successfully completed all the courses and projects as per the curriculum.
- 15.1.2 Attained all credits of the prescribed MBKS.
- 15.1.3 Attained minimum credit load for that programme.
- 15.1.4 No disciplinary action pending against him/her.



- 15.1.5 Or successfully completed any other conditions as maybe prescribed by the school in administration of the programme.

## **16.0 PUBLICATION OF RESULTS**

- 16.1** The Registrar shall be responsible for the publication of the results of Institute Examinations as approved by the Senate.
- 16.2** Results lists shall be posted on Institute boards and in addition, the Registrar may post to each candidate at his/her registered address, a copy of his/her individual results. The Registrar may post examination results on the Institute website or other appropriate media.
- 16.3** Normalised marks are referred to the Result Passing Board for the finalisation of results. Controller of Examinations assigns letter grades and announces the results. The I grade once awarded stays in the record of the student and is deleted when he/she completes the course successfully later. The grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and the year of passing that course.
- 16.4** The 'F' grade obtained by a student will be deleted in the grade card once that course is successfully completed. The pass grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and year of passing. The CGPA will be accordingly revised.

## **17.0 POSTHUMOUS AND AEGROTAT PROVISIONS**

Aegrotat and posthumous awards will normally be considered only when no interim award is available, no degree award may be made within the regulations, and the student is/was close to completion of the award.

### **17.1 Posthumous Awards**

- 17.1.1 The senate may confirm the award of a posthumous degree on the recommendation of the School Board where sufficient credits have been passed at the level of the award for it to be clear, beyond reasonable doubt, that the candidate would have qualified for the award.
- 17.1.2 A posthumous award shall be unclassified.
- 17.1.3 In the case where a candidate has died before the submission of a dissertation or equivalent, a posthumous degree may be recommended provided that the Board is able to consider available evidence of the work completed by the candidate.
- 17.1.4 Normally, such evidence shall be supplied by the candidate's supervisor/advisor, who shall also submit a report for consideration by the examiners including an argued recommendation regarding the award of the degree based on the following criteria:

- 17.1.4.1 Enough of the research project must have been completed to allow a proper assessment to be made of its scope.
- 17.1.4.2 The standard of the research work completed must be of that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject.
- 17.1.4.3 The written material available (draft chapters, published work, work prepared for publication, presentations to conferences/seminars, progress reports by the candidate for their department/institution/ sponsor) must demonstrate the candidate's ability to write a dissertation or equivalent of the required standard.

## **17.2 Aegrotat Awards**

- 17.2.1 The Senate may make an Aegrotat award where a candidate is prevented by illness or other special circumstances from completing the final examined/assessed elements of a taught scheme of study.
- 17.2.2 The Board must have appropriate supporting evidence. In doing so, the Senate Examining Board should be satisfied that:
  - 17.2.2.1 The candidate's prior performance shows beyond reasonable doubt that they would have passed but for the illness/event which occurred.
  - 17.2.2.2 The candidate is unlikely to be able to return to complete their studies at a later date.
  - 17.2.2.3 The candidate must confirm in writing that they are willing to accept an Aegrotat award; if not, normal conventions on resit opportunities and extensions to award time limits shall apply.
- 17.2.3 An Aegrotat degree, diploma or certificate shall be unclassified and, in all other respects, un-graded.
- 17.2.4 An Aegrotat award does not necessarily entitle the holder to registration with a professional body, or exemption from the requirements of any professional qualification which might otherwise be associated with the scheme of study concerned.
- 17.2.5 No candidate shall be exempted from submitting and defending a research thesis or from presenting a Master's dissertation (or equivalent) where such is required.

**18.0 ACADEMIC TRANSCRIPT AND CERTIFICATES**

The Harare Institute of Technology will issue all academic transcripts and certificates.

**19.0 AWARD OF BOOK PRIZES TO GRADUANDS ON GRADUATION DAY**

The School in administration of the programme shall define the criteria.

**20.0 PROVISION FOR CREDITS ACCUMULATION AND TRANSFER****20.1 REGULATIONS FOR CREDIT TRANSFER**

20.1.1 A candidate can transfer to a programme provided the candidate's current programme of study is compliant with approved MBKS.

20.1.2 **Maximum number of credits permissible for transfer:** A candidate can only transfer a maximum of first year credits of the intended programme.

20.1.3 **Level of modules permissible for transfer:** Only SADC-QF level 9 or equivalent.

20.1.4 **Minimum grade required for credit transfer:** The School shall define the minimum grade required for transfer.

**21.0 CREDIT ALLOCATION AND BASIS OF ALLOCATING CREDITS**

The credits will be allocated based on the notional hours (made up of contact time, scheduled assessment, and self-study). 10 hours are allotted for each credit awarded.

Therefore, the number of credits are given by; 
$$Credits = \frac{Notional\ Hours}{10}$$