010.00 ACADEMIC GENERAL REGULATIONS

010.01 The Senate reserves the right to alter, replace, suspend or cancel any of the Academic Regulations and shall be the final authority for the interpretation of these regulations.

010.02 The Senate has the power to exempt any student from any of the Academic Regulations.

010.03 In these regulations, the following terms shall be used as indicated:

1. **Academic Year and Semester:**
   The academic year shall comprise two semesters, each having at least 12 teaching weeks.

2. **Programme:**
   A programme is a plan of study made up of Core, Required, General Education courses and any other course(s) approved by the Senate lasting over a specified period, which leads to a degree, diploma or certificate qualification.

3. **A Single Major Degree:**
   A Single Major Degree is a programme of study composed of Core courses from one subject as well as Required, General Education and any other course(s) approved by Senate.

4. **Combined Degree (Major/Minor):**
   A Combined Degree (Major/Minor) is a programme of study composed of Core courses from a Major and a Minor subject as well as Required, General Education and any other course(s) approved by Senate.

5. **Combined Degree (Major/Major):**
   A Combined Degree (Major/Major) is a programme of study composed of Core courses from two major subjects as well as Required, General Education and any other course(s) approved by Senate.

6. **Discipline:**
   A discipline is an area of knowledge.

7. **Subject:**
   A subject is a collection of courses in a given discipline of study that will constitute a major or a minor component of the programme.

   Major Subject - at least 60 credits of Core and Required courses
   Minor Subject - between 30 and 60 credits of Core and Required courses
   Single Major - at least 120 of Core and Required courses

8. **Course:**
   A course is a basic building block of teaching and learning activities with content designed to meet particular aims and objectives. Each course will normally be assessed within the semester in which it is offered.

9. **Core Course:**
   A Core course is a course that is within a subject area, which must be taken and passed by all students of that Department in order to graduate with a degree, diploma or certificate in the area.

10. **Required Course:**
    A Required course is a course that is necessary for a student to take and pass, as prescribed by his /her Department.

11. **Prerequisite**
    A Prequisite is a course that must be taken and passed as a foundation to another course.

12. **Elective Course:**
    An Elective course is a course which a student takes within and/or outside his/her Department and is approved by the Department offering it.

13. **General Education Course:**
    A General Education Course is a broad-based course which is intended to equip a student with general knowledge, competencies and/or skills. Such a course must be taken and passed before a student can graduate and will count towards the overall credit requirement for an award of a degree, diploma or certificate.

14. All Core, Required and General Education Courses are compulsory and must be passed at GP 2.0.

15. **Audited Course:**
    An Audited course is a course that a student takes out of interest. There is no credit earned for such a course.

16. **Long Vacation Course:**
A Long Vacation course is a course which is offered during the long vacation, as determined by Senate. The curriculum and assessment for such a course will be specified in Special Departmental and Faculty Regulations.

17. **Exemption:**
Exemption is permission granted by the Dean of a Faculty/Director of an Academic Institute in consultation with the Head of the relevant Department for a student not to take a course(s) if he/she had taken and passed the course(s) or an equivalent course(s).

18. **Lecture Hour:**
A lecture hour is a 50 minute period of classroom instruction.

19. **Practical Hour:**
(a) For a laboratory-based or experimental field-based practical, a practical hour is a period of 50-60 minutes allocated to that practical and shall be equivalent to a third of a credit.
(b) For a Clinical session, a practical hour shall be a period of 60 minutes allocated to the session and 3 hours of the Clinical Session shall be equivalent to 1 credit.
(c) For a gapped lecture in ACS, 50-60 minutes allocated to that gapped lecture shall be equivalent to a tenth (0.1) of a credit.
(d) For Research Project courses, a 60 minutes practical shall be equivalent to two-thirds of a credit.

20. **Credit:**
A credit is a weight assigned to a course according to the number of hours allocated to the course per week. For example, a course allocated three hours of theory per week is a three-credit course; a course allocated two hours per week is a two-credit course, while a three-hour practical and a three-hour Clinical session are allocated 1 credit; a two-hour gapped lecture in ACS shall be allocated 0.2 credits and a Research Project shall be allocated a maximum of two credits per semester.

21. **Credit Banking:**
Credit Banking is a process used by a student to save credits for later use in the computation of his/her results.

22. **Credit Transfer:**
Credit Transfer is a process used to transfer credits from one programme to another or from another recognised institution.

23. **Grade Point (GP):**
A Grade Point is a numerical value that corresponds to the percentage score obtained in a course.

24. **Weighted Grade Point (WGP):**
A Weighted Grade Point is the Grade Point in a course multiplied by the number of credits assigned to the course.

25. **Grade Point Average (GPA):**
A Grade Point Average is the summary index of a student's performance for each semester spent in the institution, which is the total of all weighted grade points divided by the total of the credits of the courses taken.

26. **Cumulative Grade Point Average (CGPA):**
The Cumulative Grade Point Average is the summary index of a student's performance for all the semesters spent in the institution, which is obtained by consecutively adding all the previous WGPs to date and dividing by the total credits taken to date.

27. **Carry Over of a Course:**
To carry over a course is to repeat a failed course when it is next offered.

28. **Re-sit:** To re-sit means to register for and write an examination for a course in which an E or E+ grade has been awarded.

29. **Re-take:** To re-take means to register for a course in which an I grade was received and was not converted to an appropriate mark during the Re-Sit examination period.

30. **Sit:** To sit means to register for and write an examination during the Re-Sit examination period for a course in which an I grade was awarded. The final grade will not be capped.

31. **Proceed Unconditionally:**
To proceed unconditionally to the next semester, a student:
(a) Must have registered for a minimum number of credits as required in that programme; and
(b) Must have passed all courses registered for.

32. **Proceed Conditionally**
To proceed conditionally to the next semester, a student shall have obtained a GPA of at least 2.00, but failed a course(s) at the end of the semester. Such a student shall be allowed to proceed conditionally to the next semester and repeat/resit (whichever is appropriate) the failed course(s) (or take a substitute course, where applicable) when it is next offered.

33. **Proceed Conditionally with Academic Warning (PCAW)**
To proceed conditionally with an academic warning, a student shall have obtained a GPA of less than 2.00 at the end of the semester. Such a student shall be allowed to proceed from one semester to another but cannot take more than 15.4 Credits in the following semester. Such credit limit does not apply to Field Attachment and Teaching Practice.

34. **Proceed Conditionally on Probation (PCOP)**
To proceed conditionally on Probation, a student shall have received two consecutive academic warnings. Such a student shall be allowed to proceed from one semester to another but cannot take more than 12.4 Credits in the following semester. Such credit limit does not apply to Field Attachment and Teaching Practice.

35. **Academic Warning**
Refers to a caution given to a student whose GPA is less than 2.00 in a semester.

36. **Probation**
Probation is a status whereby a student has received two consecutive academic warnings

37. **Fail & Discontinue**
(a) Fail and Discontinue means that a student has to discontinue from the programme/specialisation in which he/she has failed, but not from the University, and is free to apply for admission/transfer into another programme/specialisation.
(b) A student who is discontinued in a programme may apply to change a programme for consideration by the Admissions Committee in the usual way before the commencement of the following Academic Year.
(c) A student who is discontinued from a specialisation may apply for transfer to another specialisation within a programme. The level of entry and the courses to be taken for such a student will be determined by the Senate.
(d) A student who has been discontinued from a programme/specialisation and wishes to pursue the same programme/specialisation, shall be allowed to apply in the usual way after the elapse of at least two semesters.

38. **Fail and Exclude:**
Fail and Exclude means that a student who is placed on Fail and Discontinue status the second time is required to leave the University. Such a person can reapply for admission after a lapse of four semesters.

39. **Re-sit examination/special assessment granted:**
This is an academic status that is given to a student who has obtained an E or E+ in a course in that semester. Such a student will be required to re-sit that course(s) where an E or E+ grade was obtained.

010.04 No student who has started a programme of study following one set of regulations shall be set at a disadvantage by regulations subsequently adopted.

010.05 No student may register for an award of a qualification similar to the one being pursued at UNESWA.

010.06 Academic General Regulations shall take precedence over all Special Regulations unless Senate has otherwise directed.

010.07 Special Regulations are subject to Senate approval.

010.08 Syllabuses for courses and the method(s) of assessment of such courses must be approved by the Senate.

010.09 A student registered for a course must take part in all classes prescribed for that course through blended learning (face-to-face and/or online), including tutorials, practicals and long vacation work.

010.10 A Lecturer shall keep a register or require the students to sign a relevant attendance sheet in every face-to-face class. It shall be the responsibility of each student to make sure that his/her name is recorded properly.

010.11 If a student is unable to take part in a class (face to face and/or online) due to illness or due to quarantine or isolation for medical purposes, he/she should notify the Dean of Student Affairs or Co-ordinator of Student Services in the case of the Institute of Distance Education of this fact as soon as possible. Certification from a recognised health officer is required in support. Prior permission or good supporting evidence will be necessary for circumstances other than ill health.

010.12 A student who is found to have gained admission at the University on the basis of fraud shall be de-registered and dismissed from the University. Such a person shall forfeit any money he/she may have paid to the University.

010.13 The University shall withdraw a certificate or diploma or degree awarded to any person who may be found to have been awarded such certificate, diploma or degree on the basis of fraud and such person shall forfeit any money he/she may have paid to the University.

010.14 The University shall withdraw marks, a certificate or diploma or degree awarded to any person who may be found to have been awarded such marks, certificate, diploma or degree on the basis of an error on the part of the University.

010.15 The registration form, current University Calendar and any other regulations applicable during the semester/year of registration shall be the contractual agreement between the student and the University.

010.16 Unless otherwise directed by the Senate, a student shall be bound by the terms of the University Calendar for the current year of registration.

010.17 It shall be the responsibility of each student to familiarise himself/herself with the contents of the current copy of the University Calendar.

010.18 The University calendar shall be available online in the university website http://www.uneswa.ac.sz/

010.20 ***APPLICATION TO THE UNIVERSITY***

010.21 No application can be considered if all the forms and other requirements outlined in the admission regulations have not been received by the due date.

010.22 An offer of admission is valid only for the academic year for which it is made. A candidate who, for whatever reason, is unable to take it up may re-apply in the normal way in subsequent years.

010.23 A final year UNESWA student is eligible to apply for a higher qualification at the University. Such an applicant's recommendation shall be made after the release of the end-of-year results.

010.30 ***REGISTRATION***

010.31 Registration shall take place at the beginning of each semester or at such time as may be prescribed by the Senate.

010.32 A student who has not paid all previous semester fees, in full, shall not be allowed to register for the subsequent semester.

010.33 The fees for any semester must be paid at registration per semester in the following manner:

(a) A student who is sponsored by Government and/or one or more reputable local and international organization(s) must provide written proof of sponsorship before he/she is allowed to proceed with the registration process. These sponsors will be required to pay the fees in full in the first semester.

(b) A self-sponsored student shall normally pay the tuition fees in full at registration. A student who is unable to pay full fees may be allowed to pay tuition fees in tranches in the following manner:

(i) An initial payment of 40% of the tuition fees for the first semester plus administration fees shall be paid at registration at the beginning of the first semester.

(ii) The balance of the first semester fees shall be paid by the first of November of that semester.

(iii) The first instalment of the second semester fees, which shall be equivalent to 40% of the total tuition fees for that semester shall be payable at registration in January.

(iv) The balance of the second semester fees shall be paid by the first of March of that semester.

(c) A repeating student shall pay the full amount for courses per semester.

(d) Bank guaranteed cheques should be crossed and made payable to the University of Eswatini. Only cash payments may be made directly to the University's bank account indicated by the Bursar to students and sponsors.

(e) Scholarships administered by the University shall be awarded on the understanding that any moneys received on behalf of the student will not be repayable should the student abandons his/her studies or deregisters without the permission of the University.

(f) Tuition fees shall be refunded if formal Withdrawal / Course dropping and academic exemptions is requested within the first two weeks after the commencement of lectures in a semester.

(g) A student who withdraws, drops a course or applies for exemption after the two weeks of the commencement of lectures shall be liable for all fees in that particular semester.

(h) A student receiving instruction from the University who owes it any amount shall have his results withheld until such fees are paid in full.

010.34 Late Registration is permitted for up to seven (7) working days after the commencement of lectures as stipulated in the University Calendar. Registration beyond this grace period may be permitted by the Vice Chancellor for a period of up to seven (7) working days, provided evidence of official delay beyond the control of the student is produced.

010.35 A student who wishes to drop a course (s)/ subject (s) shall do so by completing a form obtainable from the Faculty Tutors/ Coordinators within six (6) weeks after the commencement of lectures in that semester. There shall be no refund for dropped course(s).

010.36 A student who wishes to change his/her specialisation shall apply to the Senate. Such an application shall be done before the end of the registration period of that semester.

010.37 A student may change a course(s) for which he/she is registered within the two weeks of registration.

010.38 A student who has been admitted to the University can register for a Core, Required, General Education or Elective course offered in any of the University programmes, subject to the approved programme restrictions.

010.39 Normally, courses shall be offered in the designated semesters in the current University Calendar.

010.40 Where courses have to be offered in a semester other than the semester specified in the Calendar for that academic year, permission shall be sought from the Senate normally prior to the commencement of the semester or at such a time as may be approved by the Senate.

010.41 The Senate shall decide the semester in which credits of a course that runs for two semesters are used for computation of GPA

010.42 An Elective course(s) shall be offered subject to the availability of teaching personnel and other logistics required for that course.

010.43 Normally, no course shall be offered to fewer than three students. Exceptions must have the approval of the Senate.

010.44 Each student registering with the University shall be responsible for ensuring that he/she is properly registered in accordance with the registration procedures prescribed by the University.

010.45 A person who is not registered in accordance with the registration procedures prescribed by the University shall not be entitled to attend lectures, tutorials, write tests, assignments and examinations and/or partake in any other academic and extracurricular activities of the University.

010.46 Any assignments and tests submitted by an unregistered person shall be declared null and void, nor shall he/she be entitled to register and/or write the examination. The University shall upon discovering that any person who is not properly registered attends lectures, require the person to leave the University.

010.47 Normally, no new programmes shall commence with fewer than five students.

010.48 Normally, no programme shall have fewer than five students in Level 1.

010.49 A student who registers or returns to the University late shall not be entitled to special tuition, assessment or examination. Such a student shall not be entitled to any refund.

010.50 (a) Unless specified in the Faculty Special Regulations, a student shall normally take a maximum of 24.40 credits per semester, except in the case of a repeating final year student or where exemption from a course(s) has been granted by Senate.

(b) A final year student may take a maximum of 30.40 credits per semester provided the GPA is at least 2.00.

010.51 An IDE student shall normally take a minimum of 2 and a maximum of 24 credits per semester.

010.52 A student may register for a course only if the official class timetable allows him/her to attend all classes.

010.53 A student shall not be allowed to register for a course(s) already passed at GP 2.0.

010.54 Normally a student shall not be permitted to register for a course at higher level than the one the student is in.

010.55 (a) A Visiting/Exchange/Auditing student who satisfies the University entrance requirements and wishes to take a course(s) for credit or audit should make an application to Senate through the Director of Academic Services. The application will be subject to approval by Senate on the recommendation of the Faculty/Institute.

(b) A student who registers to audit a course(s) shall pay a fee as stipulated in the Student Fees Schedule.

010.56 A Visiting/Exchange student who takes credit course(s) and who subsequently enrols in an academic programme of the University of Eswatini shall have his/her course(s) treated in accordance with the regulation governing credit banking.

010.57 A student cannot earn credit for a course for which he/she is not officially registered.

010.58 Any course registered for which is not attended will be recorded with a zero mark for any graded component not taken. Such a course will be included in the calculation of the student's cumulative GPA.

010.59 A student who fails an Elective course may choose to register for the same course or for a substitute course.

010.70 COURSES

010.71 The University shall offer the following types of courses:

(i) Core courses
(ii) Required courses
(iii) General Education courses
(iv) Elective courses
(v) Audited courses
(vi) Long-vacation courses

010.72 A course shall have a maximum of three credits if without practicals and a maximum of five credits if with practicals.

010.73 The coding of each course shall normally indicate the Department that offers it and the first digit shall represent the level of that course e.g. 101 shall represent a Level 1 course.

010.80 CATEGORIES OF STUDENTS

(i) Full-time Undergraduate Student

A full-time undergraduate student is a student who is registered with the University and takes a minimum workload of 18 credits per semester, unless officially exempted.

(ii) Part-time Undergraduate Student

A part-time undergraduate student is a student who is registered with the University and takes fewer than 18 credits per semester.

(iii) IDE Student

An IDE student is a student who is registered with the Institute of Distance Education (IDE) and normally takes a minimum of two (2) credits per semester.

(iv) Full-time Postgraduate Student

A full-time postgraduate student is a student who is registered with the University and takes a minimum of 12 credits per semester.

(v) Part-time Postgraduate Student

A part-time postgraduate student is a student who is registered with the University and takes a minimum of 1.3 credits and a maximum of 11.9 credits per semester.

(vi) Transfer Student

A transfer student is a student who is registered with the University after transferring from another programme within the University or equivalent institution. Such a student may be exempted from a course(s) equivalent approved by the Senate on the recommendation of the relevant Faculty.

Total credits transferred by a student from another recognised institution shall not exceed fifty percent (50%) of the total credits required for the programme, and are subject to acceptance by the Senate on the recommendation of the relevant Faculty. Grade points are not transferable, and the Cumulative GPA of transfer students will be computed on the basis of the work done at the University of Eswatini only.

(vii) Visiting/Exchange/Audit Student

A Visiting/Exchange/Audit student is one who satisfies the University entrance requirements and is registered for a selected number of courses for credit or for auditing purposes. Such a student may be an individual from within the country or an individual visiting from abroad or a student under an exchange programme.

010.90 DURATION OF SEMESTERS

010.91 Each semester shall normally have 18 weeks, excluding registration period with the breakdown as follows:

1. At least 12 teaching weeks
2. One (1) week break
3. One (1) study week
4. Two (2) weeks for examination purposes, and
5. Two (2) weeks for marking and processing of results.

011.00 DURATION OF STUDY

011.01 The normal duration of study shall be:

(a) Certificate: a minimum of 2 semesters and a maximum six semesters.

(b) Diploma: a minimum of 6 semesters and a maximum of 14 semesters.

(c) Postgraduate Diploma: a minimum of 2 semesters and a maximum of six semesters

(d) A four-year degree: a minimum of 8 semesters and maximum of 18 semesters.

(e) A five-year degree: a minimum of 10 semesters and a maximum of 22 semesters.

011.10 COURSE ASSESSMENT

011.11 Overall Assessment Grade

The overall performance of a student in a course shall be converted into *Grade Points* on a scale divided as follows:

Marks (%)	Letter Grade	Grade Point
90 – 100	A+	6.0
85 – 89	A	5.5
80 – 84	A-	5.0
75 – 79	B+	4.5
70 – 74	B	4.0
65 – 69	C+	3.5
60 – 64	C	3.0
55 – 59	D+	2.5
50 – 54	D	2.0
45 – 49	E+	1.5
40 – 44	E	1.0
35 – 39	F+	0.5
00 – 34	F	0.0

011.12 When letter grades are used, they shall represent the following:

A+	Outstanding
A	Excellent
A-	Excellent
B+	Very Good
B	Very Good
C+	Good
C	Good
D+	Satisfactory
D	Satisfactory
E+	Poor – Fail
E	Poor – Fail
F	Very Poor - Fail
I	Incomplete
P	Pending
W	Withdrew
AUD	Audit course no credit granted
EX	Exempted credit granted

011.13 (a) An incomplete grade (I) may be awarded when an examination paper(s) has not been taken or a project has not been submitted or Field Attachment or Industrial Attachment or Teaching Practice or any other relevant course, has not been done or completed due to sufficient cause. The computation of the GPA and Cumulative GPA will exclude the I grade.

(i) Normally, the I grade must be converted to an appropriate mark by the end of the Re-Sit examination period for the Academic Year in which the I grade was awarded; otherwise the course has to be retaken when next offered.

(ii) In the case of Field Attachment, Industrial Attachment or Teaching Practice or any other relevant course, the I grade must be converted to an appropriate mark during the following 2 semesters; otherwise the course has to be retaken.

(b) A pending grade (P) may be awarded when a student registers for a long vacation course (such as Field Attachment, Industrial Attachment or Teaching Practice) at the beginning of a semester but takes it during the long vacation. The student's Academic Status and GPA will be determined once the pending grade has been received.

011.14 Passing a course means obtaining a grade of at least a GP of 2.0.

011.20 CONTINUOUS ASSESSMENT REGULATIONS

011.21 The Continuous Assessment (CA) component of each course (except the Research Project or Field Attachment/Industrial Attachment/ Internship/Clinical Sessions/Practicum or practical courses) shall include a minimum of two tests per semester.

(a) If a student fails to take a scheduled test for no valid reason, no special test will be set and he/she will be awarded a zero mark for the missed test.

(b) If a student misses a test due to ill-health or other valid reasons, it is the student's responsibility to submit a medical certificate (or good supporting evidence) to the Dean of Student Affairs as soon as possible but no later than two working days from the date it (the medical certificate or supporting document) indicates they can return to class. It is the student's responsibility to also inform the relevant course lecturer(s) during this time to arrange a special test(s).

(c) Normally, a special test will be written as soon as practically possible after a student's return to class.

011.22 A student is required to fulfil all the requirements prescribed for Continuous Assessment. Failure to do so without valid reasons will normally incur penalties as prescribed in the University Academic General Regulations or under the Departmental and Special Faculty/ Institute Regulations.

011.23 A student is required to submit work for continuous assessment by due date. Failure to do so will normally result in the award of a zero grade for such work.

011.24 The weighting between different components of assessment in a course shall be specified in the Special Faculty/Institute and/or Departmental Regulations.

011.25 A student shall be required to sign for his/her Continuous Assessment Marks before the first day of examinations.

011.30 GENERAL EDUCATION COURSES

011.31 A University of Eswatini student shall also be required to take and pass the following General Education Courses:

1. ACS111: Academic Communication Skills: English for Academic Purposes.
2. ACS112: Academic Communication Skills: English for Specific Purposes.
3. GNS 113:HIV Prevention, Infection and Management of AIDS
4. CSC101:Computer Skills Foundation

011.32 Instead of CSC101, a student in the Faculties of Agriculture and Consumer Sciences, Health Sciences, Commerce and Education (B.Ed. Secondary Business Education), must take and pass AEM105: Introduction to Computers, CHS101 Computing for Health Sciences EHS105: Computing for Health Sciences and BUS111: Introduction to Business Computing, respectively.

011.40 RESEARCH PROJECT COURSE/ LEGAL RESEARCH PAPER

011.41 Normally, a Research Project Course shall be taken in a major subject.

011.42 Normally, a student shall be required to register for a project in one of the subject majors. However, a student in the Faculty of Education and the Institute of Distance Education (IDE) (Bachelor of Education) must take a project in Education; an LLB student shall take the Legal Research Paper.

011.43 A Project course shall normally run for two semesters of an academic year.

011.44 The credit allocated to the project course in the first semester shall NOT be used in computing the GPA of that semester.

011.45 The total credits used in computing the GPA in the second semester shall include the first semester credits allocated to the project.

011.46 Normally, the final grade for a Project report shall consist of a continuous assessment and an examination mark at a ratio of 1:1.

011.47 A Project report shall be due and submitted on or before the first day of the second semester examination. Failure to do so will result in a student being awarded a zero mark for the examination component of such work.

011.48 A student who submits a project report which in the view of the Examiners requires more work shall have such project report assessed and awarded a mark. If it is an E or E+ grade, the Senate shall allow the student further time of up to six weeks to revise the project report. If a student fails to complete revisions in time, he/she shall be awarded a Fail grade.

011.49 If a student is prevented by illness or other sufficient cause from completing the required work or a project report on or before the first day of second semester examination, the Senate may, upon receiving a written report from the Faculty/Institute, allow the student further time of up to six weeks to complete the project report. Such a student will be awarded an"I"grade (meaning "incomplete") in the main examination.

011.50 Misconduct in Tests

011.51 The following shall constitute misconduct in a test:

(a) Possessing in the test room any book(s), note(s), duffle bag(s), brief case(s), cap(s), mechanical and electronic devices, handbag(s), pencil case(s) or other material which has not been authorised after the commencement of

the test.

Penalty: A zero grade for the test

(b) The use of any answer book, writing or blotting paper other than that supplied by the lecturer.

Penalty: A zero grade for the test.

(c) Aiding or attempting to obtain aid directly or indirectly.

Penalty: A zero grade for the test

(d) Eating, drinking, smoking and/or operating electronic communication devices shall not be permitted in the examination room.

Penalty: A zero grade for the test

(e) Such behaviour as may in the view of the Lecturer prejudice the performance of other candidates.

Penalty: A zero grade for the test and expulsion from the test room.

011.70 Procedure for handling misconduct in tests

(a) A Lecturer who, in the process of administering a test, discovers a student infringing the rules of conduct shall verbally inform the student of his/her misconduct, confiscate the script and where possible, collect any evidence that may be available. The student shall be allowed to continue with the test.

(b) The Lecturer shall submit a written statement of the incident within the next working day to the Head of the relevant Department, attaching thereto the confiscated and the new answer script as well as any other evidence.

(c) The student shall also be required to submit his/her written account of the incident to the Head of Department within the next working day from the time he/she is informed.

(d) When the Head of Department receives the student's written account of the incident, he/she (Head of Department) shall ask the student to indicate in writing if he/she (student) wishes to have a formal hearing or not.

(e) In the event the student does not wish to have a formal hearing, the Head of Department shall convene a Special Departmental Board meeting within two weeks to deliberate and take a decision(s) on the alleged misconduct(s). Such a decision shall be communicated to the Faculty Board.

(f) If, however, the student wishes to have a formal hearing, the Head of Department shall convene a Special Departmental Board meeting to give the student a hearing on the basis of which the Department shall make a recommendation to the Faculty Board.

(g) In the case of a second offence, the Departmental Board shall only make a recommendation to the Faculty Board, which shall make its own recommendation to Senate for a final decision

011.80 Misconduct in Assignments, Practical Reports and Project Reports

The following shall constitute misconduct in assignments, practical reports, project reports and other academic work:

(a) Plagiarism, which is copying all or part of another person's work, material, publication, report, data, computer files and listings, assignment, results of an experiment(s), project and/or other academic work without due acknowledgement of the source of that information.

(b) Engaging someone else to write an assignment or a practical report or a project report or any other academic work for you, and submitting it as your own work.

011.90 Procedure for handling misconduct in assignments, Practical Reports and Project Reports

(a) A lecturer who, while marking, discovers an incident of misconduct on the part of a student in an assignment or practical report or project report or any other academic work shall make a copy of the assignment or practical report or project report or other academic work. He/she shall further submit a written report on the nature of the misconduct to the Head of Department within five (5) working days enclosing therewith the original student answer script or practical report or project report or other academic work and any other relevant evidence to support the alleged claim of misconduct.

(b) The lecturer shall inform the student, in writing, of the alleged misconduct and instruct the student to give an explanation in writing for his/her misconduct to the Head of Department within five (5) working days from the time he/she is so instructed.

(c) The Head of Department shall, upon receipt of all documents, appoint a team of at least two staff members from the Department to afford the student a

hearing within ten (10) working days.

(d) The team appointed by the Head of Department shall make a recommendation on its findings to the Departmental Board which shall take a decision on the matter. The student shall be informed of the decision in writing within ten (10) working days from the day of the hearing.

011.91 Penalties for the infringement of the rules of conduct in Assignments or Practical Report or Project Report or other academic work

(a) When it is determined from the hearing that a student has committed the alleged misconduct, the Department shall award him/her a zero mark for the assignment or practical report or project report or other academic work with the student having the right of appeal to the Faculty Board. The appeal should be submitted to the Faculty Board within five (5) working days from the date of receipt of the verdict from the Departmental Board by the student. The student shall be informed of the outcome of his/her appeal to the Faculty Board, in writing, within ten (10) working days from the date of receipt of the appeal by the Board.

(b) If a student is found guilty of the same or similar misconduct a second or subsequent time, the Faculty Board shall recommend to the Senate that he/she be awarded a zero mark for the assignment or practical report or project report or other academic work, in addition, be suspended from the University for two consecutive semesters.

012.00 EXAMINATION REGULATIONS

012.10 *INFORMATION AND GUIDANCE FOR CANDIDATES*

012.11 A candidate will be assumed to have read the information and regulations contained in this document.

012.12 (a) Unless specified in the Faculty/Institute Special Regulations, all practical courses shall be assessed solely by CA.

(b) A student who fails a practical course shall be required to repeat that course.

012.13 All examinations shall normally be taken within the semester in which the course(s) is offered.

012.14 (a) Normally, there shall be an examination at the end of each semester of two to three hour duration for every taught course.

(b) (i) Not withstanding (a) above, under special circumstances, as determined by the Senate, a taught course may be assessed solely by CA.

(ii) Under such circumstances, a student who obtains an E or E+ in a course shall be allowed to take a special assessment in lieu of a Re-sit examination.

012.15 Other forms of examinations of a course shall be as prescribed in Departmental and/or Faculty Special Regulations.

012.16 Senate shall normally appoint an External Examiner in each course to moderate examination question papers to ensure that they are of an internationally accepted standard.

012.17 Senate shall, on the recommendation of Faculties/Institutes, normally appoint Internal Moderators to moderate the marks and script(s) to ensure that the marking is fair and consistent.

012.18 In case there is a disagreement between the Internal Examiner and Internal Moderator, the Departmental Board shall decide on the final mark.

012.19 (a) A student who has failed a Core, Required, or General Education course must retake the course(s) when it is next offered, while a student who has failed an Elective Course may choose to retake the course(s) or take a substitute course(s). The student's transcript shall indicate the course(s) and grades previously obtained and the fact that the student has repeated that course(s).

(b) A student shall not retake/repeat/carry a course already passed with a minimum GP of 2.0 (50 %).

(c) In computing the Cumulative Grade Point Average after repeating a course(s) only the most recently earned marks and grade points shall be used and the old fail Grade and marks shall be excluded from the calculation.

012.20 Re-Sit

012.21 A Re-Sit or a special assessment in the case of a taught course assessed solely by CA, may be allowed in order to pass a course in which a student obtains an E or E+ grade.

012.22 A student who obtains at least one E or E+ grade during the main examination shall have his/her GPA suppressed. Such a student shall receive the academic status "Re-sit exam granted" and shall be eligible to write a Re-sit examination in the course(s) where (s)he obtained an E or E+ grade.

012.23 (i) The GPA shall be calculated for all students after the Re-sit examination. Consequently, a student who was allowed to re-sit a course or courses shall receive a new academic status after the Re-sit examination..

(ii) A student who re-sits an examination shall have his/her GPA calculated using the new mark (which shall be capped at 50%) and a new academic status based on this GPA shall be issued.

(iii) A student who was on the academic status "Re-sit exam granted", but fails to take a re-sit exam(s) for whatever reason, shall have his Academic Status determined by the GPA based on the original grade.

012.24 A student who qualifies for a Re-Sit of a course(s) or takes a special assessment shall be required to register for such a course(s). Failure to do so shall result in the student being refused the Re-Sit/special assessment. Should such a student be found to have re-sat the examination/special assessment without having officially registered, the student shall be denied credit for that course(s).

(a) A student who writes a Re-Sit examination or special assessment and fails shall be required to repeat the failed course(s).

(b) A student who fails to write a Re-Sit Examination/special assessment shall be awarded a zero mark.

(c) A student who fails to write a Re-Sit Examination(s)/special assessment for any reason shall be required to repeat the course(s).

012.25 A Re-Sit Examination or special assessment shall normally be taken after the release of each semester results at a date designated in the University Almanac.

012.26 A student who is awarded a fail grade after a Re-Sit or special assessment shall repeat the course or take a substitute course provided the failed course is not a Core/Required or General Education Courses.

012.27 If a student is permitted to re-sit or take a special assessment in order to pass a course, the maximum course mark awarded shall not exceed 50%.

012.28 (a) In recalculating the final course mark in a re-sit examination/special assessment, the original Continuous Assessment mark shall be used.

(b) The original mark and re-sit/special assessment mark(s) obtained in a course(s) shall be retained on the student Academic Transcript.

012.29 In computing the GPA and the CGPA (Cumulative Grade Point Average) after re-sit examination only the most recently earned mark and grade points are used and the old fail Grade and mark shall be excluded in the calculation.

012.30 Registration for Examination

A candidate may be required to register before the commencement of the examinations at such time as may be determined by the Registrar's Office. The Registrar may require a candidate to register before the commencement of the examinations at such time as he/she may deem suitable**.**

012.31 Examination Rooms

(a) The main centres for examinations for each programme shall be designated by the Registrar's Office.

(b) Toilets in the vicinity of examination rooms shall, for the duration of examinations, be considered part of the examination rooms. No notes, or any other unauthorised material, etc. shall be left in the toilets before or during examinations.

012.32 Examination Numbers

Examination numbers shall be the University Students' Identification Numbers.

013.33 Time of Examination

All examinations shall normally commence at either 9.00 a.m. or 2.00 p.m. The Registrar's Office reserves the right to schedule examinations at any other time outside these times.

012.34 Time of arrival for an Examination

(a) A candidate will be admitted into the examination room not more than 20 minutes before the start of each examination session.

(b) A candidate will be given 5 minutes reading time prior to the scheduled time of commencement.

(c) A candidate who arrives late will not be allowed extra time to complete his/her examination.

(d) A candidate who is more than 30 minutes late will not be admitted into the examination room. Such a candidate shall be awarded a zero grade for that paper.

012.35 Absence from an Examination

(a) If a candidate fails to attend an examination for no good reason, a special

paper(s) will not be set and he/she will be awarded a zero grade for the missed examination.

(b) If a candidate misses an examination through misreading the time-table, he/she will be awarded a zero grade for that examination.

(c) In case of absence from an examination through ill-health, quarantine or isolation for medical purposes, the candidate (or someone acting on his/her behalf) must submit a relevant medical certificate to the Examinations Officer within seven (7) working days. In order to be counted as relevant a medical certificate must relate to the period of examination. Evidence of illness will not normally be taken into account unless substantiated by a valid medical certificate.

(d) Normally, a candidate that is absent from an examination due to (c) above shall be awarded an 'I' grade for that course(s). Such a candidate shall be expected to sit the examination during the Re-sit examination period. Should such a candidate be unable to sit for the examination, he/she shall be required to retake the course(s).

012.36 It will be the candidate's own responsibility to arrange with his/her doctor for any medical evidence to be sent to the Examinations Office.

012.37 In the case of absence from an examination due to serious causes (other than the candidate's own ill health), the candidate (or someone acting on his/her behalf) must submit to the Examinations Office: (a) evidence of the cause, where possible and (b) a written explanation of the absence within seven working days (7) after the examination has taken place.

012.38 Arrangements in the Examination Room

(a) A candidate will be told when he/she can enter the examination room and silence must be observed on entry and whilst in the examination room.

(b) *Seating arrangements*
On entry, a candidate should look for seating arrangements as published on the board outside or inside the examination room.

(c) *Disabled and sick candidates*
A candidate who is disabled or suffers from any illness that will require special seating arrangement, should inform the Examinations Officer well in advance.

(d) *Production of Identity Cards*
A candidate will be required to produce his/her ID card and place it on the front left hand side corner of his/her desk for inspection by the invigilator. A candidate who, for valid reasons, is unable to produce an ID card at the time it is required may be allowed to proceed with the examination. The Chief Invigilator shall report such a candidate to the Examinations Officer on the same day. The candidate must produce authentic identification within the next working day before the Examinations Officer. Failure by the candidate to comply with the aforementioned requirement shall result in the candidate being awarded a zero mark for the examination paper.

(e) *Examination Attendance Cards*

(i) A candidate will be issued with Examination Attendance Cards before the commencement of Examinations, and will be required to produce the relevant card for each examination for inspection by the Invigilators.

(ii) A candidate who is unable to produce an Examination Attendance Card at the time it is required shall immediately be referred to the Examinations Officer to have his/her registration, and eligibility status to sit the examination, verified.

(iii) No student shall be allowed to sit an examination without the Examination Attendance Card.

(f) Surveillance cameras and recording equipment may be installed at the examination centres. In cases of misconduct, information recorded by such equipment may be used as evidence in support of the invigilators' reports.

012.39 Procedure During The Examination

(a) A candidate is required, on taking his/her place for each paper, to fill in an attendance slip provided on the desks. Answer books and other requisite stationery will be placed on the desks. A candidate should carefully read the instructions on the front cover of the answer books and then enter his/her examination number. Unless specifically instructed to do so, no part of the book may be torn off and all books used must be left on the desks. Rough work must be done in the answer book and should be crossed out to show that it is not part

of the answer.

(b) *Starting the Examination*
A candidate will be told by the invigilator when he/she may start the examination and should not look at the examination question paper before he/she is told to do so.

(c) *Late arrival*
A candidate who is more than 30 minutes late will not be admitted into the examination room. Such a candidate shall be awarded a zero grade for that paper.

(d) *Question papers*
Every candidate should, on being told to start reading, check that the question paper on his/her desk is the one that relates to his/her particular course and session and check that the examination paper has the correct number of pages as indicated at the top right hand corner of the front page.

(e) *Smoking, eating, drinking and/or operating electronic-communication devices*
Eating, drinking, smoking and/or operating electronic communication devices shall not be permitted in the examination room.

(f) The use of correcting fluid on any examination answer book shall be prohibited.

(g) The borrowing of any material by a candidate from another candidate shall not be permitted.

012.41 Temporary withdrawal from Examination
If a candidate wishes to make a temporary withdrawal from an examination for personal reasons he/she must be accompanied by an invigilator or other authorized person.

012.42 Leaving the Examination Room
A candidate will not be allowed to leave the examination room during the first hour of the examination session unless he/she feels unwell. A candidate must also not leave during the last ten minutes of the examination and must remain seated until the examination scripts have been collected and checked by the invigilators. If a candidate has completed the paper before the specified time and wishes to leave, he/she must seek permission and must leave as quietly as possible, so as not to disturb the other candidates. Permission to leave at any time must be requested from the invigilator.

012.43 Illness during the Examination
If a candidate falls ill during the examination, he/she should inform the invigilator.

012.44 End of the Examination

(a) A candidate will be told to stop writing at the end of the examination by the invigilator. He/she should then remain seated until he/she has made sure that all the details required on the answer book have been completed.

(b) It is the responsibility of the candidate to ensure that all the relevant answer papers and supplementary answer books are clipped or fastened together.

(c) When everything is completed to the candidate's satisfaction, he/she shall raise his or her hand to call upon the invigilator to collect the answer book before he/she can be excused from the examination room.

(d) A candidate may not take any examination material used or unused, out of the examination room other than:
  (i) the materials he/she brought into the examination room;
  (ii) the question paper (if permitted to do so).

012.45 Misconduct in an Examination and Penalties
Misconduct in an examination and possible penalties include the following:

(a) Failure to follow the instruction(s) of the invigilator(s).
Penalty: An oral warning and/or expulsion from the examination room.

(b) Taking into the examination room, or possessing whilst in that room, any book(s), note(s), duffle bag(s), cap(s), cellular phone(s), electronic communication devices, brief case(s), handbag(s), pencil case(s), calculator cover(s) or other material which has not been authorised.
Penalty: A zero mark for the examination.

(c) The use of any answer book, writing material or other material not supplied by the University or taking out of the examination room the answer book.
Penalty: A zero mark for the examination.

(d) Aiding or attempting to aid, soliciting or attempting to solicit aid from another can-didate directly or indirectly or communicating with another candidate(s) in any manner whatsoever.
Penalty: A zero mark for the examination and suspension for one academic year.

(e) Writing information or possession of written information, regardless of relevance, on any part of a candidate's body during the examination.

Penalty: A zero grade for the examination.

(f) Consulting or trying to consult, during the examination, any books, notes, mechanical or electronic gadgets or other materials, or any other person while temporarily inside or outside the examination room.

Penalty : A zero grade for the examination and suspension for one academic year.

(g) Destroying or swallowing any foreign material.

Penalty: A zero grade for the examination and suspension for one academic year

(h) Impersonating another candidate or allowing one self to be impersonated.

Penalty: A zero grade for the examination and suspension for one academic year.

(i) Such behaviour as may in the view of the invigilator prejudice the performance of other candidates.

Penalty: A zero grade for the examination and suspension for one academic year or expulsion from the university.

(j) Any misconduct deemed to be very serious by the Senate.

Penalty: A zero grade for the examination and expulsion from the university.

(k) The Senate shall reserve the right to investigate the source of, and take appropriate action on any unauthorised material found on a candidate's seat, desk or immediate vicinity thereof during the examination, and/or after the candidate had left the examination room.

012.46 Handling cases of misconduct in an Examination

(a) In all cases of misconduct, the Chief Invigilator or his/her alternate shall, in the presence of another invigilator, verbally inform the candidate that he/she has committed an act of misconduct. A written report shall be produced within the next working day by the Chief Invigilator on any case of misconduct in an examination.

(b) Upon receipt of a written report from the Chief Invigilator, the Examination Officer shall inform the candidate in writing that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the Senate. Such a report shall be submitted to the Registrar who will inform the Faculty Board concerned, through the Dean, and ask for an appropriate recommendation to the Senate.

(c) A candidate who has been considered to have infringed the rules shall be required to submit a written report of his/her side of the case to the Registrar within two (2) working days. Such a report shall be taken to the respective Faculty Board, through the Dean. The Board shall make an appropriate recommendation to the Senate for its final decision.

(d) Cases of misconduct in examinations at the end of the first semester shall be heard and decided by the beginning of the second semester.

012.47 Expulsion from the Examination Room

(a) Misbehaviour in an examination room is a serious academic offence.

(b) The Chief Invigilator has authority to cause to be removed from the examination room any candidate whose behaviour disturbs and distracts the attention of other candidates.

012.48 Appeal against penalties for infringement of Examination Regulations

A candidate who wishes to appeal against a penalty imposed by the Senate for misconduct in an examination shall do so in writing to the University Council within two weeks of the Senate ruling.

012.50 GUIDELINES FOR REMARKING EXAMINATION SCRIPTS

012.51 PREAMBLE

The Senate shall make Regulations for the standard of proficiency to be attained and decide which persons have reached that standard of proficiency in each examination for a degree, diploma, certificate or other award of the University

012.52 Examination marks and papers moderated and marked by Internal Moderators shall normally not be contested. Only in extreme cases and where the student has failed will the Senate permit remark of examination script and provided the guidelines that follow have been strictly adhered to.

012.53 If a registered student contests his/her Examination grade in a course or subject, the following guidelines shall apply:

(a) The student shall submit an application in a standard form letter (Form A) to the Registrar within two weeks after the

official date of release of Examinations results.

(b) The Registrar shall convene a meeting of the Dean, Tutor of the Faculty concerned, Head of the Department concerned and the student/appellant to explain the procedures undertaken in the marking of the examination scripts in that course or subject and the relevant regulations applied to reach the student's final result.

(c) If the student/appellant still feels unsatisfied with the explanation given in (b) above, and insists on the remarking of his/her script(s), he/she shall make a second application on Form B to reach the Registrar within two days of the meeting mentioned in (b). The Form B shall be submitted together with a non-refundable deposit of the amount stipulated in the Student Fees section.

(d) When the student collects Form B, the Registrar shall inform the student of the implications of remarking the script(s), clearly highlighting the non-refundable cost as outlined in (g) below.

(e) If the student agrees to pay the amount involved in the remarking process, the Registrar shall inform the Internal Examiner and the Internal Moderator of the course/subject that their marking is being challenged.

(f) The Registrar shall communicate with the External Examiner, in writing, asking the latter to carry out the remarking of the student's script(s).

(g) The Registrar shall itemise the cost involved in the remarking of the examination script(s) taking the following into consideration:

(i) Correspondence with original External Examiner.

(ii) Courier expenses for transmitting scripts (to and from the External Examiner).

(iii) External Examiner's honorarium at the current rate, etc.

012.54 The cost shall be communicated to the student concerned, who shall be required to pay in full the amount involved in the remarking of his script(s) before any further action can be taken. If payment is not received within 10 days of the date of the letter, the student will be deemed to have abandoned his remarking request and accordingly forfeit the deposit. No further correspondence shall be entertained.

012.55 Once the full amount has been paid, the External Examiner shall be provided with the examination question paper, the marking scheme for the course/subject, the student's examination script(s) and a sample of other students' scripts in that course/subject.

012.56 The new mark assigned by the External Examiner shall be subject to Senate's approval, and thereafter there shall be no further contesting of the grade.

012.60 FIELD/INDUSTRIAL ATTACHMENT/ INTERNSHIP AND TEACHING PRACTICE

012.61 A student shall be required to take and pass Field Attachment or Industrial Attachment or Internship or Teaching Practice, as indicated in each programme, before he/she is awarded a degree by the University of Eswatini. The duration and credits of such practical experience shall be approved by the Senate for each programme and shall be indicated under special Regulations of each Faculty/Institute.

012.62 If Field Attachment or Industrial Attachment or Teaching Practice/Internship is interrupted for medical reasons or any other sufficient cause(s), the student shall inform the office of the Dean of the Faculty/Director of the Institute in writing within 7 working days from the time of interruption. Such a letter must be supported with relevant documents for the Faculty/Institute to make a recommendation to the Senate.

012.63 A student who fails or is unable to complete Field Attachment or Industrial Attachment or Internship or Teaching Practice, shall be required to repeat or complete it at a period specified by the Senate.

012.64 A student who is absent from a Field Attachment or Industrial Attachment or Internship or Teaching Practice site without the knowledge of the supervisor or relevant site authorities shall be awarded a zero grade for that visit.

012.70 EXEMPTION, CREDIT BANKING AND CREDIT TRANSFER

012.71 A student may be exempted from taking a course(s), allowed to bank credit, and/or transfer credit under the following conditions:

(a) A student who has been admitted into a programme and is a holder of a certificate/diploma/degree from the University of Eswatini may be exempted from an equivalent course(s) offered in that programme.

(b) A student who has taken and passed a course(s) at the University of Eswatini can bank credits up to a maximum of ten

consecutive semesters. Upon re-joining the University, the student may:

(i) be exempted from taking the course(s) if the credits were used to earn a qualification, or

(ii) transfer those credits that are relevant to the programme in which he/she is currently registered if the credits were never used to earn a qualification. Once such credit transfer has been granted, the programme for which the student is currently registered in will be credited with the original mark(s) obtained for the credit course(s) and the corresponding grade points.

(c) A student who transfers credit banked for a previous course shall not pay for the transferred Credits

(d) A student who has taken a course(s) for credit at another recognised university or institution may be granted exemption for up to 50% of the credits in the programme for which the student is currenltly registered.

012.72 Normally, a student shall be required to register for a course(s) before applying for exemption or credit transfer. Such application shall be done in writing to the Director (Academic) within 14 days after registration period in that semester.

012.73 Normally, a student shall be required to apply for exemption from a course(s) done and passed at the University of Eswatini or at a recognised university or institution. Such application shall be done in writing to the Director (Academic) within 14 days after registration period in that semester.

012.74 (a) Notwithstanding AGR012.72 and 012.73, a student admitted at a higher level shall receive exemptions from courses taken and passed in levels lower than the level of entry.

(b) A student may, for the other levels request for exemption as stipulated in Academic General Regulation 012.72 and 012.73.

012.75 The Dean of the Faculty/Director of an Academic Institute, in consultation with the head of the relevant department, may grant exemption from a course(s) done and passed (GP =2.0) at the University of Eswatini or another recognised institution.

012.76 A student may only be refunded for a maximum of five credits.

012.80 PRE-REQUISITES

012.81 Normally, a student will only be allowed to register for a course if the pre-requisite course(s) for that course has been taken and passed (GP=2.0).

012.90 TRANSFERS

012.91 (a) A student may be allowed, by the Senate, to change/transfer his/her specialisation.

(b) A student who has failed in a specialisation may be allowed, by the Senate, to change/ transfer his/her specialisation.

012.92 A student who is enrolled in one programme may apply to the Registrar for a transfer to another programme not later than seven (7) working days before the last day of registration.

012.93 A student who transfers from one programme to another may receive credits for any course (s) successfully completed in the previous programme, provided these are part of the new programmes.

012.94 A student who transfers from one programme to another shall pay tuition for the new programme.

012.55 A student who is allowed to transfer by the Senate and fails to take up the offer immediately shall apply for admission in the normal way.

012.100 WITHDRAWAL

012.101 Withdrawal from studies refers to a situation whereby a student requests Senate to grant permission to suspend studies

012.102 A student may officially withdraw from the University during a semester which is in progress, before the commencement of examinations in that semester, by writing to the Registrar for Senate's consideration. A guardian or sponsor or someone acting on the student's behalf may apply on behalf of the student where he/she is unable to do so personally. Such a student shall not receive any credit for courses attempted during the semester.

012.103 A student who is granted permission to withdraw shall not be refunded all monies already paid to the University for that semester and shall be required to pay all monies owed.

012.104 If a student is obliged through illness or any other cause to be absent from classes for a continuous period exceeding two weeks, the Faculty/Institute, in consultation with relevant Departments and in light of an appropriate medical report, shall advise the student or the one acting on the student's behalf to apply to the Senate for withdrawal from the University for the duration of that semester.

012.105 (a) A student who has withdrawn from the University of Eswatini shall re-enter the programme in compliance with existing

programme requirements. There is no guarantee that the University shall offer the same courses as at the time the student withdrew from the institution.

(b) A student who has withdrawn from the University of Eswatini shall be required to re-enter the programme in the credit system and in compliance with existing programme requirements. There is no guarantee that the University shall offer the same courses as at the time the student withdrew from the institution.

(c) The level of entry in (a) and (b) above and courses to be taken by a student who withdrew and was unable to resume studies within the following four (4) semesters, shall be approved by Senate. Such an applicant will be subject to consideration by the Admissions Committee in the usual way (obtaining, completing and submitting an application form by the first working day of March.

013.00 ***DEREGISTRATION FROM STUDIES***

013.01 A deregistered student is one who has ceased to be a student of the University.

013.02 The Senate, upon receiving a recommendation from the Faculty/Institute concerned, may deregister a student who absents himself/herself for a period exceeding two weeks. Such a person shall be free to apply for re-admission to resume studies in subsequent years and shall be subject to consideration by the Admissions Committee in the usual way.

013.03 A student who is deregistered shall not be refunded all monies already paid to the University for that semester.

013.10 STUDENT'S ACADEMIC STATUS

013.11 Written information regarding the academic status of each student should be given to the student at the end of each semester. This information will include one of the following remarks:

1. Proceed Unconditionally;
2. Proceed Conditionally;
3. Proceed Conditionally with Academic Warning;
4. Proceed Conditionally, on Probation;
5. Re-sit examination/special assessment granted
6. Fail and Discontinue;
7. Fail and Exclude;
8. Withdrew.

013.20 PROGRESSION FROM SEMESTER TO SEMESTER

013.21 A student may proceed from one semester to another conditionally or unconditionally.

013.22 A student shall proceed unconditionally (PU) if he/she has:

(a) Registered for the required minimum number of credits; and

(b) Obtained a Grade Point of at least 2.0 in all courses registered for.

013.23 A student shall proceed conditionally (PC) if he/she obtains a GPA of at least 2.00 but fails a course(s). Such a student shall be allowed to proceed and carry the failed course(s) and take it when next offered.

013.24 A student who obtains a GPA of less than 2.00 shall receive the academic status: Proceed Conditionally with Academic Warning. Such a student shall be allowed to proceed from one semester to another and may register for courses in the following semester (up to a maximum of 15.40 credits) if he/she has passed the necessary pre-requisite courses. Such credit limit does not apply to Field Attachment and Teaching Practice.

013.25 (a) A student who is on Academic Warning and obtains a GPA of less than 2.00 in the following Semester shall receive the academic status: Proceed Conditionally on Probation. Such a student may register for courses in the following semester (up to a maximum of 12.40 credits) if he/she has passed the necessary pre-requisite courses. Such credit limit does not apply to Field Attachment and Teaching Practice.

(b) A student who is on Probation and obtains a GPA of less than 2.00 in the following Semester shall receive the Academic status: Fail and discontinue.

013.26 A student on Academic Warning or on Probation status must take any failed course(s) when next offered.

013.27 A full-time student who is carrying a course(s) shall normally carry a semester credit load not exceeding 24.4 credits.

013.28 A student who is awarded a "Proceed" result (PU, PC, PCAW, PCOP) but is unable to resume studies within the following four consecutive semesters shall apply to the Senate for re-admission not later than 30 June or 31 October preceding the commencement of the semester for which re-admission is sought. The Senate shall determine the level of entry and courses to be taken by such a student.

013.29 A student who abandons studies, at any stage of the semester, shall be awarded an F grade for the course(s).

013.30 A student who takes only one course, shall have the GPA used to formulate the academic status.

013.40 FAIL AND DISCONTINUE/EXCLUDE

013.41 A student who has received three (3) Consecutive Academic Warnings would be deemed to have failed and shall be discontinued from his/her programme.

013.42 A student who has been placed on Fail and Discontinue status the second time will be required to leave the University (Fail and Exclude). Such a person can reapply for admission after a lapse of four consecutive semesters.

013.43 A student who passes all Core, Required and General Education courses but does not satisfy the credit requirements for the programme shall be required to take elective courses.

013.50 *AEGROTAT REGULATIONS*

013.51 A student who is prevented by illness or other sufficient cause from undertaking some of the requirements for normal assessment (either tests or major examinations), the Senate may, upon a written report of the examiners concerned, and upon such report and/or other evidence as it shall think fit, declare the student to have satisfied the examiners and assign an aegrotat pass accordingly, or it may require the student to take alternative tests or examinations.

013.52 A student who is obliged through illness or any other cause to be absent from campus for a period exceeding two weeks, the Faculty/ Institute shall decide in the light of academic progress and of the period of absence from lectures, tutorials and/or practicals, whether such a student shall be allowed to continue during the current semester or whether he/ she shall be required to return during the subsequent semester.

013.53 Pregnancy shall not normally be considered as an illness in terms of these regulations unless it is certified by a medical doctor to make the writing of tests and/or examinations impossible or inadvisable.

013.60 RESULTS OF A STUDENT

013.61 Results shall be released to students in both numerical grades and letter symbols.

013.62 Examination scripts shall not be made available to the candidates and will be destroyed after three years from the date of examinations.

013.63 *Credits are assigned to all courses taken by students, and at the end of each semester. Each student has the following six (6) items calculated and recorded for him/her.*

(a) Total Credits Taken (TCT): *TCT* is a summation of the credits of all the courses taken by the student

(b) Total Credits Passed (TCP): TCP is a summation of the credits passed by the student, that is, courses in which a grade point of at least 2.0 was attained.

(c) Total Credits Failed (TCF): TCF is a summation of the credits failed by the student, that is, courses in which a grade point below 2.0 was attained.

(d) Weighted Grade Point (WGP): *WGP* is Grade Point multiplied by number of Credits.

(e) Total Weighted Grade Point (TWGP): The sum of all Weighted Grade Points.

(f) Grade Point Average (GPA): Total Weighted Grade Points *divided by* Total Credits Taken

(g) Cumulative Grade Point Average (CGPA): Total of Weighted Grade Points accumulated in all the semesters to date divided by all the Credits passed.

(h) Credits of Outstanding Courses (COC): The number of credits of any course(s) that may be outstanding.

013.70 SPECIAL REGULATIONS FOR A COMPLETING STUDENT

013.71 A completing student, who receives an "I" in a project, Field Attachment or Industrial Attachment or Internship or Teaching Practice, shall be allowed a period of six weeks, after the release of semester results, to complete the course. Failure to complete the course will normally result in a Fail grade.

013.80 COMPLETION OF CREDITS IN A PROGRAMME

013.81 A student shall only be awarded a qualification after:

(a) Completing a minimum number of credits in a given programme as follows:

(i) A minimum of 36 credits is required for a Certificate programme.

(ii) A minimum of 108 credits is required for a Diploma programme.

(iii) A minimum of 36 credits for a Postgraduate Diploma programme.

(iv) For a 4-year degree programme, a student is expected to have accumulated a minimum of 144 credits in his/her programme.

(v) For a 5-year programme, a student

is expected to have accumulated a minimum of 180 credits in his/her programme.

(vi) To be awarded a qualification, at least two thirds of the total credits must come from the core and required courses prescribed in the programme, and the total number of credits from General Education and elective courses shall not exceed one-third of the total credits; and

(b) Taking and passing all core, required and general education courses listed in that programme structure; and

(c) Taking and passing all practical requirements of that programme e.g. Teaching Practice, Field Attachment, Industrial Attachment, and Internship.

013.90 IGNORANCE OF THESE REGULATIONS IS NO EXCUSE

014.00 CLASSIFICATION AND DESIGNATION OF PERFORMANCE

014.10 Certificates and Diplomas

Classification	**Cumulative GPA**
Distinction	5.00 – 6.00
Merit	4.00 – 4.99
Credit	3.00 – 3.99
Pass	2.00 – 2.99
Fail	Below 2.00

014.11 Bachelor's Degrees

Classification	**Cumulative GPA**
First Class	5.00 – 6.00
Second Class, Upper Division [2 (i)]	4.00 – 4.99
Second Class, Lower Division [2(ii)]	3.00 – 3.99
Pass	2.00 – 2.99
Fail	Below 2.00

014.20 CERTIFICATES, DIPLOMAS and DEGREES OFFERED

014.21 Programmes of study may be offered for the following.

A. CERTIFICATES

Cert. Ad. Ed.	Certificate in Adult Education
Cert. Com.	Certificate in Commerce
Cert. French	Certificate in French
Adv. Cert. French	Advanced Certificate in French
Cert. Portuguese	Certificate in Portuguese
Pre-Voc. Ag. Ed	Post-Diploma Certificate in Pre-Vocational Agriculture Education
Cert. Law	Certificate in Law
Cert. Mid.	Post-Diploma Certificate in Midwifery Science
Cert. C.M.H.	Post-Diploma Certificate in Community Mental Health Nursing Science
Cert. C.H.	Post-Diploma Certificate in Community Health
PGCE	Post-Graduate Certificate in Education
Cert. Phys. Ed.	Certificate in Physical Education
Cert. Psych. Soc. Supp.	Certificate in Psychosocial Support
Cert. Nephro. N.Sc.	Post-Diploma Certificate in Nephrology Nursing Science

B. DIPLOMAS

Dip. Ad. Ed.	Diploma in Adult Education
Dip.Com.	Diploma in Commerce
Dip. E.H.S.	Diploma in Environmental Health Sciences
Dip. J.M.C.	Diploma in Journalism and Mass Communication
Dip. G. Nur.	Diploma in General Nursing
Dip. Law	Diploma in Law
Dip. Ed. Ad.	Diploma in Educational & Mgt Administration and Management
Dip.Ed.	Diploma in Primary Teachers' Education
Dip.Ed.	Diploma in Secondary Teachers' Education

C. BACHELORS' DEGREES

The University offers programmes leading to the following degrees:

Bachelor of Arts in Humanities (B.A. Hums)
Bachelor of Arts in Journalism and Mass Communication (B.A. JMC)
Bachelor of Arts in Social Science (BASS)
Bachelor of Commerce (B. Com.)
Bachelor of Education (B.Ed.)
Bachelor of Engineering in Electrical and Electronic Engineering (B.Eng. Electrical and Electronic Eng.)
Bachelor of Laws (LL.B.)
Bachelor of Nursing Science (B.NSc.)
Bachelor Science in Community Health Nursing (B.Sc. CHN)
Bachelor of Science (B.Sc.)

Bachelor of Science in Computer Science Education (B.Sc. Comp. Ed.)
Bachelor of Science in Information Technology (B.Sc.IT)
Bachelor of Science in Information Science (B.Sc. Infor.Sc.) (Library Science Option)
Bachelor of Science in Agricultural and Biosystems Engineering (B.Sc. ABE)
Bachelor of Science in Agricultural Economics and Agribusiness Management (B.Sc. Agric. Econ & AgBMgt)
Bachelor of Science in Agricultural Education (B.Sc. Ag. Ed.)
Bachelor of Science in Agricultural Extension (B.Sc. Ag. Ext.)
Bachelor of Science in Agronomy (B.Sc. Agron.)
Bachelor of Science in Animal Science (B.Sc. Ani. Sc.)
Bachelor of Science in Animal Science Dairy (B.Sc. Ani. Sc. Dairy)
Bachelor of Science in Consumer Science (B.Sc. COS)
Bachelor of Science in Consumer Science Education (B.Sc. COSE)
Bachelor of Science in Environmental Health (B.Sc. Env. Health)
Bachelor of Science in Environmental Health and Food Science (B.Sc. Env. Health & Food Sc.)
Bachelor of Science in Environmental Management and Occupational Safety and Health (B.Sc. Env. Mngt. & Occ. Safety and Health)
Bachelor of Science in Environmental Management and Water Resources (B.Sc. Env. Mngt. & Water Resources)
Bachelor of Science in Food Science, Nutrition and Technology (B.Sc. FSNT)
Bachelor of Science in Geographical Information Science (B.Sc. GISc.)
Bachelor of Science in Horticulture (B.Sc. Hort.)
Bachelor of Science in Textiles, Apparel Design and Management (B.Sc. TADM)
Bachelor of Social Work (BSW)

014.30 ENTRANCE REQUIREMENTS

(See also Faculty Special Regulations)

The normal requirement for entrance to the University of Eswatini programmes, with the exception of Certificate in Psychosocial Support, shall be a minimum of Swaziland General Certificate of Secondary Education (EGCSE)/ International General Certificate of Secondary Education (IGCSE), GCE O' Level or its equivalent

In addition, the University may also use cut-off points established from time to time by the Admission's Committee.

014.31 CERTIFICATE PROGRAMMES

The normal requirement for entrance to the Certificate programmes, except for the Certificate in Psychosocial Support, shall be a minimum of four (4) subject passes at E grade or better, which must include English Language.

014.32 DIPLOMA PROGRAMMES

(A) Eswatini General Certificate of Secondary Education (EGCSE)/ International General Certificate of Secondary Education (IGCSE Admissions

The normal entrance requirements to the Diploma programmes shall be a minimum of six (6) subject passes (at E grade or better), which must include passes at C grade or better in English Language and at least three other subjects.

(B) MATURE AGE ENTRY ADMISSION

(a) A candidate must be 22 years or older on the first day of the University Academic year in which admission is sought.
(b) A candidate should have completed EGCSE/IGCSE or equivalent with at least four (4) passes.
(c) No candidate who has previously attended at the University may be re-admitted to the University under these regulations to a programme in which he/she has previously been unsuccessful during the previous attendance.
(d) A candidate who satisfies conditions (a) to (c) above will be required to sit a Special Entrance examination which will consist of a general paper and a special paper in the candidate's intended field of study;
    (i) A candidate applying for Commerce related programmes and or specialisation, the special paper will be a combination of Business Mathematics, Accounting and Business Studies.
    (ii) A candidate applying for Science related programmes and or specialisation, the special paper will be a combination of Science and Mathematics.

(iii) A candidate applying for all other programmes and or specialisations that are not commerce or science related, the special paper will be the Aptitude Test.

(iv) Each special paper shall cost E100.00.

(e) A candidate will be recommended to the Admissions Committee having satisfied all the MAEA conditions and having passed the special papers for the intended programme(s).

(f) The University will consider a candidate's admission on the recommendation of the Mature Age Entry Committee.

014.33 DEGREE PROGRAMMES

(A) Swaziland General Certificate of Secondary Education (EGCSE)/ International General Certificate of Secondary Education (IGCSE) Admissions

The normal entrance requirements to Bachelor's degree programmes shall be a minimum of six (6) subject passes (at E grade or better), which must include passes at C grade or better in English Language and at least four other subjects.

(B) O' Level Admissions

The normal entrance requirements to Bachelor's degree programmes shall be a minimum of six (6) subject passes in the GCE O'Level, which must include passes at C grade or better in English Language and at least four other subjects.

(C) A' Level Admissions

(i) A candidate who has taken acceptable A' Level examinations may be admitted into Semester 1 of the Bachelor's degree programme. Such a candidate may be exempted from taking a course(s) already passed at A' Level with a D grade or better.

(ii) A candidate who has at least two grades of C or better at A' Level, or an equivalent qualification, may be exempted from the first year of the degree programme, provided he/she fits into an acceptable (Level 2) programme. Such a candidate may be required to take and pass a course(s) normally taken by students in their first two semesters (Level 1).

(D) Mature Age Entry Admission

(a) A candidate must be 22 years or older on the first day of the University Academic year in which admission is sought.

(b) A candidate should have completed EGCSE/IGCSE or equivalent with at least four (4) passes.

(c) No candidate who has previously attended at the University may be re-admitted to the University under these regulations to a programme in which he/she has previously been unsuccessful during the previous attendance.

(d) A candidate who satisfies conditions (a) to (c) above will be required to sit a Special Entrance examination which will consist of a general paper and a special paper in the candidate's intended field of study;

(i) A candidate applying for Commerce related programmes and or Specialisation (B.Com and B.Ed. Sec. (Business Studies), the special paper will be a combination of Business Mathematics, Accounting and Business Studies.

(ii) A candidate applying for Science related programmes and/or specialisation (all Faculties of Agriculture and Consumer Science programmes, all Faculty of Health Sciences programmes, all Faculty of Science & Engineering programmes, B.Ed. Sec. (Science), B.Ed. Prim. (Science), the special paper will be a combination of Science and Mathematics.

(iii) A candidate applying for all other programmes and or specialisations that are not commerce or science related, the special paper will be the Aptitude Test.

(iv) Each special paper shall cost E100.00.

(e) A candidate will be recommended to the Admissions Committee having satisfied all the MAEA conditions and having passed the special papers for the intended programme(s).

(f) The University will consider a candidate's admission on the recommendation of the Mature Age Entry Committee.

014.34 **POSTGRADUATE DIPLOMA PROGRAMMES**
The normal entrance requirements to a Postgraduate Diploma shall be a Bachelor's degree, or equivalent qualification, of the University of Eswatini or any other recognised University in a relevant subject area as specified in the Departmental Regulations for the intended Postgraduate Diploma programme.

014.35 Other qualifications for entrance to UNESWA programmes may be accepted on their own merits as alternatives. Such qualifications may be specified in the appropriate Faculty/ Institute Special Regulations.

014.36 A final year UNESWA student is eligible to apply for a higher qualification at the University. Such an applicant's recommendation shall be made after the release of end-of-year results.

014.37 DEGREE HOLDERS
A holder of a degree from UNESWA or from a recognised institution may be eligible for admission into another degree programme. The level of entry and courses to be taken shall be determined by the Senate.

015.00 ACADEMIC GENERAL REGULATIONS FOR POST-GRADUATE PROGRAMMES (POST-GRADUATE DIPLOMA, MASTERS AND DOCTORATE/PHDs)

015.10 ASSESSMENT OF COURSES

015.11 The course work and the thesis or dissertation shall be based on the credit system which uses Grade Point Average (GPA).

015.12 A credit is a lecture of 50 minutes per week per semester. In courses with practicals, one practical hour per week per semester is equivalent to two thirds of a credit. That is, three practicals hours per week per semester, are equivalent to two credits. A course shall have a maximum of three credits, if without practicals, and the maximum of five credits, if with practicals.

015.20 *GRADE POINT AVERAGE (GPA)*

015.21 Grade Point Average (GPA) - A GPA shall be the summary index of a student's performance for each semester spent in the institution, which is the product of the total of all weighted grade points divided by the total of the credits of the courses taken. It is calculated by taking the Total Weighted Grade Point and dividing by Total Credits taken in that semester for core and for elective course(s).

015.22 The performance of a student in a course shall be converted into Grade Points on a scale divided as follows:

Percentage Score	Letter Grade	Grade Point
90 – 100	A+	6.0
85 – 89	A	5.5
80 – 84	A-	5.0
75 – 79	B+	4.5
70 – 74	B	4.0
65 – 69	C+	3.5
60 – 64	C	3.0
55 – 59	D+	2.5
50 – 54	D	2.0
45 – 49	E+	1.5
40 – 44	E	1.0
00 – 39	F	0.0

015.23 Credits are assigned to all courses taken by a student, and at the end of each semester of each academic year, each student shall have the following seven (a-h) items calculated and recorded for him/her.

(a) Total Credits Taken (TCT): *TCT* is a summation of the credits of all the courses taken by the student
(b) Total Credits Passed (TCP): TCP is a summation of the credits passed by the student, that is, courses in which a grade point of at least 2.0 was attained.
(c) Total Credits Failed (TCF): TCF is a summation of the credits failed by the student, that is, courses in which a grade point below 2.0 was attained.
(d) Weighted Grade Point (WGP): *WGP* is Grade Point multiplied by number of Credits.
(e) Total Weighted Grade Point (TWGP): The sum of all Weighted Grade Points.
(f) Grade Point Average (GPA): Total Weighted Grade Points *divided by* Total Credits Taken
(g) Cumulative Grade Point Average (CGPA): Total of Weighted Grade Points accumulated in all the semesters to date divided by all the Credits taken to date.
(h) Credits of Outstanding Courses (COC): The number of credits of any course(s) that may be outstanding.

015.30 RELEASE OF EXAMINATION RESULTS

015.31 First semester examination results shall normally, be released before the commencement of the lectures in the second semester.

015.32 Second semester examination results shall normally be released before the end of the academic year.

015.40 PROGRESSION

015.41 A student may proceed from one semester to another conditionally or unconditionally.

015.42 To proceed from semester to semester, a student must obtain a GPA of at least 2.00 at the end of each semester. This excludes all the 'exemption' courses.

015.43 A student shall proceed unconditionally (PU) if the student has:

(a) Registered for the required minimum number of credits; and

(b) Obtained a Grade Point of at least 2.0 in all courses registered for.

015.44 A student shall proceed conditionally (PC) if such a student obtains an overall GPA of at least 2.00 but fails a course(s). Such a student shall be allowed to proceed and carry the failed course(s) and take it when next offered.

015.45 A student, who obtains a GPA of at least 2.00 but fails a course in the final semester of the course work, shall be allowed to proceed and carry the failed course(s) and take it when it is next offered, and be allowed to start research work.

015.46 (a) A student who obtains a GPA of less than 2.00 shall receive an Academic Warning Such a student must take only the failed course(s) when next offered.

(b) A student who has received Academic Warnings for two (2) consecutive semesters would be deemed to have failed and shall be discontinued from his/her programme.

015.47 A student who takes only one course, shall have the cumulative GPA used to formulate the recommendation.

015.48 A student who is on Academic Warning, but is unable to resume studies within the following four consecutive semesters shall apply to the Senate for re-admission not later than 30 June or 31 October preceding the commencement of the semester for which re-admission is sought. The Senate shall determine the level of entry and courses to be taken by such a student.

015.50 *ILLNESS*

01551 If a student is obliged, through illness or any other cause, to be absent from campus for a period exceeding three weeks, the Institute of Post-Graduate Studies Board shall decide in light of academic progress; and of the period of absence from lectures, tutorials and/or practical, whether such a student shall continue during the current semester or whether he/she shall be required to return during the subsequent semester.

015.52 Pregnancy shall not normally be considered as an illness in terms of these regulations, unless a medical doctor certifies that the writing of tests and/or examination is impossible or inadvisable.

015.60 *SPECIAL EXAMINATIONS*

015.61 If a student is prevented by any sufficient cause from undertaking any of the examinations, Senate may, upon the recommendation of the Institute of Post-Graduate Studies Board, arrange for special examinations.

015.70 DEREGISTRATION FROM STUDIES

015.71 A deregistered student is one who has ceased to be a student of the University of Eswatini.

015.72 The Senate, upon receiving a recommendation from the Institute of Post-Graduate Studies Board, may deregister a student who fails to complete his/her Master's degree within the stipulated maximum period. Such a student shall be discontinued from his/her programme of study.

015.73 A deregistered student may apply for readmission (through the normal process) into the same or another programme, and the Senate will determine the level of entry.

015.80 *RESEARCH ETHICS*

015.81 (a) A student conducting research, using human subjects, shall obtain approval from the Human Research Ethics Committee of the UNESWA Research Board before conducting the research. The student shall be required to comply with the ethical and confidential requirements of research.

(b) A student conducting research, using animals, shall obtain approval from the Animal Ethics Committee of the UNESWA Research Board before conducting the research. The student shall be required to comply with the ethical and confidential requirements of research.

015.90 *FORMAT OF THESIS/DISSERTATION*

015.91 As provided for in the Master's thesis and PhD dissertation guidelines. Failure to follow the prescribed format in the guidelines may result to thesis or dissertation not sent to External Examiner.

015.100 *SUBMISSION*

015.101 A student who intends to complete his/her studies by the end of first semester shall submit his/her thesis/dissertation by the end of the second week of October. A student who

intends to complete his/her studies by the end of the second semester shall submit his/her thesis/dissertation by the end of the second week of April.

015.110 *COPYRIGHT*

015.111 Copyright of the thesis or dissertation shall be vested in the author and reproduction of substantial part of the thesis or dissertation shall not be made without his/her consent.

015.112 Under special circumstances, circulation of the thesis/dissertation may be restricted or not permitted for a specific period.

015.113 When a thesis or dissertation or material there from, that has been accepted by this University is published in any form, acknowledgement shall be made of the fact that it is drawn from a thesis or dissertation for a Masters or Doctor of Philosophy

015.120 *DEGREE CLASSIFICATION*

015.121 The overall result for the degree will be classified as "Pass"

016.00 POST-GRADUATE DIPLOMA PROGRAMMES

The University offers the following Post-Graduate Diplomas:

Post-Graduate Diploma in Taxation (PGD Tax.)

0.16.10 ENTRANCE REQUIREMENT

The normal entrance requirements to a Post-Graduate Diploma shall be a Bachelor's degree of the University of Eswatini or any other recognised University, or equivalent qualification, in a relevant subject area as specified in the Departmental Regulations for the intended Post-Graduate Diploma programme.

016.20 *DURATION OF STUDY OF A POST-GRADUATE DIPLOMA*

The normal duration of study shall be: a minimum of 2 semesters and a maximum of six semesters.

016.30 CONTINUOUS ASSESSMENT AND EXAMINATIONS

016.31 All taught courses shall be assessed by a combination of continuous assessment and examination.

016.32 The ratio of continuous assessment and end of semester examination shall be as indicated in each Faculty/Institute.

016.33 Practical courses shall have no examinations and shall be assessed only as continuous assessment.

016.34 The moderation of examination papers shall be in accordance with guidelines set up by the Senate.

016.40 PROGRESSION FROM SEMESTER TO SEMESTER

016.41 A student may proceed from one semester to another conditionally or unconditionally.

016.42 A student shall proceed unconditionally (PU) if he/she has:

(a) Registered for the required minimum number of credits; and

(b) Obtained a Grade Point of at least 2.0 in all courses registered for.

016.43 A student shall proceed conditionally (PC) if he/she obtains a GPA of at least 2.00 but fails a course(s). Such a student shall be allowed to proceed and carry the failed course(s) and take it when next offered.

016.45 A student who obtains a GPA of less than 2.00 shall receive the academic status: Proceed Conditionally with Academic Warning. Such a student shall be allowed to proceed from one semester to another and may register for courses in the following semester (up to a maximum of 15.40 credits) if he/she has passed the necessary pre-requisite courses. Such credit limit does not apply to Field Attachment and Teaching Practice.

016.46 (a) A student who is on Academic Warning and obtains a GPA of less than 2.00 in the following Semester shall receive the academic status: Proceed Conditionally on Probation. Such a student may register for courses in the following semester (up to a maximum of 12.40 credits) if he/she has passed the necessary pre-requisite courses. Such credit limit does not apply to Field Attachment and Teaching Practice.

(b) A student who is on Probation and obtains a GPA of less than 2.00 in the following Semester shall receive the Academic status: Fail and discontinue.

016.47 A student on Academic Warning or on Probation status must take any failed course(s) when next offered.

016.48 A full-time student who is carrying a course(s) shall normally carry a semester credit load not exceeding 24.4 credits.

016.49 A student who is awarded a "Proceed" result (PU, PC, PCAW, PCOP) but is unable to resume studies within the following four consecutive semesters shall apply to the Senate

for re-admission not later than 30 June or 31 October preceding the commencement of the semester for which re-admission is sought. The Senate shall determine the level of entry and courses to be taken by such a student.

016.50 A student who abandons studies, at any stage of the semester, shall be awarded an F grade for the course(s).

016.51 A student who takes only one course, shall have the GPA used to formulate the academic status.

016.60 FAIL AND DISCONTINUE/EXCLUDE

016.61 A student who has received three (3) Consecutive Academic Warnings would be deemed to have failed and shall be discontinued from his/her programme.

016.62 A student who has been placed on Fail and Discontinue status the second time will be required to leave the University (Fail and Exclude). Such a person can reapply for admission after a lapse of four consecutive semesters.

016.70 COMPLETION OF CREDITS IN A POST-GRADUATE PROGRAMME

016.71 A student shall only be awarded a qualification after:

(a) Completing a minimum number of 36 credits,

(b) Taking and passing all core, required and general education courses listed in that programme structure;

016.80 *POST-GRADUATE DIPLOMAS CLASSIFICATION*

Cumulative GPA
Distinction 5.00 – 6.00
Merit 4.00 – 4.99
Credit 3.00 – 3.99
Pass 2.00 – 2.99
Fail Below 2.00

017.00 ACADEMIC GENERAL REGULATIONS FOR MASTERS' DEGREES PROGRAMMES

017.01 The University offers the following Master's degree programmes:

Master of Arts in History (M.A. History);
Master of Business Administation (MBA)
Master of Education in Adult Education (M. Ed. Adult Ed.);
Master of Education in Curriculum and Teaching (M.Ed. Curr & Teach);
Master of Education in Educational Foundations and Management (M.Ed Ed. Found. & Mgt);
Master of Education in Primary Education (M.Ed. Primary)
Master of Nursing Science in Family Nurse Practice M.NSc. (FNP)
Master of Science in Agricultural and Applied Economics (M.Sc. Agric. & App. Econ);
Master of Science in Agricultural Education (M.Sc. Agric. Ed.);
Master of Science in Agricultural Extension (M.Sc. Agric. Ext.);
Master of Science in Animal Science (M.Sc. Ani. Sc.);
Master of Science in Chemistry (M.Sc. Chemistry);
Master of Science in Computational Physics (M.Sc. Comp. Physics);
Master of Science in Conservation Ecology (M.Sc. Cons. Ecol.);
Master of Science in Consumer Science Education (M.Sc. COSE);
Master of Science in Crop Protection (M.Sc. Crop Protection);
Master of Science in Crop Science (M.Sc. Crop Science);
Master of Science in Environmental Resources Management (M.Sc. ERM);
Master of Science in Food Science and Technology (M.Sc. FST)
Master of Science in Horticulture (M.Sc. Hort.)
Master of Science in Mathematics (M.Sc. Maths);
Master of Science in Midwifery M.Sc. (Midwifery)
Master of Science in Textiles (M.Sc. Textiles)

017.02 The programmes under Regulation 016.01 may be offered on a full-time or on a part-time basis.

017.10 *ENTRANCE REQUIREMENTS*

017.11 The minimum entrance requirements shall be either:

(i) a Bachelor's degree, or equivalent, of the University of Eswatini or any other recognised University in a relevant subject area as specified in the Departmental Regulations for the intended Master's degree programme, or

(ii) a Bachelor's degree of the University of Eswatini or any other recognised University, together with a Postgraduate Certificate/Postgraduate Diploma, or its equivalent, in a relevant subject area as specified in the Departmental Regulations for the intended Master's degree programme.

017.12 The Senate may require an applicant to take and pass additional course work before the completion of the Master's degree programme. Grades from such courses shall not be taken into account when computing the final grade for the programme.

017.13 Admission to a programme leading to a Master's degree must be approved by the Senate on the recommendation of the Institute of Post-Graduate Studies Board.

017.20 *APPLICATION AND REGISTRATION*

017.21 Application for entry into the Master's degree programmes of the University of Eswatini must be received, in full, by the Registrar of the University of Eswatini not later than the 1st working day of March in the year in which the candidate intends to enter the programme for Semester I, and not later than the 1st working day of September for Semester II.

017.22 Application to register for a Master's degree must be made on the prescribed forms obtainable from the Registrar or downloadable from the University of Eswatini website. Every applicant must furnish, with the application, satisfactory documentary evidence that they are qualified to be considered for admission.

017.23 All applicants should submit a statement of the intended area of research together with their application documents.

017.24 On receipt of the completed application form and documentary evidence, the Registrar shall send a copy to the Institute of Post-Graduate Studies and the Institute of Post-Graduate Studies will send it to the relevant Department. The Department shall consider the application and submit its recommendation to the Institute of Post-Graduate Studies for consideration. The Department must include a detailed report on the proposed supervision of the applicant's programme. The Institute of Post-Graduate Studies shall make a recommendation to Senate.

017.25 (a) Upon approval of admission, by the Senate, into the University, the applicant shall be required to pay in full or provide acceptable guarantees to pay such fees at registration, as determined by Council.

(b) If the applicant is unable to pay the fees in full, such an applicant will be required to pay in tranches as in Financial Regulations.

017.26 (a) Registration for the Master's degree shall normally be effective at the beginning of each semester of the academic year.

(b) A student is required to register every semester. The period of study for a student who fails to register in any of the semesters, without permission from the Senate, shall not be extended.

016.27 A student registered for a Master's degree programme in the University of Eswatini may not register for the same or similar programme at this University or any other University or institution, except with the written permission of Senate.

017.28 A student shall be allowed to transfer a maximum of 25% of his/her course work from a previous Master's degree programme towards his/her Master's degree programme. Such courses, from which the student is exempted, shall be decided by the relevant Department and approved by Senate on the recommendation of the Institute of Post-Graduate Studies Board.

017.30 *DEGREE STRUCTURE*

017.31 A student registered in the Master's degree programme shall be required to have a major area and specialisation area or with electives from any area as determined by the student and his/her Supervisor(s).

017.32 Once the student's programme of study has been established, it shall be approved by Senate on the recommendation of the Institute of Post-Graduate Studies Board. Any changes in the student's programme shall be made through the Institute of Post-Graduate Studies Board to Senate.

017.33 The Master's degree programme shall be conducted by course work, examinations and thesis.

017.34 A full-time Master's degree student must register for at least 12.0 credits in any semester in order to qualify as a University of Eswatini student.

017.35 A part-time Master's degree student must register for 1.3 to 11.9 credits in any semester in order to qualify as a University of Eswatini student.

017.36 The course work for a Master's degree student shall consist of core, specialisation and/or elective courses. The core courses shall be compulsory, and shall be prescribed by the relevant Department and approved by the Senate on the recommendation of the Institute of Post-Graduate Studies Board. A student shall choose elective courses from his/her major or non-major area, on the advice of his/her Department.

017.37 A Master's degree student shall be required to take and pass a minimum of 42 credits in order to graduate. These credits are distributed

as follows: 30-44 credits for course work and 12 credits for thesis or 6 credits for capstone project. Of the 30-44 credits, there shall be 24-32 credits of core courses and 6-9 credits of elective courses from any area or 6-12 credits of specialisation courses from each of the listed specialisation areas.

Description	**No. of credits**
Core courses	24-32
Elective course	6-9
OR	
Specialisation course	6-12
Sub-total for Courses	**30-44**
Thesis	12
OR	
Capstone	6
Total for Master's Degree	**42-56**

017.38 In addition to the definition of a student as indicated in the University of Swaziland Act, a full-time Master's degree student doing course work, shall register for a minimum of 12.0 credits, and six credits, when doing thesis work.

017.39 In addition to the definition of a student as indicated in the University of Swaziland Act, a part-time Master's student, doing course work, shall register for a minimum of 1.3 credits; and also a minimum of 6.0 credits, when doing thesis work.

017.40 A research methods course (quantitative and/ or qualitative) and Seminar shall be two of the prescribed core courses for all Master's degree students at the University of Eswatini.

017.41 A student shall write a paper in his/her major area of study and present it in a seminar. Both the oral and the written components shall be graded.

017.42 A Master's student may register for Thesis before completion of course work, i.e. in 3rd and 4th semester, provided the student had taken the Research Method course and passed it.

017.50 *DURATION OF STUDY*

017.51 (a) The normal duration of the study for a Master's degree programme shall be four semesters for a full-time student and six semesters for a part-time student.

(b) The maximum duration of study for a Master's degree programme shall be ten semesters for a full-time student and fourteen semesters for a part-time student.

Failure to complete the programme of study in the maximum allowable time shall lead to deregistration of the student in the programme of study.

017.52 Normally, course work shall be completed in two semesters by a full-time student and in four semesters by a part-time student; except in a case where a course is failed in the last semester of course work, and such a course will be carried to the semester in which thesis work commences.

017.53 Thesis work shall normally be completed in two semesters by a full-time and a part-time student.

017.54 A student whose period of study has lapsed shall have to apply for re-admission into the programme. The level of entry and courses to be taken shall be determined by the Senate.

017.60 *LINKS WITH OTHER UNIVERSITIES*

017.61 Departments with approved links with other universities may participate in Master's degree programmes, with approval of Senate on the recommendation of the Institute of Post-Graduate Studies Board.

017.62 Departments with approved links with universities may make arrangements for prescribed courses to be taught by the links university.

017.63 The programme of course work at the link university shall be submitted to the Institute of Post- Graduate Studies Board and Senate to ensure it meets the requirements of a University of Eswatini post-graduate degree. A student registered under the link university arrangements will be subject to the regulations of the University of Eswatini.

017.64 In the case of formal examination conducted at a link University under a Joint Degree programme, the grading and moderation system of the link University shall be approved by Senate.

017.65 The link university in a Master's degree programme shall assign a Co-Supervisor to supervise the student's work during the joint study period. The Co-Supervisor must be approved by Senate on the recommendation of the Institute of Post-Graduate Studies Board.

017.66 The link university in the joint Master's programme may be requested to provide an External Examiner for the Examination Committee of the candidate's thesis.

017.67 The Master's degree awarded shall be of the University of Eswatini.

017.70 SUPERVISION

017.71 Each student may choose a Supervisor in consultation with the relevant Department, who shall guide the student's research work.

017.72 The Supervisor shall be recommended by the relevant Department to the Institute of

Post-Graduate Studies Board for approval by Senate.

017.73 (a) Normally, Supervisors shall be full-time members of the academic staff in the relevant Department in which the Master's degree is being pursued, who is a holder of a Ph.D. (or Doctorate) in the descipline of the student's area of study, and shall be appointed by Senate on the recommendation of the Department to the Institute of Post-Graduate Studies Board.

(b) Co-Supervisor(s) shall be a holder of a Ph.D. (or Doctorate) and may be a staff member of the University of Eswatini or from outside the University [eg. the private sector, the public sector, from another university (within and outside the country), an NGO, etc.] relevant to the area of study and shall be appointed by Senate on the recommendation of the Department to the Institute of Post-Graduate Studies Board.

017.74 The Supervisor and Co-Supervisor(s) shall sign the registration form for a student starting thesis work.

017.75 Every student, both full-time and part-time, shall come to the University for such course work, seminars, and consultations as shall be prescribed by the approved programme of study.

017.80 *RESEARCH*

017.81 Each student may choose a Supervisor and a Co-Supervisor (if required) in consultation with the relevant Department, who shall guide the student's research work.

017.82 The Supervisor and the Co-Supervisor shall be recommended by the relevant Department to the Institute of Post-Graduate Studies Board for approval by Senate.

017.83 (a) Normally, Supervisors shall be full-time members of the academic staff, who holds a Ph.D. in the relevant discipline of the student's area of study. Supervisors shall come from the relevant department in which the Master's degree is being pursued.

(b) Co-Supervisor may come from any department of the University of Eswatini or from outside the university [eg. the private sector, the public sector, from another university (within and outside the country), an NGO, etc.] relevant to the area of study

017.84 A Master's degree student shall be required to submit a comprehensive and concise research proposal, which shall have been presented at a seminar, to the relevant Department during the last semester of course work.

017.85 The area of study and thesis topic of each student registered for research shall be approved by Senate on the recommendation of the relevant department through the Institute of Post-Graduate Studies Board.

017.86 A student who wishes to change his/her area of study should do so through Senate on the recommendation of the relevant department through the Institute of Post-Graduate Studies Board.

017.87 The registration form for a student doing thesis work shall be signed by the Supervisor or by the Supervisor and the Co-Supervisor.

017.88 The Supervisor shall provide semesterly progress report of the student through the relevant Head of Department to the Institute of Post-Graduate Studies Board.

017.89 The research shall either:

(a) make a unique contribution to the existing knowledge in a particular area; or

(b) expand upon existing knowledge in a particular area; or

(c) represent an extensive compilation and analysis of knowledge in a particular area. Normally, the thesis shall be an outcome of original research conducted by the student for the purpose of gaining the Master's degree from the University of Eswatini.

017.90 A student shall present a seminar on the progress of his/her research work every semester.

017.100 *CHANGE OF STATUS*

017.101 A student may apply to Senate, through his/her department and the Institute of Post-Graduate Studies Board, for change of status from full-time to part-time or vice versa. In making the recommendation, Senate shall determine the maximum period for the completion of the Master's degree programme. In determining such a period, the time already spent by the student in the current registration status shall be taken into consideration.

017.110 *CONTINUOUS ASSESSMENT AND EXAMINATIONS*

017.111 All taught courses shall be assessed by a combination of continuous assessment and formal examination.

017.112 The ratio of continuous assessment and end of semester examination shall be 1:1.

017.113 Practical courses shall have no formal examinations and shall be assessed only as continuous assessment.

017.114 The moderation of examination papers shall be in accordance with the guidelines set up by Senate.

017.115 For a student to be awarded a Master's degree, he/she should have passed separately all required courses and the thesis or Capstone Project.

017.116 The student shall give four months' notice to the University, in writing, of his/her intention to submit the thesis for examination. Such intention shall be submitted on the approved form to the Head of the relevant Department, who shall transmit a copy to the Institute of Post- Graduate Studies Board and eventually to Senate.

017.117 Upon receipt of the thesis, the Institute of Post-Graduate Studies shall check it for adherence to the approved Thesis Guidelines. In a case where the thesis does not conform to the Thesis Guidelines, the thesis may be returned to the Department concerned for conformity to the Thesis Guidelines before it is sent to the external examiner.

017.118 An External Examiner shall assess the written thesis and submit a report in a prescribed format to the Registrar, who shall make the report available to the Thesis Examinations Committee described in Regulation 016.120

017.119 A Thesis that has been found not to be ready for oral examination by the External Examiner shall be returned to the student through the Head of Department. The student will attend to the issues raised by the external examiner and resubmit for examination the following academic year.

017.120 There shall be a Thesis Examinations Committee, appointed by Senate on the recommendations of the Institute of Post-Graduate Studies Board, which shall conduct an oral examination for the thesis and normally, it shall consist of:

(a) Director of the Institute Post- Graduate Studies or any other person designated by the Senate, who shall be a full-time member of the academic staff at the rank of Associate Professor or above, who shall chair the examination;
(b) an External Examiner;
(c) the Supervisor(s);
(d) an Internal Examiner who is an academic staff of the University of Eswatini and a holder of a Ph.D. (or Doctorate) who shall be appointed by the Senate; and
(e) the Administator, in attendance.

017.121 The Thesis Examinations Committee shall consider the External Examiners' reports and the student's performance during the oral examination and make recommendations to the Institute of the Post- Graduate Studies Board.

017.122 The recommendation of the Thesis Examinations Committee shall be one of the following:

(a) Pass;
(b) Pass, subject to minor corrections on work done;
(c) Refer for major corrections on work done and submit for re-examination;
(d) Refer for additional work and submit for re-examination; or
(e) Fail.

017.123 (a) In cases of Regulation 016.122 (b), (c) and (d) above, the Thesis Examinations Committee shall recommend the time within which the student shall submit the revised work, and for (b) such a period shall not exceed 30 calendar days and for (c) and (d), such a period shall not exceed six months.

(b) A student who has been given the recommendation of Regulation 016.122 (c) and (d), shall be required to register for Thesis Revision within four semesters subsequent to that recommnedation.

017.124 In cases where the Thesis Examinations Committee is unable to reach a consensus, the decision of the External Examiner shall be the final recommendation to be forwarded to Senate by the Institute of Post-Graduate Studies Board.

017.125 In cases of a second attempt by a student to submit a thesis, Regulations 016.117, 016.118, 016.120, 061.121, 016.124 and 016.122 (a), (b) or (e), above, shall apply.

018.00 GENERAL ACADEMIC REGULATIONS FOR DOCTOR OF PHILOSOPHY DEGREE PROGRAMMES

018.01 Doctor of Philosophy programmes may be offered on full-time or on part-time basis. The Ph.D. may be offered by Coursework and Research or by Research only.

018.02 A department wishing to offer the Ph.D. by Research only should have at least two (2) Ph.D. holders.

018.10 ENTRANCE REQUIREMENTS

018.11 An applicant for admission to the Ph.D. programme of the University of Eswatini shall hold a relevant Master's degree of the University of Eswatini or its equivalent from another recognised University.

018.12 Senate shall approve admission to a programme leading to a Ph.D. degree on the recommendation of the Institute of Post-Graduate Studies Board.

018.13 The Senate may require an applicant to take and pass additional course work before the completion of the Ph.D. degree by Research only programme. Grades from such courses shall not be taken into account when computing the final grade for the programme.

018.14 The proposal shall be presented to the Supervising Committee through a proposal seminar open to all members of the relevant Department within which the research for the Ph.D. degree by Research only, shall be housed.

018.20 APPLICATION AND REGISTRATION

018.21 Application to register for a Ph.D. degree must be made on the prescribed form obtainable from the Registrar or downloadable from the University of Eswatini website.

018.22 A student registered for a Ph.D. degree programme in a particular discipline at the University of Eswatini shall not register for a similar programme at this University or similar programme at any other University or institution, except with the written permission of Senate.

018.30 DEGREE STRUCTURE – PhD BY COURSE WORK AND RESEARCH

018.31 A student for the Ph.D. degree programme by course work and research shall be required to have core courses (major area) and specialisation courses or electives which can be taken from any areas as determined by the student and his/her Supervisor.

018.32 Once the student's programme of study has been established, it shall be approved by Senate on the recommendation of the Institute of the Post-Graduate Studies Board. Senate shall approve any changes in the student's programme on the recommendation of the Institute of Post-Graduate Studies Board.

018.33 The Ph.D. degree programme shall be conducted by course work, examinations, and dissertation.

018.34 A student shall be allowed to transfer a maximum of 25% of his/her course work from a previous Ph.D. degree programme towards his/her Ph.D. degree programme. Such courses, from which the student is exempted, shall be decided by the relevant Department and approved by Senate on the recommendation of the Institute of Post-Graduate Studies Board.

018.35 The course work shall consist of core, specialisation and elective courses. The core courses shall be compulsory and shall be prescribed by the relevant Department and approved by Senate on the recommendation of the Institute of Post-Graduate Studies Board. A student shall choose electives from his/her major or non-major areas.

018.36 A Ph.D. student shall be required to take, and pass, a minimum of 65 credits in order to graduate. These credits are distributed as follows: 35 credits of course work in addition, 30 credits for dissertation. Of the 35 credits, there shall be 20 credits of core courses and 15 credits of specialisation or elective courses from any area.

018.37

Description	**No. of credits**
Core courses	20
Electives or specialisation	15
Sub-total for courses	**35**
Dissertation	30
Total for PhD degree	**65**

018.38 In addition to the definition of a student as indicated in the University of Swaziland Act, a full-time Ph.D. student, doing course work, shall register for a minimum of six credits, and for six credits when doing dissertation work.

018.39 In addition to the definition of a student as indicated in the University of Swaziland Act, a part-time Ph.D. student, doing course work, shall register for a minimum of 2.0 credits, and for 6.0 credits when doing dissertation work.

018.40 A full-time student shall present a Seminar once during the two years of course work, and in addition, shall earn two credits for it.

018.41 A part-time student shall present a Seminar once during the four years of course work in addition, shall earn two credits for it.

018.42 Seminars shall be presented in both oral and in written forms and shall be awarded a grade.

018.50 DURATION OF STUDY

018.51 Normally, the duration of study for the Ph.D. programme by course work and research shall be four years for a full-time student and six years for a part-time student.

018.52 (a) The normal duration of study for the Ph.D. programme shall be eight semesters for a full-time student and 12 semesters for a part-time student.

(b) The maximum duration of study for the Ph.D. programme shall be eighteen semesters for a full-time student and 24 semesters for a part-time student.

Failure to complete the programme of study in the maximum allowable time shall lead to deregistration of the student from the programme of study.

018.53 Course work shall normally be completed in four semesters and in eight semesters by a full-time and a part- time student, respectively; except in a case where a course has been failed in the last semester of course work; such a

course will be carried to the semester in which dissertation work commences.

018.54 Normally, dissertation work may be completed in four semesters by both a full-time and a part-time student.

018.55 A student whose period of study has lapsed shall have to apply for re-admission into the programme. The level of entry and courses to be taken shall be determined by the Senate.

018.60 DEGREE STRUCTURE – PhD BY RESEARCH ONLY

018.61 (a) A student for the Ph.D. programme by Research only shall be required to have an area of specialisation within the Department within which they are registered for their research.

(b) At least two research articles should be submitted for publication in research journals, before the Dissertation is acceptable for Examination.

(c) Except with special permission from Senate, and on the recommendation of the Institute of Post-Graduate Studies Board, no part of the Ph.D. by Research degree may be transferred from a previous doctoral programme at this or any other university.

(d) A full-time Ph.D. by research only student shall present the proposal/progress seminar within two semesters after registration.

(e) A part-time Ph.D. student by Research only shall present the proposal within four semesters of registration.

(f) The proposal shall be presented to the Supervising Committee through a proposal seminar open to all members of the relevant Department within which the research for the Ph.D. degree by Research only, shall be housed.

(g) Proposal/Progress seminars for a Ph.D. student by research only shall be assessed to the satisfaction of the Department.

018.70 DURATION OF STUDY

018.71 Normally, the duration of study for the Ph.D. by Research only programme shall be eight semesters for a full-time student and twelve semesters for a part-time student.

018.72 Failure to complete the programme of study in the allowable time shall lead to discontinuation from the Programme.

018.80 SUPERVISION OF PHD STUDENTS

018.81 A student may identify not more than three (3) Supervisors of which one will be the main Supervisor and / or co-Supervisor in consultation with the relevant Department, who shall guide the student's research work.

018.82 The Supervisor and co-supervisor (s) shall be recommended by the relevant Department to the Institute of Post-Graduate Studies Board for approval by Senate.

018.83 A Supervisor shall be a full-time member of the academic staff in the relevant Department in which the Ph.D. degree is being pursued. A Co-Supervisor may be appointed by Senate on the recommendation of the Department to the Institute of Post-Graduate Studies Board.

018.90 *RESEARCH*

018.91 (a) The Supervisor and the Co-Supervisors shall be full-time members of academic staff. The Supervisor shall come from the relevant Department in which the Ph.D. Degree is being pursued.

(b) The Co-supervisor may come from any Department of this or another university or from the industry relevant to the area of study.

(c) The Supervisor shall have a Ph.D. Degree. The Co-Supervisor shall have a minimum of a M.Sc. degree, at least 5 years relevant experience, and proven track record of research in the area of specialisation.

018.92 Each student shall have an Advisory Committee chaired by the Supervisor. The Department shall determine the membership of the Committee, which shall not be more than three academic staff members.

018.93 The Institute of Post-Graduate Studies Board on behalf of Senate shall approve the area of study and dissertation topic of each student registered for research.

018.100 EXAMINATIONS

018.101 For a student to be deemed to have been successful in a Ph.D. degree programme by Research, he/she should have passed the Dissertation Examination.

018.102 There shall be three External Examiners.

018.110 LINKS WITH OTHER UNIVERSITIES

018.111 Departments with approved links with other universities may participate in Ph.D. programmes with the approval of Senate on the recommendation of the Institute of Post-Graduate Studies Board.

018.112 Departments with approved links with other universities may make arrangements for prescribed courses to be taught by the links university.

018.113 The programme of course work at the Link university shall be submitted to the Institute of Post-Graduate Studies Board and Senate

to ensure it meets the requirements of a University of Eswatini Post-Graduate degree. A student registered under the link University arrangements will be subject to the regulations of the University of Eswatini.

018.114 The link university in a Ph.D. degree programme shall assign a Co-Supervisor to supervise the student's work during the joint study period. The Co-Supervisor must be approved by Senate on the recommendation of the Institute of Post-Graduate Studies Board.

018.115 The Ph.D. degree awarded shall be of the University of Eswatini.

018.200 *CHANGE OF STATUS*

018.201 A student may apply to Senate, through his/her department and the Institute of Post-Graduate Studies Board, for change of status from fulltime to part-time or vice versa. In making the recommendation, Senate shall determine the maximum period for the completion of the PhD programme. In determining such a period, the time already spent by the student in the current registration status shall be taken into consideration.

018.210 CONTINUOUS ASSESSMENT AND EXAMINATIONS

018.211 All taught courses shall be assessed by a combination of Continuous Assessment and Examination.

018.212 The ratio of Continuous Assessment and Examination shall be 1:1.

018.213 Practical courses shall have no examination and shall be assessed only as Continuous Assessment.

018.214 The moderation of internal examination papers shall be in accordance with the guidelines set by Senate.

018.215 For a student to be deemed to have been successful in a PhD degree programme by course work and research, he/she should have passed separately all required courses, comprehensive, and the dissertation examinations.

018.220 *COMPREHENSIVE EXAMINATION*

018.221 Each student enrolled for Ph.D. by Course work and research shall be required to take a written and an oral Comprehensive Examination. Normally, the written and the oral examinations shall be taken in the semester following successful completion of the course work.

018.222 The Comprehensive Examination shall be administered by a committee, known as the Comprehensive Examinations Committee consisting of:

(a) Head of the Department;
(b) the Supervisor for the major area;
(c) A Co-Supervisor or an academic staff, with a PhD degree, from one of the areas of electives.

018.223 (a) The written section of the Comprehensive Examination shall consist of three papers:
(i) A paper in the major.
(ii) A paper in the major, focusing on research methodology and data analysis.
(iii) A paper in the area of specialisation or in the area(s) of electives taken (in a programme where there is no specialisation).

(b) Normally, each paper shall have a duration of one day and all work shall be typed.

(c) A member(s) of the Department who is (are) assigned by the Head of Department shall set the Comprehensive Examination questions in the major area.

(d) Another member(s) of the Department who is (are) assigned by the Head of Department shall set the Comprehensive Examination questions in the elective area(s).

(e) The examination papers shall have been moderated by an Internal Moderator.

(f) The Head of Department shall make available copies of the answer scripts to the Comprehensive Examination Committee members at least two weeks before the date of the oral examination.

018.224 The Chairperson of the Comprehensive Examination Committee shall normally be the Head of the relevant Department, if he/she is a holder of a Ph.D. degree.

(a) The Comprehensive Examination Committee members shall have read the written Comprehensive Examination answers before conducting the oral examination.

(b) The Comprehensive Examination Committee shall base their questions mainly on the written Comprehensive Examination.

(c) The Oral Examinations shall be of two-hour duration per paper which shall be taken within 20 working days of submitting the last Comprehensive Examination script.

(d) The Oral Examinations shall be conducted

by the Comprehensive Examination Committee.

(e) All members of the Comprehensive Examination Committee must reach a consensus "Pass" for a student enrolled for Ph.D. by course work and research to be considered to have passed the Comprehensive Examination.

018.225 A student who fails the Comprehensive Examination shall be allowed to repeat the Comprehensive Examination only once in the following semester.

018.226 Normally, a student in the PhD by course work and research shall not register for Dissertation work until he/she has successfully completed all prescribed course work and passed the written and the oral Comprehensive Examination; except in a case where a course is failed in the last semester of course work, and such a course will be carried to the semester in which dissertation work commences.

018.227 The candidate shall give four months' notice to the University, in writing, of his/her intention to submit the dissertation for examination. Such intention shall be submitted on the approved form to the Head of the relevant Department, who shall transmit a copy to the Institute of Post-Graduate Studies Board and to Senate.

018.228 Upon receipt of the dissertation, the Institute of Post-Graduate Studies shall check it for adherence to the approved Dissertation Guidelines. In a case where the dissertation does not conform to the Dissertation Guidelines, the dissertation may be returned to the Department concerned for conformity to the Dissertation Guidelines before it is sent to the Examiners.

018.229 (a) There shall be two External Examiners and one Internal Examiner who shall at least be at an Associate Professor (AP) rank.

(b) They shall assess the dissertation and submit a written report in a prescribed format to the Registrar. Such reports shall be made available to the Dissertation Examination Committee as described in Regulation 017.231.

(c) The Internal Examiner shall not be in the same department of the candidate.

(d) For a dissertation to be examinable two of the three examiners shall have endorsed it to proceed to oral examination.

018.230 There shall be a Dissertation Examination Committee, appointed by Senate on the recommendation of the Institute of Post-Graduate Studies Board. The Committee shall conduct an oral examination for the dissertation and normally, it shall consist of:

(a) the Director of the Institute of Post-Graduate Studies or any other person designated by the Senate, who shall be a full-time member of academic staff at the rank of an Associate Professor or above, who shall chair the examination;

(b) At least one External Examiner and one internal examiner;

(c) the Supervisor;

(d) the Co-Supervisor (if applicable);

(e) an academic staff member of the University of Eswatini from a different field from that of the Ph.D. candidate chosen by the Director of the Institute of Post-Graduate Studies at the rank of an Associate Professor or above; and

(f) the Administrator, in attendance.

018.231 The Dissertation Examinations Committee shall consider the examiners' report and the candidate's performance during the oral examination and make recommendations to the Institute of the Post-Graduate Studies Board.

018.233 The recommendation of the Dissertation Examinations Committee shall be one of the following:

(a) Pass;

(b) Pass, subject to minor corrections on work done to be certified by the Supervisor;

(c) Refer for major corrections on the work done and resubmit for re-examination;

(d) Refer for additional work and submit for re-examination; or

(e) Fail.

018.234 In cases of Regulation 017.233 (b), (c) and (d), the Dissertation Examinations Committee shall recommend the time within which the candidate shall submit the revised work.

018.235 In cases where the Dissertation Examinations Committee is unable to reach a consensus, the recommendations of the examiners shall be the basis for the final recommendation to be forwarded to Senate by the Institute of Post-Graduate Studies Board.

018.236 In cases of a second attempt by a student to submit a Dissertation, Regulations 017.230, 017.231, 017.232, 017.233, 017.234(a), (b) or (e), and 017.236 shall apply.