



KINGS UNIVERSITY COLLEGE

ACADEMIC PROGRAMMES, POLICIES AND REGULATIONS FOR UNDERGRADUATE STUDENTS

**Kings University College
Aplaku-Hills
Weija
Accra-Ghana**

TABLE OF CONTENTS

Item	Page
1.0. Forward	3
2.0. Strategic Intent	3-4
3.0. Objectives of the Academic Programmes	4-5
4.0. Definition of Terms	6-7
5.0. Undergraduate Programmes	8-9
6.0. Admissions Requirements	9-13
7.0. Admissions Procedure	14
8.0. Delivery modes	14
9.0. Registration Procedures	15-16
10.0. Policy on Progression of students	17-18
11.0. Grading System	19
12.0. Degree Classification	20
13.0. Requirement for Graduation	20
14.0. Time Limits for the Completion of Programmes	20
15.0. Academic Counseling	21-22
16.0. Academic Quality Assurance	22
17.0. Examination Rules and Regulation	23-26
18.0. Penalties for Examination Offences	26-27
19.0. Submission of Long Essay/Project Report	28
20.0. Procedures for Appeal	28
21.0. Curriculum Review	28-30

1.0 Forward

It is the desire of Management of Kings University College to assist all students who have chosen KUC as their place of study to succeed in their academic journey. This publication on Academic Programmes, Policies and Regulations is to encourage undergraduate students and to lay bare different pathways that they can take to reach their desired goals.

The APPR is also designed to help the students know the relevant policies and regulations concerning registration, examinations, graduations and submission of project work.

Students are encouraged to read the brochure carefully and note all that are required of them in pursuance of their undergraduate degree.

Management has an open door policy for students' consultation. Any further clarification can be sought from the Registrar.

SIMON KWAME KPEMLIE

REGISTRAR

2.0 STRATEGIC INTENT

1.1 Our Mission

Our Mission is to provide a broad and superior undergraduate education that imparts knowledge, skills, and values so essential to educated and responsible citizenship. Further, the University will provide high-quality graduate and professional programs in areas of need and importance to Africa. To accomplish these educational goals, KUC will continue to compete internationally to attract a faculty distinguished by its commitment to teaching and by its achievements in research and innovation. The University will strive to attract a faculty that will bring distinction and stature to all the programmes it offers.

1.2 Our Vision

Our vision is to be acknowledged as a Centre of Excellence and the University of choice in Africa for business, law and computer science academic and professional programmes at undergraduate, graduate and higher degree levels. We shall be at the forefront in business and legal education, research and innovation among African Universities.

1.3 Our Philosophy

- a. **Excellence** We shall produce a brand of graduates who are distinctive academics and professionals, and effective leaders in the dynamic global economy. We shall encourage our workforce to strive for excellence in everything they do.
- b. **Creativity and innovation**
We shall encourage students and workforce to challenge the norm, be creative and innovative.
- c. **Integrity**
Our workforce and graduates shall uphold the virtues of moral integrity and high ethical values.
- d. **Critical thinking and Emotional Intelligence**
Our students shall be trained in critical thinking skills to enable them develop emotional intelligence.
- e. **Academic and intellectual Freedom**
We shall train our students to develop skills to enable them practice academic and intellectual freedom in their endeavour.

3.0 Objectives of the Academic Programmes

The objectives of the first degree, as structured are consistent with the philosophy of the University. The objectives are:

- a. To help give the student a liberal educational foundation that should enable him/her to have a feeling for and an understanding of different modes of intellectual thought as they relate to various processes of living.

- b. To enable the student to acquire a meaningful appreciation of major national development problems and their possible implications for international relations within Africa and the rest of the world.
- c. To help the student develop self-confidence, ability to innovate, habits of honest scholarship and constructive and development-oriented approach to problem solving.
- d. To equip the student with specialized knowledge and skills needed for the pursuit of careers in different sectors of the economy.

It is recognized that a degree structure, though obviously crucial, cannot by itself assure full realization of the stated objectives. Social institutions and relations on campus. Relations with the social and political environment in which the University is set, are some of the relevant supportive factors. A full realization of these and related factors should result in a graduate with a well developed integrated personality.

4.0 Definition of Terms

a. Programme

A programme is a curriculum package that consists of courses and leads to the award of a specific degree, diploma, or certificate.

b. Course

A course is an approved self-contained instructional package with a title, code number, contents, stipulated contact hours, and credit weighting.

c. Core (compulsory) course

A core course is a course that a student is required to take and pass in order to graduate. There are four types of compulsory courses: University-wide compulsory courses, faculty compulsory courses, departmental compulsory courses and programme specific compulsory courses. A student who fails a compulsory course must repeat the course and pass it in order to graduate.

d. Elective Course

An elective course is a course which is freely chosen by the student, within the context of the programme being pursued. The purpose of the elective is to give the student the opportunity to construct a personal curriculum to meet personal, career, or individual academic or career interests.

e. Cognate Course

A cognate course is a course in a related field that facilitates, reinforces, or enriches learning within a chosen area of specialization.

f. Inter-Faculty Course

An inter-faculty course is a course which a student takes outside his/her area(s) of specialization to broaden his/her academic outlook or enrich his/her general education. Such courses are taken outside the student's department and preferably outside the student's faculty.

g. Pre-Requisite Course

A pre-requisite course is a course which the students must pass before he/she can be allowed to take a higher-level or related course.

h. Audited Course

An audited course is a course which the student voluntarily takes for zero credit. The course appears on the student's transcript but will not count towards the computations his/her of G.P.A or C.G.P.A.

i. Elective Subject

An elective subject is a subject (e.g. History, Geography or French) which a student is offered to read as per his/her admission letter (by virtue of his/her choice or entry background)

j. Authorized Withdrawal

An authorized withdrawal is an approved withdrawal from a course. The student completes a form, submits it to the Department for recommendation to the Registrar. The Registrar communicates approval to the student and the Head of Department.

4.1 Advance Credits for Students Entering at Level 200

Departments may give a minimum of 36 Advance Credits that could cover Level 100 and 200 courses. A minimum of 30 of the Advance Credits would be at Level 100 and a minimum of 6 at Level 200. Such student may be required to take a maximum of 6 credits at Level 100.

4.2 Advance Credits for Students Entering at Level 300

Departments may give a maximum of 72 Advance Credits that cover only Level 100 and 200 courses. Level 300 students may be required to take a maximum of six (6) credits at lower levels where necessary.

4.3 Single Subject Honours Option

Departments have options for students to Major in one single subject. Single Subject Honours takes effect at level 400. Selection for Single Subject Honours is based on the C.G.P.A. at the end of Level 200.

4.4 Credit Weightings for Courses

At KUC, courses may be assigned 1, 2, 3 credits. Credits are assigned to courses on the basis of contact hours (theory and laboratory work) as follows;

- a. A one-credit course is a course which has one contact hour theory class per week for a semester.
- b. A two-credit course is a course which has two contact hours theory classes per week for one semester.
- c. A three-credit course (a full course) is a course which has three contact hours theory classes per week.

5.0 UNDERGRADUATE PROGRAMMES

5.1 Introduction

This policy provides the basis for admitting undergraduate students at the Kings University College. The policy focuses on the following:

- a. Objectives underpinning undergraduate admissions at Kings University College
- b. Requirements for Admission into the undergraduate programmes
- c. The Admissions Process

5.2 Objectives

The objectives underlying our admissions policy shall be the following:

1. Provide guideline for admitting undergraduate students at Kings University College
2. Ensure that candidates are admitted based on well laid out procedure
3. To maintain the integrity of the admission process
4. To maintain fairness in the admission process

5.3 Fields of Study

Undergraduate academic programmes of the University are vested in one school and three faculties. Kings University College (KUC) at present has one school. “The Kings Business School (KBS) and three faculties:

- a. Kings Business School
- b. Faculty of Arts and Social Sciences
- c. Faculty of Computer Science and Information Technology
- d. Faculty of Law

5.4 Duration of Study

The Kings University College operates a standard four-year undergraduate degree programme based on the successful completion of Senior High School Education. However, students may be admitted directly to second year (Level 200) or third year (Level 300) depending on the assessment and recognition of their prior learning. In effect, the University has the following programmes (by duration).

- a. Four-year degree programmes (120-136 credits)
- b. Three-year degree programmes (90-102 credits plus advance credits)
- c. Two-year post graduate degree programmes (60-69 credits plus advance credits)
- d. Three-year post graduate programme (80-90 credits plus advance credits)

5.5 Advance Credit for Prior Learning

An advance credit is a bulk credit awarded to students admitted directly to Level 200 or 300 in recognition of their prior learning. The advance credit for direct admission to the two levels is 36 and 72 credits respectively. Advance credits will appear on the student’s transcripts but will not be included in the computation of his/her C.G.P.A.

Students admitted to Level 200 will normally start their programmes with Level 200 courses and move upwards while those admitted to Level 300 will normally start with Level 300 courses and move upwards to Level 400. However, faculties and departments may require such students to take make-up courses at a lower level where necessary, provided that the total number of make-up courses shall not exceed six (6) credits.

6.0 Admission Requirements

6.1 Entry Routes

The University has four entry routes:

- a. Entry by means of the Senior High School Certificate Examination (Entry at Level 100)
- b. Entry by means of the Mature Students Examination or Interview (entry at level 100)
- c. Entry by means of the G.C.E. “O” level five (5) passes at (level 100) and “A” Level (entry at Level 200)
- d. Entry by means of part qualified professional certificates and tertiary level diplomas (Entry at Levels 200 and 300) depending on the assessment of the diploma or certificate.

6.2 Admission Requirements (Level 100)

6.2.1 WASSCE/SSSCE Certificate Holders

Applicants must have:

1. A credit pass in the Core English and Core Mathematics, in addition to a credit pass in one of the following core subjects: Social Studies /Integrated Science & Life Skills
2. Credit passes in three (3) relevant elective subjects

The aggregate score for the core and elective subjects must not be more than 24 for SSSCE holders and not more than 36 for WASSCE holders. The WAEC equivalent grading system are

WASSCE	SSSCE	#EQUIVALENT	INTERPRETATION
A1	A	1	Excellent
B2	B	2	Very Good
B3	C	3	Good
C4/C5/C6	D	4	Credit
D7/D8	E	5	Pass
F9	F	Fail	Fail

6.2.2 GCE Ordinary & Advanced level Certificate Holders

Credit passes in at least five (5) subjects including English language, Core Mathematics and a Science Subject in West African Examinations Council (WAEC) G.C.E 'O Level or School Certificate Examinations and two (2) passes at the GCE Advanced Level one of which must be a grade D excluding General Paper.

6.2.3 General Business Certificate Examinations

Five (5) passes at the GBCE including English Language and Core Mathematics plus two passes in the Advanced Business Certificate (ABCE) Examinations.

6.2.4 RSA Stage 2 & Stage 3 Holders

Five (5) credit passes in RSA Stage 2 with passes in Mathematics and English plus two (2) passes in the RSA Stage 3 Examinations

6.2.5 Mature Candidates

1. Minimum entry requirements for the mature examination:

- i. All mature candidates must be 25 years old by 31st December of the preceding year of the ensuing academic year.
- ii. Applicants should enclose a certified photocopy of birth certificate issued to them not less than five (5) years from the day of submission forms.
- iii. Certified photocopies of the relevant professional/academic qualifications.

2. An Entrance Examination:

- i. General paper (for all candidates)
- ii. Main Papers (at least two subjects related to the programme seeking admission into)
- iii. Examination in Mathematics and English Language for candidates who do not have GCE "O"Level credit passes or WASSCE/SSSCE credit at least grade C6.
- iv. Aptitude Test

6.2.6 Diploma in Business Studies (DBS)

Candidates must have five (5) credit passes in the WASSCE/SSSCE/GBCE Examinations (including credit passes in English and Mathematics as well as three (3) or four (4) passes in the DBS examinations.

6.2.7 Other analogous qualifications

Candidates with other analogous qualifications will be considered for placement at Level 100 after verification from the appropriate validating national or international authority.

6.2.8 Admission Requirements at Level 200

i. Advanced Level Certificate Holders

Candidates must obtain a minimum of five credit passes in the GCE 'O' Level Examinations (including English and Mathematics) and three (3) passes at the GCE A Level Examinations excluding General Paper.

ii. Advanced Business Certificate (ABCE)

Candidates must obtain five (5) credit passes in the GBCE (with passes in English & Mathematics) and five passes in the ABCE.

iii. Diploma in Business Studies (DBS)

Candidates must obtain five credit passes at the GCE O Level Examinations (including credit passes in English and mathematics) or five credit passes in the GBCE (with credit passes in English & Mathematics) plus a minimum of five passes at the DBS Examinations

iv Diploma from a Recognised University

Candidates must obtain a one- year or two-year Diploma from a recognized University with credit passes in English and mathematics at WASSCE/SSSCE or G.C.E. O Level /GBCE examinations

v. London Chamber of Commerce Group Diploma

Candidates must also obtain passes in Mathematics and English at SSSCE/WASSCE GCE O Level/GBCE examinations

vi. ICA Part 1(Old System)/ICA Part 1(New System)

Candidates must obtain passes at the SSSCE/WASSCE; GCE O Level/GBCE examinations.

vii. ACCA Part 1

Candidates must also obtain passes in English & Mathematics at the SSSCE/WASSCE; O Level/GBCE examinations

viii. CIM Part 1

Candidates must also obtain passes in English & Mathematics at the SSSCE/WASSCE ; O Level/GBCE examinations.

ix. ABE Diploma

Candidates must also obtain passes in English and Mathematics at the SSSCE/WASSCE; GCE O Level/GBCE examinations.

x. Higher National Diploma in non-specialised area

Candidates with Higher National Diploma in non-specialised area will be placed at Level 200 and must pass English & Mathematics at SSSCE/WASSCE; GCE O Level /GBCE

xi. Other Analogous Qualifications

Other analogous qualifications that candidates shall present shall be validated by the national or international authority.

6.2.9 Admission Requirements at Level 300

i. ICA Part 11(Old System) /ICA Part 11 (New System)

Holders of this qualification shall be placed at L300 with evidence of passes in English & Mathematics at SSSCE/WASSCE ; GCE O levels/GBCE Examinations.

ii. CIMA Part 11

Holders of this qualification will be placed at L 300 with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level /GBCE examinations

iii. CIM Part 11 (Professional Diploma)

Holders of this qualification will be placed at Level 300 with evidence of credit (C6) passes in English and Mathematics at SSSCE/WASSCE ; GCE O Level/GBCE examinations.

iv. ACCA Part 11

Holders of this qualification will be placed at Level 300 with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level/GBCE.

v. CIB Part 11

Holders of this qualification will be placed at Level 300 with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level/GBCE examinations.

vi. ICSA (Pre-Professional Level)

Holders of this qualification will be placed at Level 300 with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level/GBCE examinations

vii. IMIS Higher Diploma in Information System

Holders of this qualification will be placed at Level 300 with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level/GBCE examinations.

viii. Higher National Diploma in areas of specialization

Holders of this qualification will be placed at Level 300 in their areas of specialization with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level/GBCE examinations.

ix. Any other Analogous Qualifications

Candidates with other analogous qualifications as determined by the Admissions Committee will be placed at Level 300 with evidence of passes in English and Mathematics at SSSCE/WASSCE; GCE O Level/GBCE examinations. Such qualifications will be validated by the appropriate national or international authority.

7.0 THE ADMISSIONS PROCEDURE

7.1 Establishment of Admissions Committee

An Undergraduate Admissions Committee shall be established to approve all Undergraduate admissions. The composition of the Committee shall comprise the following:

1. The Registrar as Chairman
2. The Vice-President (Academic)
3. Deans of all the Faculties
4. One Representative from each Faculty
5. Assistant Registrar (Academic) -Secretary

7.2 Processing of Application Forms

All application for Undergraduate Admissions shall initially be processed at the Registry by the schedule officers. The Registry will prepare the broadsheet for submission to the Admissions Committee

7.3 Selection of Candidates

The Admission Committee shall be responsible for the final selection of all candidates.

7.4 Specific Faculty Admission Requirements

In addition to the general admission requirements, faculties and departments may have specific requirements. These must also be satisfied at the time of admission.

8.0 DELIVERY MODES

The University offers its programmes through the traditional campus-based learning mode and non-traditional distance learning modes. The distance learning mode is a new strategic thrust embarked upon to expand access to undergraduate and graduate education.

9.0 REGISTRATION PROCEDURE

All admitted students are expected to register at the admissions office on arrival at the University. Registration forms shall be made available in the admissions office. Students who fail to register by the approved dates shall not be permitted to attend lectures and shall not receive any grades even if they attended classes and passed the relevant examinations.

Continuing students must pre-register against the immediately following semester. Pre-registration shall commence two weeks before the end of current semester. Confirmation of pre-registration is mandatory and should be done within the first week of re-opening.

9.1 Penalties for Late Registration

There is a penalty for late registration. Students who fail to register within the first week of re-opening but register thereafter, shall be not be allowed to write the end of semester examination. No student shall be allowed to register after the second week of re-opening.

9.2 Adding/Dropping of Courses

The deadline for adding or dropping a course is 21 days after the beginning of lectures. The deadline for dropping a course and getting an authorized withdrawal (“W”) is 21 days after the beginning of lectures. To withdraw, the student must complete a Withdrawal Slip/Form (available at the Registrar’s Office) and submit it to the Department offering the course. Failure to do so would earn the student a grade of “F”.

9.3 Auditing Courses

To audit a course the student must obtain the consent of the lecturer and the approval of his/her department. The student must complete a Course Audit application Form obtainable from the Registrar and have it signed by his/her head of Department and lecturer concerned. One copy of the form shall be retained in the Department and the other shall be forwarded to the Registrar by the Department.

A student auditing a course must attend all classes and laboratory sessions (if any) in the course. The student is required to submit assignments and take quizzes but not end-of semester examinations unless it is mutually agreed between him/her and the Head of Department.

Only one course may be audited per semester. A student who is carrying the maximum workload (21 credits) cannot audit a course in the same semester.

9.4 Minimum and Maximum Workload

The minimum academic workload for a full-time student is 15 credits for a semester. The maximum allowable full-time load is 21 credits. However, a student cannot carry the maximum workload for more than five semesters in a four-year programme; not more than four semesters in a three-year programme; and not more than three semesters in a two-year programme.

9.5 Full-Time and Part-Time Status

An undergraduate student who takes less than 12 credits in a particular semester shall be classified as a part-time student and shall be registered as such. Part-time undergraduate students shall use part-time registration forms in registering for courses. He/she shall however enjoy all

other benefits and privileges accorded of KUC students. Part-time registration may arise in situations such as the following:

- a. When a student has registered for less than 12 credits in a semester.
- b. When a student is repeating pre-requisite courses and is unable to get the full compliment of courses for the semester.
- c. When for health or career reasons, the student cannot attend school full-time or carry full-time academic load.

9.6 Course Numbering System

The course numbering system at KUC consists of a three-letter (Pre-fix) code (such as EVT) and a three-digit number (such as 123). The letter codes reflect the faculty and/or department while the digits reflect level and sequence. The system of digits used is as follows:

Level 100 Courses	**	100- 199
Level 200 Courses	**	200- 299
Level 300 Courses	**	300- 399
Level 400 Courses	**	400- 499

9.7 CLASSIFICATION OF ACADEMIC STATUS

A student's academic status is classified according to the following criteria:

First year student (level 100)	:	Is a student who has accumulated less than 36 credits
Second year student (level 200)	:	Is a student who has accumulated 36 to 72 credit (including advance credits)
Third year student (Level 300)	:	Is a student who has accumulated 72 to 102 credits (including advance credits)
Fourth year student (level 400)	:	is a student who has accumulated at least 102 credits (including advance credits)

10.0 A POLICY ON PROGRESSION OF STUDENTS FROM ONE LEVEL TO ANOTHER

This progression policy is geared towards ensuring that Kings University College monitor students' performance on a continuous basis to enhance their smooth academic progression.

Objectives

- i. To monitor students' academic progress
- ii. To provide the basis for assessing the overall performance of students
- iii. Take remedial steps to address challenges of underperforming students
- iv. To enable students redeem their trailed courses on time

10.1 Progression from Level 100 to 200

For progression from Level 100 to 200, students must:

- i. Pass all courses taken
- ii. Attain a minimum C.G.P.A of 1.0

Student with the barest minimum C.G.P.A (1.0-1.5) at the end of each semester shall be duly cautioned and counseled.

10.2 Dismissal

A Level 100 student who fails a total of twelve (12) credits registered for in an academic year (either in the first or second semester) shall be dismissed for poor academic performance.

Supplementary Examinations

A Level 100 student who loses between 1 and 11 credits either in the first, second or in a combination of both semesters shall be given one opportunity to pass a supplementary examination conducted during the long vacation. The student will be dismissed for poor academic if he/she is unable to pass all the failed courses in the supplementary examinations.

10.3 Progression from Level 200 onwards

To progress from Level 200 to 300 and from Level 300 to 400 the student must:

- a. Attain a minimum of C.G.P.A of 1.0
- b. Accumulate at least 24 credits for the current year
- c. Not obtain more than nine (9) credits in the courses registered for in the academic year.

10.4 Probation

If a student fails one or more courses, per semester he/she will be required to repeat those courses taking one course only of the failed courses per semester, in addition to the normal course load for the semester.

The student on probation must pass the failed course(s) at one sitting only and if he/she fails to pass he/she shall be dismissed for poor academic performance.

10.5 Repeating Candidates

If a student fails a total of 3 courses in a semester, he/she will be allowed to repeat the failed course as an 'external' candidate. External candidates are those students who are not taking the full compliment of courses and are therefore reading only repeated courses. He/she will register for those courses before progressing to higher level.

An external candidate will be required to attend lectures and practicals fulfill continuous assessment requirements and pay tuition fees for full semester as well as hospital and examination fees and any other fees to be determined by the University from time to time.

External candidate must pass the repeated courses at one sitting only. If an external candidate fails to pass, he/she shall be dismissed for poor performance.

Students can assume external candidacy only once during their tenure in the University.

An external candidate may be allowed to take another course in place of a failed course is not a core course or an essential pre-requisite course in consultation with his/her academic advisor and with the approval of the department.

An External candidate must avail himself/herself and benefit from Academic Advisory and Counseling Service to be provided by the University.

10.6 Computation of Result for Repeat and External Candidates.

If a student passes a repeated course, both the failing grade(s) and the new grade(s) shall appear on the student's transcript and shall be used in the computation of her/his C.G.P.A, Where there is a replacement, the grade in the course originally failed will be used in addition to the grade obtained in the replacement course for the computation of the final C.G.P.A.

10.7 Class Attendance Policy

The University attaches great importance to adequate exposure of student to course content and the benefits of classroom interaction among lecturers and students. Accordingly, students are required to attend all classes and laboratory practical sessions.

To obtain a grade for a course, the student shall not absent himself/herself for more than the equivalent of three weeks contact hours for the course. For a one-credit course, the number of classes missed by the student shall not exceed three (3); for a two-credit course, the number of classes missed by the student shall not exceeds six (6) and for a three-credit course, the number of classes missed shall not exceed nine (9).

If for medical reasons, a student cannot meet the class attendance requirements, he/she is advised to withdraw voluntarily from the course through the due process. To get approval for voluntary withdrawal, the student must submit a certified medical report to the Registrar.

11.0 Grading System

11.1.1 Student Assessment System

The University operates a combination of Continuous Assessment and End-of-Semester examination system with the following weightings:

End-of Semester Examination	60%
Continuous Assessment	40%

The continuous Assessment component shall consist of any combinations of take-home assignments, class quizzes or tests, term papers, project work etc. This component gives students the chance to demonstrate their abilities on a wider variety of learning tasks and a broader variety of work environments than is possible under formal examination conditions. For example, through continuous assessment, students can learn the values and processes of team work, planning and solving real-life problems.

11.2.1 Duration of End-of-Semester Examination

The duration of end-of semester examination is determined by the credit weighting of the course; the pattern is as follows;

CREDIT WEIGHTING	DURATION OF EXAMINATION
One-Credit Course	1-1 ½ hours
Two-Credit Course	2 hours
Three-Credit Course	3 hours

11.3.1 Grading Scale

The University uses letter grades and numerical weightings corresponding to the letter grades. The numerical weightings reflect the quality of performance. Total raw scores (combination of continuous assessment and end-of-semester examination) are converted according to the following scheme:

RAW SCORE	GRADE	CREDIT VALUE	INTERPRETATION
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak Pass
Below 50	F	0	Fail

12.0 Degree Classification

Undergraduate degrees are classified according to the candidate's Cumulative Grade Point Average (C.G.P.A). The degree classifications are as follows:

<u>Class Designation</u>	<u>C.G.P.A</u>
1 st class	3.6-4.0
2 nd class (upper division)	3.0-3.5999
2 nd class (lower division)	2.5-2.9999
3 rd class (division)	2.0-2.4999
Pass	1.0-1.9999
Fail	<1.0

13.0 Requirements for Graduation

Candidates for a KUC degree shall satisfy the following requirements:

- a. Pass all compulsory core courses i.e. general, faculty, or departmental
- b. Meet all inter-faculty course requirements;
- c. Accumulate a minimum of 120 credits (including Advance Credits);
- d. Attain a minimum Cumulative Grade Point Average (C.G.P.A) of 1.0;
- e. Settle all financial and other obligation to the University;
- f. The student should be in good standing in all respects and shall not have been, not barred for disciplinary or academic reasons.
- g. Submit all library books to the library.

14.0 Time Limits for the Completion of Programmes

The time limits for the completion of programmes are as follows:

- a. Four-year programme: Minimum of four years, maximum of 5years
- b. Three-year programme: minimum of three years, maximum of 4years
- c. Two-year programmes; Minimum of two years, maximum of 3years.

A student who is unable to complete the degree programmes within the time limit shall be withdrawn by the University unless the student submits clearly documented and verifiable reasons acceptable to the university, in accordance with the following rules on deferment of Programme, the university may extend the above periods for completion of programmes.

The University reserves the right to make curricula changes (add and/or delete courses) and require student to meet the new course requirements. As a general rule, a KUC student shall be required to follow the curriculum in force at the time he/she was admitted to the University.

14.1 Deferment of Programme

Students who, due to various reasons, wish to defer their programmes should first consult their Academic Department Counselors for advice.

A student may apply for the deferment of study provided that the student completes the entire programme within the stipulated time limit.

Deferment may be granted for a maximum of two semesters within the entire duration of programme.

With the exception of severe and sudden medical conditions, an application for the deferment of study must be made and approved before the beginning of the semester of required deferment. Emergency cases shall be dealt with on their own merit.

All applications for deferment of programme shall be addressed to the Registrar and sent through the relevant Head of Department who shall provide his/her comments on the application.

14.2 Withdrawal/Dismissal from the University

A student may voluntarily withdraw from the University or may be officially dismissed/withdrawn from the University for academic and non-academic reasons.

Voluntary withdrawal: A student who withdraws voluntarily from a programme may-reapply for admission at later date.

A student may be dismissed or rusticated for academic and non-academic reasons. A student who has been dismissed will not be considered for re-admission at a later date.

14.3 Transcripts

Transcripts shall reflect all advance credits, all courses taken or attempted by the student (including audited courses), and the grades earned therefrom. Under no circumstance, will grades earned in a course be deleted from a student's transcript.

15.0 Academic Counseling

Every registered student will be assigned a department academic counselor who should be the first to be consulted in case the student has a problem of academic nature. The assignment of academic counselors is done at the beginning of each academic year by departments. It is the responsibility of the student to seek advice from his/her academic counselor before registering for courses. Also, it is the responsibility of the student to seek advice when there is a problem though the counselor may invite the student whenever the need arises.

The University has a Counseling Centre that addresses both academic and non-academic needs of students.

15.1 Responsibilities of Students and Lecturers

15.1.1 Responsibility of Students:

- a. be present at all classes, laboratory sessions, quizzes and examinations scheduled for the course;
- b. procure consumable materials not normally provided by the department or the University.
- c. Submit all assignments, test examination papers, and other forms of evaluation prescribed for the course. Absence from class will not relieve the student from these requirements.

It is the student's responsibility to obtain prior permission from the lecturer for justifiable and unavoidable absence from class. In case of illness and hospital attendance, it is the student's responsibility to obtain a medical report and have it certified by the Registrar before submission to the Department. The regulation on the absence (Class Attendance Policy) from class will apply.

15.1.2 Responsibility of Lecturers

The Lecturer is required to:

- a. be present at all scheduled classes for the course and to give advance notice to students, Department, and HODs for all absences;
- b. provide full information to students on course syllabus, required textbooks, reading materials, and other class requirements that will form the basis of student assessment;
- c. ensure that the course content is effectively delivered and well covered;
- d. give at least two continuous assessment tests ending not later than two weeks before the commencement of end-of-semester examination and display the scores on the departmental notice board at least a week before the start of the examinations;
- e. conduct end-of-semester examination and submit a final grade within a reasonable time for each student at the end of the course; and
- f. get feedback from students at the end of the course through formal and informal means.

16.0 Academic Quality Assurance

The Kings University College has an Academic Quality Assurance Unit whose responsibility is to ensure the maintenance as well as continuous improvement of academic standards. The Unit's duties include:

- a. conducting Tracer Studies;
- b. conducting needs assessment for curriculum review;
- c. initiating and monitoring curriculum review processes across the University;
- d. monitoring and evaluating instructional quality as well as student performance;
- e. organizing seminars and training programmes towards academic quality improvement;
- f. conducting needs assessment for curriculum review.

17.0 EXAMINATION RULES AND REGULATIONS

The following guidelines shall govern the conduct of all examinations in the University. It is the duty of all concerned to acquaint themselves with these Rules and Regulations.

17.1 Qualifying to write University Examinations

A candidate shall qualify to write a University Examinations if:

- a. He/ She has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course:
- b. He/ She has continuous assessment marks for relevant subject areas;
- c. He/ She is not under suspension from the University.

17.2 Examination Rooms and Seating Arrangements

- a. The examination shall take place at approved venues indicated on the Time-Table. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.
- b. It would be the sole responsibility of the Academic Section of the University to seat students in the various examination venues for all examinations.

17.3 Students Identity Cards

- a. Identity Cards of the students will be inspected during all examinations. Candidates are, therefore, requested to display their Student Identity Cards on their tables for inspection by the examination officers.
- b. Candidates who have misplaced their identity cards shall apply to the Registrar for replacement before the examinations.
- c. Candidates who have no evidence of any Kings University College Identity Cards shall not be allowed to take the examination.

17.4 Entering and Leaving the Examination Rooms

- a. A candidate should make himself/herself available at the examination venue at least 30 minutes before the commencement of the examination.
- b. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after commencement of the examination.
- c. Candidates who arrive after the examination has started shall not be allowed any extra time to complete the paper.
- d. A candidate shall not bring to the examination room any unauthorized material. No bags, mobile phones/organizers, programmable calculators are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the Examination Room. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit

himself/herself to a body search. Refusal to comply would constitute an examination offence resulting in expulsion from the examination.

- e. Candidates may leave the examination room temporarily, but only with the permission and direction of the invigilator. In such cases, the invigilator shall be required to certify that the candidates do not carry on or with them any unauthorized material. An attendant designated by the invigilator shall accompany a candidate who is allowed to leave the examination room temporarily.
- f. Candidates shall spend a minimum of 30 minute in the examination room before submitting of examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
- g. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator/invigilation assistant who shall collect the candidate's answer books before he/she is permitted to leave.
- h. A Candidate who has fallen ill in the examination room shall inform the invigilator for the appropriate action to be taken.

17.5 Procedures during the Examination

- a. Candidates shall ensure that they sign the examination attendance sheet. On receipt of the answer books, candidates shall carefully read the instructions on the front cover of the answer books and enter their index numbers and other details as required.
- b. No part of the answer book may be torn off and all used answer books must be left on the table. Rough work shall be done in the answer books and should be crossed out to show that it is not part of the answer.
- c. It shall be the candidate's responsibility to provide for themselves such materials as **pen**, pencil, eraser, ruler, calculator for the examination. Borrowing of these materials from other students during the examination shall not be allowed. Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.
- d. Under no circumstance shall a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their index numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers.
- e. There shall be no verbal or any other form of communication between candidates during the period of the examination.
- f. Candidates shall be told by the invigilator(s) when to start answering the questions. Candidates shall be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.
- g. As soon as the 'Stop Work' order is announced, candidates shall stop writing. Candidates shall remain seated for their answer books to be collected by the invigilator/invigilation assistant.

- h. At the end of each examination, candidates shall ensure that the identifying numbers of the questions answered are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets shall be fastened to the answer book following the last page of the answer book.
- i. At the end of each examination, candidates shall not take away any answer books or supplementary sheets whether used or unused.

17.6 Absence from Examinations

- a. Any candidate who fails to attend any or part of an examination, except on medical or other legitimate grounds, shall be deemed to have failed the examination. The following shall not be accepted as reasons for being absent from any examination:
 - i. Mis-reading the time-table
 - ii. Forgetting the date or time of the examination
 - iii. Inability to locate the examination hall
 - iv. Over-sleeping
 - v. Inability to find transport to the examination venue.
- b. In case of absence from an examination through ill health, the candidate (or someone acting on his/her behalf) shall submit a relevant Medical Certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of examination.
- c. It is the responsibility of the candidate to arrange with his/her medical practitioner for any medical evidence to be certified by the Assistant Registrar (Student Affairs) to be sent to the Deputy Registrar (Academic).
- d. In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) shall submit to the Deputy Registrar (Academic): (a) a written explanation for the absence, and (b) evidence of the cause, where possible.

17.7 Examination Offences

- a. All cases of examination offences shall be investigated by the relevant Faculty Examination Committees. Detailed reports shall be submitted to the President, not later than one month after the end of semester examinations.
- b. An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations. These offences include, but not limited to:

17.8 Leakage of Examination Questions and other unapproved Acts

- 1) Any knowledge or possession of examination questions before the examinations.
- 2) Possession of unauthorized materials related to the examinations and likely to be used during examinations for unfair advantage.
- 3) Copying from prepared notes or from a colleague's script during examinations.
- 4) Persistently looking over other candidate's shoulders in order to cheat.

- 5) Impersonating another candidate or allowing oneself to be impersonated.
- 6) Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate.
- 7) Consulting or trying to consult during examination any books, note, or other unauthorized materials.
- 8) Persistently disturbing other candidate(s) or detracting their attention.
- 9) Verbal or physical assault on an invigilator over alleged examination offence.
- 10) Destroying materials suspected to help establish cases of examination malpractices.
- 11) Writing after the examination has been declared ended.
- 12) Fabrication of data - Claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained result which have not in fact been obtained.
- 13) Plagiarism - copying another's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own.

18.0 PENALTIES FOR EXAMINATION OFFENCES

Offences		Penalty	
1)	Leakage of Examination Questions offenders involved	-	Dismissal of
2)	Possession of unauthorized materials of the candidate(s) related to the examination and likely to be used during examination	-	Cancellation particular paper(s)
3)	Copying from prepared notes or from a colleague's script during examination	-	Cancellation of the candidate's paper and rustication for two Semesters
4)	Looking over other candidate's shoulder of the candidate's in order to cheat	-	Cancellation paper
5)	Impersonation candidates	-	Dismissal of Involved

- | | | | |
|-----|---|---|--|
| 6) | Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate | - | Cancellation of the candidate's paper paper and/or rustication for two semesters |
| 7) | Consulting or trying to consult during the examination any book, notes or other unauthorized materials of the candidate's | - | Cancellation of paper and rustication for two semesters |
| 8) | Persistently disturbing other candidate(s) detracting their attention | - | Stopping candidate from or continuing the examination |
| 9) | Verbal assault on invigilator during or after examination | - | Dismissal of the offender |
| 10) | Physical assault on invigilator | - | Dismissal of the offender and possible prosecution by invigilator |
| 11) | Destroying materials suspected as evidence of the candidate's | - | Cancellation of paper and rustication for two semesters |
| 12) | Writing after the examination has ended 5 marks for the | - | Loss of examination paper |
| 13) | Fabrication of data | - | Cancellation of candidate's Result |
| 14) | Plagiarism of candidate's | - | Cancellation of Long Essay/Project/Thesis |
| 15) | Buying and submitting paper written by other | - | Dismissal of offender involved |

Reports from Faculties be sent to the President for consideration and implementation.

19.0 SUBMISSION OF LONG ESSAY/PROJECT REPORT

- i. Long Essay/project Report should be submitted to Heads of Departments not later than four (4) weeks before the end of the second semester of level 400.
- ii. The result for a Long Essay/Project Report submitted four (4) weeks before the end of second semester shall be considered for graduation during the following academic year.

20.00 PROCEDURES FOR APPEAL

20.01 A candidate who is not satisfied with the result of any of the examinations may request for re-marking by submission of an application to the Registrar and payment of the appropriate re-marking fee the remarking shall be done by an external examiner .

20.02 An application for re-marking shall be submitted to the Registrar not later than 21 days after the release of the said result and shall state the grounds for requesting the re-marking. No action shall be taken on an application which is submitted outside the stipulated 21 day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

20.03 The result of the re-marking shall be considered by the Faculty and recommendations submitted to the Academic Board for ratification.

20.04 If it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

21.0 Curriculum Reviews

The University reviews its curriculum regularly in order to keep pace with social, economic, scientific, and technological developments. Minor reviews such as the addition and revision of individual courses and programmes are on-going processes. The University adopts a three-year mandatory review cycle (cyclical review), with the review process starting at the beginning of the third year and the revised curriculum package coming into force at the beginning of the fourth year.

The cyclical curriculum review shall cover such areas as:

- a. The vision, mission, philosophy, and objectives of the University and faculties.
- b. Structure and content of the academic programmes;
- c. Quality assurance issues and processes;
- d. General academic policies and regulations.

21.1 Format for Introducing New Programmes/Course and Revisions

Faculties and departments shall adopt the following prescribed formats for introducing new programmes/courses and revisions.

21.1.1 Format for Introducing a New programme

- b. Heading of Document
- c. Title of the Proposed Programme (i.e. designated Degree/Diploma/Certificate)
- d. Programme Rationale/Philosophy
- e. Goals/Objectives of the Programme
- f. Date of Commencement
- g. Admission Requirements/Target Groups
- h. Programme Structure showing:
 - iii. Code/Title of the Course and Credit Hours
 - iv. Semester-by-semester layout of Courses
- i. Course descriptions and course content outlines for departmental consideration.
- j. Resource implications (existing staff situation/additional staff required, space, equipment, linkages with other institutions/departments, etc.)
- k. Suggested Reading List

21.1.2 Format for Reviewing Existing Academic Programme

- a. Heading of document
- b. Title of the Proposed Programme (i.e. designated/Degree/Diploma/Certificate)
- c. Rationale for the Review
- d. Goals/Objectives of the Programme
- e. Date of Commencement
- f. Admission Requirements/Target Groups
- g. Programme Structure showing:

- i. Code/Title of Courses and Credit Hours
- ii. Semester-by-semester layout of Courses

- h. Course Descriptions (and course content outlines for departmental consideration)
- i. Resource Implications (existing staff situation/additional staff required, space, equipment, linkages with other institutions/departments, etc.)
- j. Suggested Reading List

21.1.3 Format for Introducing a New Course into an Existing Programme

- a. Heading of Document
- b. Rationale
- c. Code/Title of Course and Credit Hours
- d. Objectives of the Course
- e. Target Groups
- f. Pre-requisites (if any)
- g. Course Description (The detailed course outline approved by the Department)
- h. Suggested Reading List