

Regulations for Certificates (July 2016) (V 4.1)



1.
 - (i) Alterations to the programmes in a scheme of study may be made by the Academic Council without notice on the recommendation of the School Board.
 - (ii) The Academic Council may, on the recommendation of the School Board concerned and after reasonable notice, cancel a scheme of study for a particular Academic Year.
2. A Certificate 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 Certificate, a candidate must:
 - (i) Study in accordance with the Scheme of study approved by the Academic Council and
 - (ii) Pass the examinations 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 may on the recommendation of the School Board, determine and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
6. On the recommendation of the relevant School Board concerned, the Academic Council may terminate the registration for a scheme of study of a candidate who fails to satisfy the examiners in a semester or final examination.

7. The final examination shall normally be held at the end of the level of study and shall consist of the written and other examinations set out in the schemes of study.
8. 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.
9. The Certificate shall be awarded on the results of the final assessment which shall be based on performance in the final examination and on such other forms of assessment as may be prescribed in the scheme of study. In order to obtain a Certificate, a candidate must satisfy the examiners in all parts of the final assessment.
10. The names of candidates who, in the opinion of the examiners have obtained in the final assessment either Certificate or Certificate 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.

Requirements to be fulfilled for the Award of the Certificate.

- 11 (i) Students having failures in modules 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.

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 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.
- (iv) Specific Regulations for individual programmes are provided under the programme requirements.