



Regulations for First Degrees

1. The Following General Degree Regulations apply to all undergraduate degrees awarded by the University. Candidates for the award of a degree must also satisfy supplementary regulations which govern individual degrees, if any.
 - (i) Every applicant for admission to a programme leading to a first degree is required to comply with the entrance requirements of the particular degree to which admission is sought. Possession of these qualifications does not in itself guarantee admission.
 - (ii) Every candidate for a degree must:
 - a) pay the required approved fees unless granted an exemption or other arrangements have been made
 - b) attend and duly perform the work of each programme required for a degree programme including, where applicable, placements; and
 - c) complete the degree assessment prescribed for each such programme.
 - (iii) All candidates from the outset of their degree programme shall be registered as undertaking either full-time or part-time study. Any change in the terms of such registration may only be made with the permission of the Academic Council.
 - (iv) Except with the permission of the Academic Council, candidates shall not be permitted to present themselves for assessment in any module unless they have duly completed the module.
 - (v) Candidates shall not be allowed to register for any Academic Year unless all Regulations have been satisfied.
 - (vi) The method of assessment of each programme and Honours programme shall be determined by the Academic Council. The conditions under which candidate may be exempted from any element of such assessment shall be determined similarly.

- (vii) Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates relating to the relevant periods of ill-health.
- (viii) 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.
- (ix) **In each degree with Honours there shall be two grades of Honours denominated respectively the First and Second Class. The names of the candidates in the Second Class shall be arranged in two divisions. The names of the candidates in the First and Third Classes and in each division of the Second Class shall be arranged in alphabetical order.** The Board of Examiners may recommend the award of a Pass Degree to a candidate who cannot be placed in any of the three grades but whose performance the Board of Examiners deem to be worthy of the award of the degree.
- (x) Candidates lacking up to 9 Credits for award for an Honours Degree shall be eligible for the award of an Ordinary Degree.
- (xi) Awardees of an Ordinary Degree who wish to upgrade to an Honours degree will need to re-register and successfully complete the relevant modules or the dissertation/project as the case may be.
- (xii) Students registered as per (xi) above, will need to complete their Dissertation/Project in six months for full-time students and in 12 months for part-time students.
- (xiii) In the case of candidates who have been unable to complete an element of Honours degree assessment in time presented by the Regulations on account of illness or other valid reason/s:

- a) The Board of Examiners may recommend that Honours be awarded as if the module had been completed, provided it is satisfied that a sufficient part of the total assessment for the Honours programme has been completed for them to pass judgment on the candidate's performance;
 - b) If, and only if, the Board of Examiners are unable to make a recommendation under sub paragraph (a) above: candidates may be allowed to count for the purposes of Honours degree assessment in a module not completed by them, subject to the permission of the Academic Council.
- (xiv) Any candidate, who has complied with the provisions of the General Degree Regulations, and of the Supplementary Regulations specific to a degree, if any, is entitled to graduate with that degree.
- (xv) A student who chooses to leave, or has to leave the programme may be awarded a Certificate or a Diploma provided the student having accumulated credits across levels may be considered for the award of Certificate or Diploma respectively.
- (xvi) Any first-year delivery mode of a programme, whether full-time, part-time or by distance learning, on a Bachelor degree programme may be discontinued if there are only 12 students enrolled 10 days after the starting date.
2. (i) Where a programme of study includes a dissertation/project, the dissertation shall be of a prescribed length and be presented in typed form not later than the time prescribed by the School.
- (ii) A candidate shall state in the dissertation the sources from which the information it contains is derived and the extent to which the candidates have made use of the work of others.
- (iii) A candidate may not submit a dissertation, a substantial part of which consists of material which has been submitted for any other Degree or qualification.
- (iv) The Dissertation/Project shall be subject to the University anti plagiarism policy in force.

3. Requirements to be fulfilled for the Award of the University's First Degrees

- (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) Where electives are available students will have to sit for the number of electives authorised. In case, a student sits for more electives than prescribed, it is the elective in which minimum marks have been obtained that will be officially recorded.

4. Requirements for Project/Dissertation

(i) A student who fails a final level project/dissertation on the first attempt may

(a) Either Resubmit the same reworked and improved project/dissertation with the next cohort, upon payment of current applicable dissertation and administration fees, subject to a maximum duration of one semester. Such a resubmitted work will earn marks capped at the minimum pass mark.

(b) Or Opt for a new project with a different title as approved by the School Board, upon payment of current applicable dissertation and administration fees, and will be eligible for the actual marks obtained.

(ii) Delay in the submission of final year Project/Dissertation by a maximum of one calendar month

(a) Submission of the final year project / dissertation with a delay of less than a calendar month of the deadline for submission will not require a formal application but a written notification of same to the supervisor(s) and with copy to the School administration and programme coordinator.

(b) Such a late submission will however attract penalty marks per full calendar week of lateness, or part thereof, at the rate of 5% of the marks earned.

(iii) Delay in the submission of final year Project / Dissertation by not less than one calendar month

(a) Submission of a final year project / dissertation with a delay not less than a calendar month of the deadline for submission will require a formal application.

(b) The application for an authorised delay in the submission of final year project/ dissertation by more than a month (extension) shall be done on the prescribed form and deposited with the appropriate school administration at least a full calendar week prior to the due date for submitting the project / dissertation.

(c) Such application for an authorised extension of time will be considered only once and only on medical or compassionate grounds, both of which must be accompanied with justifying evidence.

(d) An extension of time granted shall not exceed a maximum duration of one semester.

(e) Students who have been granted an extension of time under sub-sections (b) and (c) will be required to submit that project/dissertation along with the next cohort.

- (f) Such final year project / dissertation submitted with the next cohort shall earn actual marks obtained.**
 - (g) Failure to submit the project / dissertation with next cohort will be considered as a failure in the project/dissertation module.**
 - (h) A student who fails a project/dissertation after having been granted an extension of time to submit same will be required to submit a fresh piece of work, with a new title.**
 - (i) For a submission under sub-section (e) or sub-section (h), students will have to re-register and pay the current applicable dissertation and administration fees of that additional semester.**
- (iv) All fresh projects/dissertations submitted under 4(i)(b) or 4(iii)(h) shall**
- (a) be completed within the normal duration of one/two semesters, as specified in the respective programme document.**
 - (b) be eligible to earn the actual marks obtained.**
 - (c) be acceptable subject to the maximum prescribed programme duration not having been exceeded.**
 - (d) attract the payment of the current applicable dissertation and administration fees of the additional semester(s).**
- (v) If a student fails a final year project / dissertation a second time, or has not submitted the project / dissertation within the maximum duration of the programme, that student will be withdrawn from the programme and will be eligible to an award based on accumulated credits, in line with the programme document, the University regulations and appropriate financial clearances.**

5. Specific Regulations for individual programmes are provided under the programme requirements.