



## Regulations for Diplomas

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  - (i) Alterations to the programmes offered in any scheme of study in these Regulations may be made by the Academic Council without notice on the recommendation of the relevant School Board.
  - (ii) The Academic Council may, on the recommendation of the School Board concerned and after due notice, cancel a scheme of study for a particular Academic Year.
2. A diploma may be obtained by either full-time or part-time study irrespective of the mode of delivery.
3. In order to qualify for the award of a diploma a candidate must:
  - (i) Study in accordance with a scheme of study as set out in Regulations for Diplomas for the period stated and
  - (ii) Pass the examinations, coursework and other forms of assessment, prescribed in the scheme of study.
4.
  - (i) Before presenting himself/herself for any one of the examinations, a candidate must have completed the prescribed programme of study.
  - (ii) A candidate shall present himself/herself for examination at the due time.
5. A candidate shall take semester examinations during the period of study, at such time and in such subjects as the Academic Council, on the recommendation of the School Board, may determine, and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
6. On the recommendation of the School Board, the Academic Council may terminate the registration for a scheme of study of a candidate who fails to satisfy the examiners in a semester examination.

7. For eligible candidates who have not taken the whole or part of an examination and has presented evidence of ill-health, supported by a medical certificate or other urgent cause, which has been notified to the Registrar within the prescribed period as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of the School Board concerned, permit the candidate to retake/resit the module as and when offered during the prescribed examination sessions. For retake/resit modules, students will be awarded actual marks obtained in case of authorized absence, and a minimum pass mark in case of unauthorized absence.
8. The award of the diploma is based on the criteria prescribed in the scheme of study.
9. The names of the candidates who, in the opinion of the examiners have obtained in the final assessment either Pass or Pass with Distinction, shall be published by the Registrar with the approval of the Academic Council on the recommendation of the School Board, in separate lists. The names of candidates shall be arranged in alphabetical order.
10. Any first-year delivery mode of a programme, whether full-time, part-time or by distance learning, on a Diploma programme may be discontinued if the number of students is deemed to be insufficient.
11. Requirements to be fulfilled for the Award of the Diploma.
  - (i) Students having failures in modules will be allowed to proceed to the next level provided their CPA $\geq$ 40, and will be required to resit the failed modules as and when offered next over the maximum duration of the programme unless otherwise prescribed by the Academic Council on the recommendation of the School Board for a specific programme. All failed modules will need to be cleared before award.

Students having CPA $<$ 40, will be required to repeat the level they are currently in.

A maximum of 4 failed modules may be taken as retake/ resit in any level provided the modules are on offer. Exceptionally, upon approval of the Head of School, the students may take a resit module not on offer or take an alternative to a failed module, where

appropriate, in another programme. For retake/ resit modules all students will be awarded the actual marks they obtained.

Existing Continuous Assessment marks will be computed in the total marks for retake/ resit modules in cases of absence or failure.

- (ii) Students who fail to pass in 3 attempts will be allowed to resit the module during the permissible course duration as per programme document / UTM's Regulations. They will have to pay resit fee of Rs 3000/- per attempt as well as the administrative fee of Rs 3500/- for every year beyond which the resit has not yet been cleared.
- (iii) Students who are on the final level may retake / resit all failed modules, including those, not on offer, as special papers in the next prescribed examination session. There will not be a maximum of retake/ resit modules for final year students.
- (iv) Students will not be allowed to retake modules which they have passed. Exemptions will automatically be granted in these modules. When repeating the level, students will be awarded the marks they gain when retaking the modules for which they are not exempted.
- (v) Specific Regulations for individual programmes are provided under the programme requirements.