# CODE OF CONDUCT
## Student handbook




Boitekanelo College

Changing lives

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## 1.0 DEFINITION OF TERMS

In these regulations the following shall be used as indicated:

**Academic Advisor**: There will normally be a group of students under one lecturer known as the Academic Advisor. The main task of the academic advisor is to guide and develop students in their field of study, to prepare students for clinical practicum or attachment. They also provide pastoral support on personal and academic issues.

**Academic Board**: A decision making body of the College composed of all academic Heads of Department and Programme Coordinators responsible for all academic matters of the college. The academic Board reviews policies, considers examination results and makes recommendations to the Academic Council.

**Academic Council**: The highest decision making body of the College composed of professionals in the health care industry and other relevant disciplines who are not necessarily of the staff of the college. The council oversees the academic affairs of the college including curriculum and instruction and provides the Board of Governance with recommendations on academic policies and procedures.

**Academic Dishonesty**: Academic dishonesty includes but is not limited to, subverting learning outcomes through the act of using the work, or giving of answers to another student to manipulate examination rules or aid the manipulation of examination rules and all other assessments.

**Academic Year**: The Academic Year is divided into two semesters of a minimum of 16 weeks each, which includes study weeks and assessment periods. The first semester shall normally start in July and the second semester in January.

**Classification of the Certificate/Diploma/Degree:** The process whereby a student's overall performance in all courses is combined to produce a mark which is then translated into a grade of **Distinction, Merit, Credit or Pass.**

**Continuous Assessment**: It is the evaluation of a student's achievement on one or more of the following: assignments, written or oral tests, practicals, projects, research exercise, essays, independent study, presentations or other forms of assessment excluding examinations as shall be determined by the department.

**Core Course:** A course that is essential in a particular
Programme and must be passed by a student in that programme

**Course:** A plan of study or basic building block of teaching and learning activities designed to meet particular learning Outcomes which usually results in an examination or a set of examinations. Each course carries a certain number of credits

**Course Code:** It is an identification of a course with a prefix of letters indicating the course followed by digits indicating the level from 100 to 402.

**Credit Accumulation and Transfer:** It refers to the set of detailed methods &

procedures created to implement the recognition and transfer of credits.

**Credit Value**: The number of credits (or credit value) assigned to a course in relation to the work done.

**Cummulative GPA:** The Cummulative Grade Point Average is obtained by dividing total weighted score by the total number of credits.

**Deputy Provost Academic Services**: - A person responsible for all academic programmes of the institution.

**General Course:** This is a course which must be taken in order to meet the requirements of an award. It is compulsory or mandatory and must be passed.

**Grade Point Average (GPA):** The GPA is obtained from calculating the sum total of Grade Point value divided by credit hours.

**Elective Course:** It is a course chosen by a student from a number of optional courses. In case of failure, the student can either retake or register for another elective that is on offer.

**Examinations:** Formal, written and supervised papers or practical work taken at the end of the course.

**Exemption:** An arrangement whereby a student who possesses prior learning or knowledge of certain components of their programme of study is absolved from taking such components.

**External Moderator:** A person appointed by the college to validate the delivery of a course or part thereof. He/she also validates attainment by students in one course or Work Integrated Learning.

**Fail and Discontinue:** A student shall be recommended with Fail and Discontinue if he/she has failed all courses in a given semester. Once discontinued from a programme, a student may apply for readmission after a lapse of at least one academic year/two semesters.

**Fail and Exclude:** - A student who has obtained fail and discontinue for the second time shall be recommended with Fail and Exclude and will not be liable for reinstatement into any programme in the college.

**Fail and Retake:** A student who has scored less than 40% in a course or has failed a supplementary examination shall be recommended with a Fail and Retake.

**Fail and Supplement:** A student who has failed a course (has achieved a mark between 40% and 49%) shall be required to supplement. The student shall have only one attempt of supplementation after which they shall be required to retake.

**Fundamental Course:** A course taken by the students to enhance learning in their programme. It is compulsory/mandatory and must be passed.

**Head of Department:** - A member of staff who is responsible for the strategic and operational management of the department. He/she is responsible for all staff in the department with a particular focus on leading academic staff.

**Internal Moderator**: - A member of staff appointed by the Head of Department to moderate a course.

**Moderation: -**The process of validating the delivery of a course and reviewing the results of an evaluation exercise and, when necessary, systematically modifying the marks to meet the standard of the programme.

**Plagiarism: -**The taking and using of other persons' ideas, such as, writings, inventions, as one's own without acknowledging the source.

**Pre-requisite Course**: - A course that has to be passed by the student before he/she takes the advanced specified course.

**Programme: -** The scheme of study leading to either Certificate, Diploma or Degree. It is made up of a specified number of courses, which are drawn from one discipline or field of study or more and which often combine core, fundamental courses with a range of electives from which the students can choose.

**Provost:** - Head of the Institution

**Recognition of Prior Learning: -** The principles and processes through which prior knowledge and skills of a person are made visible, mediated and assessed for the purpose of alternative access and admission recognition and certification or further learning and development.

**Semester: -** A period of tuition, which includes study weeks and assessment periods.

**Work Integrated Learning: -** Work-based placement which forms part of the professional development designed for students to gain experience.

### 1.1 Preamble

1.1.1 The Academic Council reserves the right to alter, amend, replace or cancel any academic regulations and shall be the final authority for the interpretation of these regulations.

1.1.2 The Academic Council reserves the right to exempt any student from these academic regulations.

1.1.3 Students who started a programme of study following one set of academic regulations shall not be set at a disadvantage by regulations subsequently adopted.

1.1.4 These regulations work hand in hand with departmental regulations and are not meant to replace them.

## 2.0 ADMISSIONS POLICY

### 2.1 Introduction

Boitekanelo College Admissions Policy is the cornerstone in the success and viability of the institution in so far as identifying the student who fits the profile of a successful Boitekanelo College student.

2.1.1 The successful Boitekanelo College student is:

2.1.1.1 One who is a prepared for higher education, is ready to submit, learn and inquire

2.1.1.2 One who is prepared to challenge academics, fellow students and established convention in pursuit of knowledge.

2.1.1.3 One who is keen to establish industry relevance of their studies

2.1.1.4 One who has a lifelong view of their education.

## 2.2 Admissions Committee

2.2.1 The powers vested in the Academic Council to facilitate selection and entry of qualified students is delegated to the Admissions Committee. The Admissions Committee shall be responsible for overseeing the selection process. The Admissions Committee shall be constituted as follows:

Membership of a maximum of five (5) members

2.2.1.1 Three (3) members shall be Heads of Academic Departments or their nominees, one (1) of whom shall be the Chairperson and the deputy chairperson.
2.2.1.2 One (1) member shall be The Academic Registrar and one (1) member shall be the nominee of the Deputy Provost Academic Services.
2.2.1.3 The Provost shall appoint a member of his/her choice from members of academic staff to serve as the permanent secretary to the Committee who shall not have voting rights.
2.2.1.4 The Committee shall form a quorum when three (3) members including the Chair or his/her deputy are present.

## 2.3 Principles

Admissions processes will be guided by the following principles:

2.3.1 **Fairness**: Boitekanelo College admissions policy, processes and selection criteria will be fair to all prospective students irrespective of age, gender, ethnicity, race, sexual orientation or disability/ability.

2.3.2 **Transparency**: Transparency is equally a valuable principle in the institution's policy and processes and will be upheld at all times. Clear and specific criteria will be outlined in the policy as the first portal of promoting transparency of consequent processes. Admissions criteria will also be easily accessible in the prospectus and The College's website.
2.3.3 **Best-fit:** Boitekanelo College goal is to support students and the College sees itself as the vehicle for the academic and personal development of students. This mutual best interest, will henceforth be actualised through the processes that seek to match the skills, potential, and interests of the student with the programme that has the highest chance to assist the prospective student meet their full potential.

**Equity:** The College values and aspires to have a student population that reflects gender balance of contemporary times. This policy shall be actively utilised as a vehicle of steering the College towards this end, while being conscious of The College's core mandate.

## 2.4 Student Admissions

2.4.1 Prospective students who wish to apply to Boitekanelo College should fill an application form obtainable from the Admissions Department or from our website, *www.boitekanelo.ac.bw.* Application forms together with supporting documents should be submitted to the Admissions Office or can be sent by post.
2.4.2 The normal minimum requirements to the **Certificate programmes** shall be the Botswana General Certificate of Secondary Education (BGCSE) or its equivalent with a

minimum of 30 points or two years current health related work experience.

2.4.3 The minimum entrance qualifications for the Diploma Programmes shall be the Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, with at least 34 points with a minimum of D (Pass) in Biology, Chemistry/Double Science, Mathematics and English

2.4.3.1 Applicants in possession of an appropriate Certificate in a relevant course from an institution accredited by Botswana Qualifications Authority may also be considered.

2.4.4 The minimum entrance requirements for Degree programmes shall be the Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, with at least 36 points with a minimum of C in Biology, Chemistry, Physics, Mathematics, or BB in Double Science, D in English and a Credit in any other subjects.

2.4.4.1 Applicants in possession of an appropriate Diploma in a relevant course from an institution accredited by Botswana Qualifications Authority may also be considered.

2.4.5 The minimum entrance requirements for Post-Graduate Diploma Programmes shall be a relevant degree or its equivalent from an institution accredited by Botswana Qualifications Authority (BQA).

2.4.6 Recognition of Prior Learning

As part of the institution's commitment to expanding access to non-traditional students, who in this case are defined as mature entrants and individuals from historically disadvantaged groups, applicants applying through this route will have two entry levels, Certificate and Diploma. In addition applicants applying through this route shall be expected to meet the following requirements:

2.4.6.1 be of at least 25 years of age

2.4.6.2 in possession of documented relevant experience of at least two years

2.4.6.3 letter of recommendation

2.4.6.4 letter of motivation

2.4.7 To qualify for entrance into the intended course of study candidates shall meet departmental requirements.

### 2.5 Acceptance and Deferment of Offer

#### 2.5.1 Acceptance of Offer of Study

Applicants shall be governed by the following rules when accepting the offer of study:

2.5.1.1 That the applicant undertakes to dedicate their time and effort to academic excellence.

2.5.1.2 That the applicant will abide by rules of academic engagement and civility throughout their entire period of study with the College.

2.5.1.3 That the applicant will uphold and protect the image of the College at all times.

2.5.1.4 That the applicant will enjoy their rights as protected in the national laws without infringing on the rights of others.

2.5.1.5 That the applicant is allowed to withdraw their acceptance with deposit refund up to two weeks prior to registration.

2.5.1.6 That any withdrawal done two weeks after commencement of study, the applicant will be liable for full semester fees due to the College.

### 2.5.2 Deferment of Offer of Study

2.5.2.1 Applicants shall be governed by the following rules when deferring the offer of study:

2.5.2.1.1 That exceptional circumstances may constitute grounds for deferral of study

2.5.2.1.2 That the applicant should make a Request for Deferment in writing to the Admissions Committee.

2.5.2.1.3 That in deliberating on the request for deferral, the Admissions Committee may require additional information that may not have been supplied with the initial application for deferment.

2.5.2.1.4 That deferment of study may be granted for a period of one (1) year, and decisions of the Admissions Committee are final.

## 2.6 Withdrawal from Programme of Study

Applicants shall be governed by the following rules when withdrawing the offer of study:

2.6.1 That the applicant is allowed to withdraw from study for whatever reasons, in writing to the Admissions Office two weeks prior to Registration.

2.6.2 That any withdrawal done two weeks after commencement of study, the applicant shall be liable to pay full semester fees.

2.6.3 That in circumstances where the applicant or his/her sponsor has paid full semester fees, such fees shall be returned to the applicant or his/her sponsor, whichever case may be.

2.6.4 That the applicant in withdrawing, is not entitled to a refund of registration fee.

## 2.7 Student Orientation (Induction)

### 2.7.1 Student Orientation Committee

The powers vested in the Academic Council to facilitate academic and social orientation of admitted students is delegated to the Student Orientation Committee. The Student Orientation Committee shall be responsible for overseeing the orientation process. The Orientation Committee shall be constituted as follows:

2.7.1. membership of a maximum of five (5) members.

2.7.2. one (1) member, The Academic Registrar or his/her nominee who shall be chair.

2.7.3. three (3) members shall be academic or related staff members, one (1) of whom shall be the deputy chairperson.

2.7.4. one (1) member shall be a member of the College's recognised student governing body responsible for student social affairs.

2.7.5. the Academic Registrar shall appoint a member of his/her staff to serve as the permanent secretary to the Committee who shall not have voting rights.

2.7.6. the Committee shall form a quorum when three (3) members including the Chair or his/her deputy are present.

### 2.7.2 Principles Governing Student Orientation (Induction)

**2.7.2.1 Clear and Accurate Information**

The College recognises the value and importance of providing students with clear and accurate information about their programmes of study, support available to them, all fees they are expected to pay, disciplinary and grievance procedures and student representation forums available to them.

#### 2.7.2.2 Facilitation of Entry

The College acknowledges that for new students, higher education is a completely new environment with a culture and expectations they may not be familiar with. Therefore, the College commits to transition as seamless as possible.

#### 2.7.2.3 Support

The College views the new students not only as students, but also as unique individuals, young and old, male and female, with different backgrounds and different interests and aspirations. As such will dedicate efforts to ensuring the College environment is supportive to the diversity of the students.

### 2.8 General Provisions

2.8.1 No student shall be registered for any programme (including adding and dropping of courses) more than two weeks after its commencement. Any exception to this regulation must have a written approval of the Deputy Provost Academic Services after due consultation with the concerned Head of Department.

2.8.2 A student may, with the approval of the Sponsor and or the Deputy Provost Academic Services, after consultation with the concerned Head of Department change the programme for which he/she registered not later than two weeks after commencement of the academic year.

2.8.3 No programme shall be offered if there are fewer than ten (10) students seeking enrolment. Any exception to this regulation must have a written approval of the Deputy Provost Academic Services after due consultation with the concerned Head of Department.

## 3.0 CREDIT ACCUMULATION AND TRANSFER POLICY

Applicants who seek to transfer to Boitekanelo College shall be governed by the following regulations.

3.1 The student must be in good academic standing from their previous institution.

3.2 The Admissions Committee shall take into consideration all other important factors in making the decision to offer.

### 3.4 Articulation

The transfer of credits accumulated by a student at one institution for use at Boitekanelo College is recognised by the College.

3.4.1 At Boitekanelo College we recognise the credits accumulated by a learner at any institution accredited by Botswana Qualifications Authority (BQA) or equivalent body in another country.

3.4.2 There shall be three levels within which students can articulate. The first one shall be from foundation courses to Certificate, secondly Certificate to Diploma, third and lastly from Diploma to Degree. In all cases, Admissions Committee shall deliberate on the applicant's credits. Relevant policies shall apply.

## 4.0 COURSE EXEMPTION POLICY

The College acknowledges that some students may have acquired most of the skills and knowledge taught in a course of a particular programme of study and the College encourages students to apply for exemption. The following shall be guiding procedures and regulations governing the review and award of Exemptions.

### 4.1 Eligibility for Course Exemption

4.1.1 The qualification the student is requesting exemption, shall have been obtained in the last five years.

4.1.2 The exemption shall be for an equivalent or higher academic qualification. In other words, a student cannot request an exemption for a course offered at Diploma level when the prior course was at Certificate level.

4.1.3 There shall be no exemption for Research Projects.

4.1.4 A student who attained a qualification from Boitekanelo College shall not be granted exemptions for more than 50% of the courses of the programme of study.

4.1.5 A student who attained a qualification from another institution other than Boitekanelo College shall not be granted exemptions for more than 30% of the courses of the programme of study.

4.1.6 Exemption shall be granted only after the Department has determined that the student has mastered the skills that the course intends to teach.

4.1.7 Boitekanelo College reserves the right to require a student requesting a course exemption to write and pass an examination for which the exemption is requested. The examination shall be administered at the beginning of the semester for which the course is offered.

4.1.8 Exemption shall be granted only by the Academic Registrar after a recommendation from the respective Head of Department.

### 4.2 Procedure for Applying for Course Exemption

To receive an exemption a student shall:

4.2.1 apply for exemption prior to registration and not later than one (1) week after classes have commenced.

4.2.2 petition the Academic Registrar by completing a Request for Course Exemption Form that is obtainable from Academic Registry.

4.2.3 provide official transcripts and course information (syllabus), including detail of qualification and grading system, weighting of qualification as proportion of total programme qualification, and date obtained.

4.2.4 file the petition with the Department that is offering the course.

### 4.3 Approval of Exemption Policy

Exemption Policy was approved by the following structures of the Boitekanelo College:

4.3.1 Academic Registrar

4.3.2 Curriculum Development and Programme Implementation Committee

4.3.3 Deputy Provost Academic Services

4.3.4 Academic Council

## 5.0 CHANGE OF PROGRAMME POLICY

Boitekanelo College is committed to a student centred learning environment which informed the Change of Programme Policy. The following shall be followed if a student wishes to change their programme.

### 5.1 Eligibility for Change of Programme

5.1.1 Where a student has discovered new career paths that are not supported by their current programmes of study.

5.1.2 Where a student is finding their current programme of study too difficult for their comprehension and record of learning.

5.1.3 A student shall not have completed at least 50% of programme of study.
5.1.4 A student shall not have any outstanding balance of payments.
5.1.5 A change of programme shall be within academic levels and not across levels of study (eg A student cannot change from Diploma level to Degree level).
5.1.6 A student shall meet the criteria for admission into the programme he/she wishes to change to.

### 5.2 Procedures

5.2.1 A student shall complete a Change of Programme Request form obtainable from Academic Registry.
5.2.2 A student shall seek advice of the current Head of department and obtain approval of the Head of Department of the programme he/she wishes to change to.
5.2.3 A student wishing to change to another programme shall seek permission from the sponsor and show proof of such permission.
5.2.4 Final Approval shall be issued by the Deputy Provost Academic Services or his/her appointee.
5.2.5 A student shall then proceed to update student information with Admissions department.

### 5.3 Approval of Change of Programme Policy

The Change of Programme Policy was approved by the following structures of the Boitekanelo College:
5.3.1 Academic Board
5.3.2 Academic Registrar
5.3.3 Deputy Provost Academic Services
5.3.4 Academic Council

NB: This Change of Programme Policy shall be reviewed every 5 years or earlier. Where it is reviewed earlier, the Academic Registrar or such other person who the Academic Council has vested such authority, should make a formal representation to the Academic Board, and should have obtained formal written approval to do so.

## 6.0 PROGRAMME STRUCTURE

### 6.1 Details of the Programmes

6.1.1 Details of the programmes, their requirements and modes of delivery shall be published annually on the prospectus, brochures and will also be made available on the Boitekanelo College website.
6.1.2 All programmes shall follow the accreditation process by Botswana Qualifications Authority (BQA) before any students are admitted. The specific requirements approved by the Academic Council of the College shall be detailed in the Specifications.

### 6.2 Programme Specifications

6.2.1 The programme requirements shall indicate all courses (core, fundamental, pre-requisites, electives and work integrated learning), which must be passed at each period of study for progression or successful completion of the programme.
6.2.2 Credit load per qualification shall be aligned to Botswana National Credit and Qualifications Framework (BNCQF).
6.2.3 Each Course has a unique code not exceeding six (6) characters which include a set of letters to identify the course and a set of digits to identify the course level.

6.2.4 A standard course description shall include the following key information:

- School and Department
- Course Title
- Course Code
- Year of Study
- Credit Load
- Course Instructors
- Course Synopsis
- Aims of the Course
- Learning Outcomes
- Content Outline
- Learning and Teaching Strategies
- Types of Assessment
- Resources
- References

6.2.5 For a student to successfully complete his/her programme of study he/she should have passed all courses.

# 7.0 TEACHING AND LEARNING POLICY

## 7.1 Guiding Principles

7.1.1 Boitekanelo College thrives to make a contribution to society through excellence in teaching.

7.1.2 Boitekanelo College has embraced competency-based education (CBE) as its educational framework to develop healthcare professionals with the desired performance characteristics.

7.1.3 All curricula have observable and measurable competencies that learners are expected to accomplish.

7.1.4 The College has a responsibility to ensure that all its learners gain maximum benefit from their education in a teaching and learning environment that is conducive, inclusive, intellectually stimulating and rewarding.

7.1.5 The College will explore and develop opportunities for teaching and learning that enhance students' learning outcomes and students' experiences.

7.1.6 All learners have equal access to learning opportunities.

## 7.2 Purpose of the Teaching and Learning Policy

7.2.1 The purpose of the Policy is to ensure that effective learning takes place at the College

## 7.3 Graduate Profile

7.3.1 The College's academic programmes are designed to produce well-rounded graduates who employ their education to:

- solve problems
- communicate effectively
- competently perform tasks and procedures to prescribed standards
- be creative and critical thinkers
- be self-directed and lifelong learners
- be innovative and demonstrate entrepreneurial skills
- uphold ethical standards of practice
- be socially responsible in practicing their profession

## 7.4 Effective Teaching and Learning Environment

### 7.4.1 Teaching

The College will:

7.4.1.1 meet the needs of teachers and learners and maintain an excellent teaching and learning environment by providing resources needed to ensure quality.

7.4.1.2 encourage and support use of instructional methods that are informed by research.

7.4.1.3 ensure relevance in curriculum design.
7.4.1.4 ensure judicious use of appropriate teaching technology.
7.4.1.5 ensure adequate number of teaching experts are available for the effective delivery of programmes.
7.4.1.6 ensure appropriate instructor-learners ratio and adequate exposure to clinical experiences in order to develop requisite graduate competencies.
7.4.1.7 support teaching staff (professional development) to ensure accomplishment of the College's teaching-learning goals.
7.4.1.8 encourage learner-centred teaching methodologies that meet the needs of the student population based on adult learning principles.
7.4.1.9 ensure lecturers are responsible for providing the highest quality teaching for the learners.
7.4.1.10 ensure that lecturers employ the most effective instructional approach to deliver the content.
7.4.1.11 ensure that lecturers facilitate learning and provide learning tasks that stretch and challenge students.
7.4.1.12 ensure that lecturers employ assessment methods that are aligned to the learning outcomes.

**7.4.2 Learning**

The College believes that effective learning takes place if students:
7.4.2.1 set their own academic goals and aspirations and work towards achieving them.
7.4.2.2 adopt a learner-centred approach and engage with the content.
7.4.2.3 become active learners and engage with the content.
7.4.2.4 become independent and acquire lifelong learning skills.
7.4.2.5 employ information and communication technologies to access learning resources.
7.4.2.6 learn how to apply acquired knowledge and skills to solve real life problems.
7.4.2.7 know the skills they need to develop including respect for different cultures and values, cross-cultural perspectives, and other skills that are useful in a global environment.
7.4.2.8 develop skills they need for professional growth, including enquiry, research, analysis and reflection.
7.4.2.9 monitor self to know if they are progressing in their learning.
7.4.2.10 work collaboratively with minimal supervision.

**7.5 Attendance**

7.5.1 Attendance at lectures, seminars, practical sessions, tutorials are obligatory and shall be monitored by the College.
7.5.2 Students who attend less than 90% of such sessions will be considered as not having achieved the course learning outcomes and will not be allowed to sit for final examinations. Such students shall be deemed to have failed that course and shall be awarded a 0% mark.
7.5.3 Students absent for more than five consecutive days without written permission from the college (weekends excluded) shall be deemed to have breached the Code of Conduct of the college and shall be liable for Penalty.
7.5.4 Students absent from College due to medical reasons are expected to notify the College within 5 working days, should ill-

health render a student unable to attend College. Students are expected to produce proof of medical report upon return to College.

7.5.5 Students who for valid reasons, are absent from the College for more than five consecutive days are expected to obtain written permission. They shall complete the Request for Absence Form obtained from Student Welfare Office.

7.5.6 Except under special circumstances permitted by the College, students who fail all the courses in a semester due to absence from seminars, practical sessions, tutorials and face to face sessions shall be considered to have absconded and shall therefore be discontinued.

## 7.6 Students Learning and Personal Support

### 7.6.1 Tutorials

7.6.1.1 Upon admission, students shall be assigned personal academic advisors.

7.6.1.2 The personal academic advisor shall consult with the student regarding coursework and other issues pertaining to the programme of study.

7.6.1.3 Every course shall provide tutorials for students registered for that course and the timing is designed for students to reap maximum benefits.

7.6.1.4 There shall be student mentoring forums to promote deep learning and deeper understanding of learning material.

### 7.6.2 Student Counselling Service

7.6.2.1 The Student Counselling Service shall provide a supportive and non-judgmental environment for students to discuss any matter of concern in confidence.

7.6.2.2 Students shall use the free counselling service to talk through a wide range of issues (personal and academic) and no issue is considered to be too small

### 7.6.3 Health and Wellness

7.6.3.1 The College shall provide quality education for all students, irrespective of age, socio-economic status, ethnicity, race, gender, sexual orientation or disability.

7.6.3.2 Students with major health concerns shall be accorded the educational space to participate in learning that enriches their life through the provision of inclusive challenging and supportive care.

7.6.3.3 Students with major health concerns shall have the right to participate in learning in a safe environment free from harassment and victimization.

7.6.3.4 HIV/AIDS and Wellness initiatives shall be student centered.

### 7.6.4 Student Voluntary Service

7.6.4.1 There shall be plenty of activities and sports available to enable students to lead full and active lives outside their academic work.

7.6.4.2 Students shall be encouraged to participate in voluntary work as an ideal way of developing skills and experience which employers will value.

7.6.4.3 Necessary platforms shall be put in place where students volunteer with organizations or projects of interest to them.

## 7.7 Late/Non-Submission of Course Work

7.7.1 Failure without good cause to submit Continuous Assessment work within 24 hours of the due date shall carry a

penalty of 5% of marks being deducted daily for a week from that piece of work.

7.7.2 Failure to submit work within one week from the due date shall be regarded as non-submission and shall result in a mark of 0% for that piece of work.

7.7.3 A student who fails to complete work for Continuous Assessment with valid reasons, shall be given the opportunity to complete the work at a time fixed by the College.

### 7.8 Approval of Teaching and Learning Policy

This Teaching and Learning Policy was approved by the following structures of the College:

7.8.1 Academic Board

7.8.2 Academic Registrar

7.8.3 Deputy Provost Academic Services

7.8.4 Academic Council

NB: The Teaching and Learning Policy shall be reviewed every 5 years or earlier. Where it is reviewed earlier, the Academic Registrar or such other person who the Academic Council has vested such authority, should make a formal representation to the Academic Board, and should have obtained formal written approval to do so.

## 8.0 ASSESSMENT

8.0.1 The purpose of assessment is to measure the achievement of the intended learning outcomes.

8.0.2 Courses are assessed by coursework and/or a final assignment or examination at the completion of the course. Assessment by coursework may include assignments, tests, quizzes, and practical carried out during the teaching weeks, where marks are provided as Continuous Assessment (CA) before the final examination.

8.0.3 A student's performance (Term Mark) shall normally be assessed by means of combining Continuous Assessment marks and Examinations mark in the *ratio of 1:1.* The overall pass mark shall be 50% of the Term Mark.

8.0.4 The final Continuous Assessment marks shall be made available to the students not less than one week before the beginning of the examination period.

8.0.5 In order to qualify for examinations, a student should have a cumulative Continuous Assessment of 33.3% or more.

8.0.6 To pass a course that is based on Continuous Assessment only, a student shall achieve a minimum mark of 50%.

8.0.7 Evaluation of the student's performance in the final assessment shall be moderated as per the moderation guidelines. The moderator's/examiner's assessment shall be final and shall be ratified by the Academic Council.

8.0.8 The Moderator’s shall be provided with the Continuous Assessment marks in the courses being moderated at the time of moderating the final assessment. The moderator may scrutinize the work, and make recommendations, but shall not moderate the Continuous Assessment marks.

8.0.9 Departmental Internal Moderation shall be conducted before the grades are considered by the Academic Board.

8.0.10 Final overall grades and classifications for students shall be agreed at a meeting of the Academic Board of the College. These marks shall be submitted to the Academic Council for approval.

**8.1 Performance in a course shall be assessed on a percentage scale divided as follows:**

| GRADE | PERCENTAGE (%) | GRADE POINTS |
|---|---|---|
| **A** | **80-100** | **5.00** |
| **B** | **70-79** | **4.00** |
| **C** | **60-69** | **3.00** |
| **D** | **50-59** | **2.00** |
| **E** | **40-49** | **1.00** |
| **F** | **0-39** | **0.00** |

***The table below is used as an example for calculating Grade Point Average (GPA)***

| CREDIT HOUR | GRADE POINT | TOTAL GRADE POINTS (Credit hour* Grade point) |
|---|---|---|
| **4** | **A (5.00)** | **20** |
| **2** | **C (3.00)** | **6** |
| **3** | **B (4.00)** | **12** |

Total Grade Points: 20 + 6 + 12 = 38
Total Credit Hours: 4 + 2 + 3 = 9
Grade Point Average (GPA) is Total Grade Points, divided by Total Credit Hours:
38/9 = 4.2

**8.2 Work Integrated Learning (WIL)**

8.2.1 Unless indicated in the curriculum there shall be a component of Work Integrated Learning (WIL) in all programmes either industrial attachment, clinical placement, or internship, whichever may be applicable.

8.2.2 Before commencement of WIL the student shall, within the first week of WIL, sign a contract countersigned by a preceptor and faculty member.

8.2.3 For specified Certificate/Diploma/Degree programmes there shall be compulsory WIL periods spread over the academic year as stipulated in the curriculum and conducted in accordance with approved program specific WIL guidelines.

8.2.4 WIL is a credit rated course and shall be assessed as such. The mark obtained shall contribute towards the Final Mark.

8.2.5 The College shall through the respective departments facilitate student to identify placement for WIL appropriate to their programme of study.

8.2.6 Students shall be placed under the supervision of an experienced preceptor.

8.2.7 During WIL students will be supervised and assessed by instructors stationed at attachment sites and faculty according to department's guidelines.

8.2.8 Students shall attend all scheduled WIL programmes.

8.2.9 Students who are not able to complete their WIL during the specified time shall be allowed to complete within the next academic year at their own cost.

8.2.10 Work Integrated Learning (WIL) may be repeated only ***once.*** A student shall be recommended with a fail and discontinue if he/she fails WIL for the second time**.**

8.2.11 No student shall be allowed to graduate unless they have passed their WIL.

8.2.12 Students are expected to pass all the course modules to qualify for WIL. However, consideration shall be made for students who are retaking one module that is not prerequisite for attachment and not offered in that particular semester.

8.2.13 Under no circumstances shall a student regisrer for WIL and a retake at the same time.

### 8.3 Assessment Process

#### 8.3.1 Setting of Examinations

At the beginning of the academic year, Examinations Committee through the office of the Academic Registrar will determine and announce the timelines for examination processes.

#### 8.3.2 Internal Moderation

There shall be an internal moderator or a team comprising course leaders and subject experts appointed to moderate each examination to ensure adherence to established standards.

#### 8.3.3 External Moderation

External Moderators shall be appointed to moderate examinations in which they are qualified. They shall ensure quality against set standards.

#### 8.3.4 Examination Progress

***All candidates will be assumed to have read the rules and regulations***

**8.3.4.1 Examination Room**

The rooms in which examinations are to be held appear in the examination timetable. Candidates are responsible for knowing in advance the rooms in which they are to write.

**8.3.4.2 Identity Card**

Student Identity Cards will be used for examination purposes. Candidates must produce a valid student ID card at each of their examinations and display it on the examination desk/table for checking by the invigilator. A candidate who does not produce the Student ID will not be allowed in the examination room.

**8.3.4.3 Time of Arrival**

8.3.4.3.1 Candidates are required to be seated 30 minutes before the commencement of an examination.

8.3.4.3.2 Candidates will be given reading time prior to stipulated time of examination commencement. Candidates must not make notes or commence writing during this period.

8.3.4.3.3 Upon being told to start reading, candidates will check that the question paper is the correct one, all questions are legible and all pages are attached. Discrepancies must be reported to the invigilator for attention.

**8.3.4.4 Absence from an Examination**

8.3.4.4.1 If a candidate fails to take an examination for no valid reason, special papers will not be set for the candidate and he/she will be deemed to have failed the particular examination. Losing, misreading or failure to consult the examination timetable, are not acceptable reasons for absence or late arrival at an examination.

8.3.4.4.2 In the case of absence from examination due to ill-health, the candidate or someone acting on his/her behalf must submit a relevant medical certificate which must relate to the day or period of examination. Evidence of illness will not normally be taken into account unless substantiated by a medical certificate. Such evidence must be received within five days after the day of the examination in order for it to receive full attention.

8.3.4.4.3 It is the responsibility of the candidate to arrange with his/her his/her doctor for any medical evidence to be sent to the office of the Academic Registrar.

8.3.4.4.4 In the case of absence from examination with valid reasons (other than ill-health of the candidate), the candidate or someone acting on his/her behalf must report or submit evidence to the Academic Registry.

8.3.4.4.5 Candidates who, for reason acceptable to the College management and on the recommendation of the Academic Registrar, are unable to sit for an examination may be permitted to write a special examination.

**8.3.4.5 Special Arrangements**

Candidates who have a disability or suffer from any illness or condition that will require special examination arrangements should inform the Academic Registrar well in advance. Where feasible, special examination arrangements will be made.

**8.3.4.6 Procedures during the Examinations**

8.3.4.6.1 Candidates must immediately on taking their examination seats fill in the examination registration form (attendance slip) provided.

8.3.4.6.2 Candidates should carefully read the instructions on the front cover of the answer book and then enter their candidate's ID number and other details required.

**8.3.4.7 Late Arrival**

8.3.4.7.1 Candidates who arrive late will not be allowed extra time to complete the examination.

8.3.4.7.2 Candidates who are more than 30 minutes late will not be admitted into the examination room.

**8.3.4.8 Temporary Withdrawal**

8.3.4.8.1 A candidate leaving the examination room temporarily for personal reasons will be accompanied by an invigilator or other authorized person.

8.3.4.8.2 The candidate will not take the question paper, answer book(s) and other materials and must not consult or attempt to consult any material or persons outside the examination room that may assist him/her in writing the examination.

**8.3.4.9 Leaving the Examination Room**

8.3.4.9.1 Candidates may not leave the examination room during the first 30 minutes of the examination session unless they feel unwell.

8.3.4.9.2 If a candidate finishes before the specified time and wishes to leave, he/she must do so quietly so as not to disturb other candidates. Such a candidate will not be allowed back into the examination room.

8.3.4.9.3 Candidates will not be allowed to leave the examination room during the last 15 minutes of the examination and should remain seated until all the examination scripts have been collected and checked by the invigilator.

**8.3.4.10 Illness during Examination**

Candidates who fall ill during the examination should inform the invigilator who shall act or advice as appropriate.

**8.3.4.11 End of Examination**

8.3.4.11.1 Candidates will be told to stop writing at the end of the examination by the invigilator.

8.3.4.11.2 Candidates in the room should then remain seated until all the scripts have been collected.

8.3.4.11.3 It is the responsibility of the candidate to ensure that all the additional loose sheets, charts or papers and supplementary answer books are enclosed in the first answer book.

8.3.4.11.4 Candidates must not take any examination materials, used or unused, out of the examination room other than the material they brought into the examination room.

**8.3.5 Marking of Examination Papers**

8.3.5.1 At the end of each examination, the Academic Registrar shall issue examination papers to examiners for marking.

8.3.5.2 There shall be a set marking criteria to be followed that is clear and transparent.

**8.3.6 Moderation of Examination Marks**

8.3.6.1 A Moderator shall be appointed to validate attainment by students in each course.

8.3.6.2 The Moderator has the right to modify marks awarded by the Examiner.

**8.3.7 Announcement of Results**

8.3.7.1 After l moderation of examination results, there shall be a sitting of the Academic Board to consider the results for approval by the Academic Council.

8.3.7.2 Final overall grades for candidates shall be approved by the Academic Council.

8.3.7.3 The examination results shall be published on Boitekanelo College notice boards, email and website and shall not be issued by telephone.

8.3.7.4 The academic record for continuing students shall be issued by Result Slips.

8.3.7.5 An official Transcript shall be provided to each student at the conclusion of his/her studies free of charge. Extra copies thereafter shall be issued at a cost to be determined by the College from time to time.

8.3.7.6 Transcripts and Result Slips shall be ready for collection by students not later than six weeks after the official publication of results subject to meeting financial obligations.

8.3.7.7 Transcripts and Result slips are only authentic if they have a valid Boitekanelo College stamp and signature.

**8.4 Issuance of Transcripts, Certificates and Duplicates**

8.4.1 An academic transcript for each student shall be made from the college consolidated mark sheet by the Office of the Academic Registrar and a copy shall be kept

in the student's file. The Transcript and Certificate shall be signed by the Academic Registrar and Provost and shall bear the College seal.

8.4.2 No academic document shall be issued to students without clearance from the Head of Library Services, Head of Finance Department, Academic Registrar and Records.

8.4.3 The clearance duly signed is submitted to the Academic Registrar for issuance of academic documents.

8.4.4 In case of loss or damage of a certificate, the concerned graduate may request a duplicate by fulfilling the following conditions:

- Pay a fee indicated in the approved fee structure.
- Bring the damaged certificate to the Office of the Academic Registrar in the case of a damaged certificate or submit a Police statement of loss in the case of lost or stolen certificate.

8.4.5 In case of change of names after graduation, graduates shall not be issued duplicates of their certificates.

8.4.6 There shall be a congregation (graduation ceremony) of the College for the purpose of conferring certificates, diplomas and degrees.

8.4.7 The congregation (graduation ceremony) shall be held at least once in each year and shall be called at the authority of the Academic Council.

### 8.5 Storage and Disposal of Examinations and other Assessments

8.5.1 Students' examination marks, practical marks and Continuous Assessment marks shall be stored by the Academic Registrar and be made accessible at all times.

8.5.2 Students examination papers shall be stored by the Academic Registrar for a period of the entire duration of the students' academic programme.

8.5.3 Students' examination papers shall be destroyed 5 years after the end of the students' academic programme.

## 9.0 ASSESSMENT POLICY

### 9.1 Introduction

This important policy document outlines regulations for the assessment of student learning. It covers all important dimensions of assessment including learning outcomes, assessment items the College uses, roles and responsibilities of all internal stakeholders, invigilation, moderation, maintenance of assessment record, disposal of assessment records, marking and grades. It also extends to appeals and procedures.

### 9.2 What is Assessment?

Educational assessment is defined as the process of documenting, usually in measurable terms, knowledge, skills and attitudes. Assessment is a critical element of the College's quality improvement framework, in addition to being one of the main tools which informs curriculum design and review processes. Assessment is also used as an indicator of the effectiveness of our learning and teaching models. Not only does it serve The College's purpose, it also key to the students' academic experience. To that end assessment serves as a guide to students through which they can monitor their own learning. It informs students what they need to do in order to progress through the different levels and fulfil the

requirements of the study programme in order to graduate.

### 9.3 Learning Outcomes

This mainly refers to the criteria against which lecturers make judgments about the students' learning. They are key descriptors of the knowledge, skills and attitudes students are expected to successfully demonstrate at the end of the programme. Learning outcomes also inform the method or form of assessment a particular academic programme adopts. Therefore specific assessment items will be informed by specific academic programmes' learning outcomes.

### 9.4 Assessments Items used by Boitekanelo College

Assessment occurs during the training to help the development of the student and at the end to determine if the student has acquired the required competencies. Assessment shall be aligned to the learning outcomes and shall be reliable and valid.

The assessment strategy makes provisions for a wide range of assessment methods, techniques and procedures, and may include case studies, oral assignments/presentation/examinations, research assignments, quizzes, team exercises, written and practical examinations.

Assessment items in the Boitekanelo College serve two purposes:

They are the means by which students demonstrate the level of their comprehension or understanding of the specific learning outcomes in the programme. They are also the means by which lecturers make academic judgments about the degree to which students have achieved course learning outcomes.

Boitekanelo College uses both formative and summative assessment and the two forms of assessment are complimentary.

#### 9.4.1 Continuous Assessment:

This is formative assessment that is on-going and is particularly used to assess progress the student is making towards achieving learning outcomes. It also serves as critical feedback for students and teaching staff in the various key learning areas students are tested on. Formative assessment is used to 'track' progress towards attainment of learning objectives and contributes to the final assessment mark of the course. The contribution of the continuous assessment mark to the final grade is 50% and is made of class tests, assignments, quizzes or attendance.

#### 9.4.2 Final Examinations:

Students shall sit for final examinations at the end of their course/programme. Students may, depending on the academic programme enrolled, sit for a wide variety of examinations including written, oral, OSCE or clinical examinations. The Final Examination contributes 50% of the final mark for the course or programme.

NB: The weighting of CA and Final Examination in the determination of the final grade may vary depending on the course or programme, but shall be specified in the academic regulations of the course or programme.

### 9.5 Pass Mark

Pass mark is 50% of Total Mark and shall be applicable under the following conditions:

### 9.6 Roles and Responsibilities

We, at Boitekanelo believe that assessment, as with any other aspect of teaching and learning can best be achieved if there is concerted effort from all partners, to quality health care education.

**9.6.1 Students Commit to**:

9.6.1.1 Take the assessment and feedback from their lecturers seriously, and make the necessary improvements.

9.6.1.2 Provide their lecturers with constructive feedback for the Boitekanelo College to make the necessary improvements.

9.6.1.3 Be active in their learning, assume responsibility for their learning and take full advantage of extra support provided by Boitekanelo College.

**9.6.2 Academic Staff Commit to:**

9.6.2.1 Keep accurate and timely records of students' academic work.

9.6.2.2 Provide clear, constructive and timely feedback for student's academic work.

9.6.2.3 Integrate a healthy balance of summative and formative tools of assessment

**9.6.3 Boitekanelo College Management Commits to**:

9.6.3.1 Use pass rates to monitor the performance of students.

9.6.3.2 Use pass rates to develop, monitor and review our teaching and learning strategies in consultation with teaching staff.

9.6.3.3 Consult all stakeholders, regulators, parents and government with the view to strengthening the current policies and procedures in order to improve quality of teaching, learning and assessment.

9.6.3.4 Assume the ultimate responsibility for the quality of teaching, learning and assessment at Boitekanelo College.

### 9.7 Setting Final Examination and Marking Guidelines

At the beginning of the academic year, the Evaluation and Assessment Committee will determine and announce the timelines for examination processes.

**9.7.1 Setting Final Examinations**

9.7.1.1 Setting of final examinations shall be done seven weeks after the commencement of the semester;

9.7.1.2 Setting and moderation of examinations will take place in a place free of access to students, in other words in a highly confidential space.

9.7.1.3 Set papers shall always be kept confidential at all times.

9.7.1.4 The examiner after setting the paper shall provide the following:

- The examination paper
- A marking scheme
- An outline of how learning outcomes have been examined.

9.7.1.5 The examiner must consider that:

- The questions assess the stated learning outcomes.
- The questions are properly structured and clearly expressed.
- The questions are clear and not ambiguous.
- The questions have a balance of low and high order questions.

- The paper makes it possible to distinguish across the full range of ability.
- The questions are appropriate in length and difficulty, and given the marks allocated to them.
- The marks/questions add up correctly.

9.7.1.6 The set examination format shall be erased from the setter's computer following submission of the examination paper to the academic registrar to avoid accidental examination leakage.

9.7.1.6 Completed examination papers will be kept on Academic Registry shared folder awaiting submission for moderation.

### 9.7.2 Moderating Final Examinations

Boitekanelo subscribes to the principle that assessment be moderated to ascertain that judgments made by lecturers in respect of students' performance are not only consistent and transparent, but are also valid. Moderation is a process by which academics responsible for assessment in a course and their counterpart both with qualifications and experience on the subject matter, reach a consensus about the extent to which students' performance has reached set standards. This is done to ensure the College continuously maintains set standards through a process that is valid, consistent and transparent and that assessment is a true reflection of students' performance.

There shall be two moderation processes.

**9.7.2.1 Internal Moderation of Examination Questions**

There shall be an internal moderator or a team comprising course leaders and subject experts appointed to moderate and validate each examination to ensure adherence to established standards. ***Guidelines on moderation apply***

**9.7.2.2 External Moderation of Examination Questions**

External Moderators shall be appointed to moderate examinations in which they are qualified. They shall ensure quality against set standards. ***Guidelines on moderation apply***

9.7.2.3 The Moderator has the right to modify marks awarded by the Examiner.

### 9.8 Invigilating Final Examinations

All examinations shall be invigilated according to this schedule

9.8.1 There shall be at least one invigilator per 30 students.

9.8.2 Invigilators shall announce and enforce all rules and regulations governing the examination.

9.8.3 Invigilators shall be bound by confidentiality in respect of the examinations processes of the Boitekanelo College.

9.8.4 The Invigilator will collect examination papers from the Examinations Office and sign for them upon receipt.

### 9.9 Marking Examinations and other Assessments

9.9.1 At the end of each examination, the Academic Registrar shall issue examination papers to examiners for marking.

9.9.2 Scripts should be marked according to a set criterion (Marking guides).

9.9.3 Feedback should be balanced between verbal and written.

9.9.4 All forms of feedback should only be constructive providing guidance on progress.

## 9.10 Maintenance of Assessment Records

Boitekanelo College values the role of records, especially as they relate to the assessment of students. In this regards, the policy covers individual students' performance and progress and corresponding performance and progress of students by programme and department. It also extends to the records of the actual assessment process of students, which will normally internal and external moderation reports.

The role of assessment records is critical in the demonstration of the College's commitment to quality standards. They are also important for accountability purposes, not only by the students, but also by industry regulators.

## 9.11 Disposal of Examinations and other Assessments

In respect of disposal of students' examinations and other assessments, Boitekanelo College will use the following guidelines:

9.11.1 Students' Examination marks and Continuous Assessments marks will be stored by the Registrar and accessible at all times;

9.11.2 Students' examinations papers will be stored by the Registrar for the entire duration of the students' academic programme;

9.11.3 Students' examinations papers will be destroyed 5 years after the end of the students' academic programme.

## 9.12 Classification of Results

**90-100: Distinction A+**

Consistently achieving high levels of concentration and mastery of learning objectives

Demonstrates excellent understanding of learning objectives Well-organised and exemplary work

**80-89: Distinction A**

Very good concentration and above-average comprehension of learning outcomes

Demonstrates very good understanding of learning outcomes

Better organised work

Demonstrates fair understanding of learning outcomes

Reasonably organised work

**75-79: Merit B+**

**Good** comprehension of learning outcomes

**70-74: Merit B**

Generally comprehends learning objectives

Demonstrates fair understanding of learning objectives

Reasonably organised work

**65-69: Credit C+**

Above average comprehension of learning objectives,

Demonstrates above average understanding of learning objectives

**60-64: Credit C**

Average signs of comprehending learning objectives

Average understanding of learning objectives

Fairly organised work

**55-59: Pass D+**
Below average and inconsistent concentration and comprehension of learning objectives

**50-59: Pass D**
Below average and inconsistent concentration and comprehension of learning objectives
Poor understanding of learning objectives
Poorly organised work

**40-49: Supplement E**
Very poor concentration and comprehension of learning objectives

**00-39 Retake F**
Very poor concentration and comprehension of learning objectives

Total lack of understanding of learning objectives Disorganised work

**For degree**
first class (i) 87 and above
second class 2(i) first division 80-86
Second class second division 70-79
Pass- 60-69

### 9.13 Approval of Examinations

9.13.1 The Examinations Committee shall appoint External Moderators to quality assure students examination scripts and other assessment items including students' log books.
9.13.2 Heads of Departments shall prior to submitting examination results to Examinations Committee, take into consideration the reports of the External Examiners.
9.13.3 The Examinations Committee shall have authority over examinations to:

- Receive and consider reports from Chief Invigilators concerning examination
- Consider claims of extenuating circumstances and recommend appropriate action to the Academic Registrar
- Inform and consult the Academic Registrar in the latter's approval of progression of candidates
- Enforce the examination setting and moderation deadlines
- Prepare a report on Examinations to be submitted to the Academic Council.
- The Academic Council shall approve all Examinations results before they are published.

### 9.14 Examination Fees

9.14.1 There shall be an examination fee payable prior to sitting for the examination.
9.14.2 No candidate will be permitted to write the examination if they have not paid the examination fee.
9.14.3 Some additional fee shall be paid for the supplementary examination

### 9.15 Announcement of Results

9.15.1 Students shall follow the dates reflected in the Academic Calendar for official examination result publication unless otherwise notified by the Academic Registrar;
9.15.2 The examination results shall be published on the College's premises, **College website or email**.
9.15.3 Examination results shall not be issued by telephone or mobile phone.
9.15.4 The official record of learning used shall be by way of Transcripts for completing students and Result Slips for continuing students;

9.15.5 Students shall follow the dates reflected in the Academic Calendar for Transcripts collection unless otherwise notified by the Registrar.

### 9.16 Assessment and Examination Appeals

Policy on Assessment Appeals applies.

### 9.17 Retaking a Course

The Assessment Policy applies.

### 9.18 Course Exemptions

The Course Exemptions Policy applies.

### 9.19 Approval of Assessment Policy

9.19.1 The Assessment Policy was approved by the following structures of the Boitekanelo College:

9.19.2 Academic Registrar

9.19.3 Chairperson, Curriculum Development and Programme Implementation Committee

9.19.4 Deputy Provost Academic Services

9.19.5 Academic Council

NB: The Assessment Policy shall be reviewed every 5 years or earlier. Where it is reviewed earlier, the Academic Registrar or such other person who the Academic Council has vested such authority, should make a formal representation to the Examinations Committee, and should have obtained formal written approval to do so.

The College's pass mark is 50% of Total Mark, inclusive of all continuous assessments and examinations. The Retake/Supplementary Policy is informed by the College's pass mark.

### 9.20 Supplementary Examination

9.20.1 Supplementary examination shall be open to students who scores between 40-49% of total mark.

9.20.2 The Supplementary examination final mark, shall be calculated by adding the supplementary examination mark and Continuous assessment marks at a ratio of 1:1.

9.20.3 The Supplementary examinations shall only raise the overall mark to a maximum 50%.

9.20.4 A student may not opt if s/he is eligible to write a supplementary examination. Normal Examinations Fee shall apply at every instance a student writes Supplementary examination.

9.20.5 A student who fails to present him/herself during supplementary examination shall be deemed to have forfeited his/her chance of supplementing and shall be awarded a 0% mark.

### 9.21 Retake

9.21.1 Retake applies within the principle of 'Carry-forward', that the student shall forward failed Course into the following semester.

9.21.2 The HOD shall approve the credit load of the student in case of student retaking more than 1 course.

9.21.3 Any student who scores 39% and below or fails a supplementary examination shall apply for Retake. The student shall be given two chances to retake.

9.21.4 A student shall have a maximum of four semesters to pass a Course within the Retake Policy. The normal Course fee shall apply at every instance a student retakes a Course.

9.21.5 Should a student fail a Course after four semesters, they shall take an enforced 'Academic Leave' equalling one semester before returning to retake the Course.
9.21.6 A student shall be deemed to have obtained Fail and Discontinue (FD) if they have failed all courses in a semester.
9.21.7 In case of an FD, a student shall take an enforced 'Academic Leave' equalling two semester before returning to retake the Course. Normal registration fee shall apply.
9.21.8 All FD cases shall be deliberated at the
Examinations Committee with the respective HOD making a written and verbal representation on behalf of the student
9.21.9 Normal Course Fees shall apply when student retakes a course.

### 9.22 Approval of Course Retake & Supplementary Examination Policy

Couse Retake and Supplementary Examination Policy was approved by the following structures of the College:
College;
9.22.1 Academic Board
9.22.2 Academic Registrar
9.22.3 Deputy Provost Academic Services
9.22.4 The Academic Council

NB: The Course Retake & Supplementary Examination Policy shall be reviewed every 5 years or earlier. Where it is reviewed earlier, the Academic Registrar or such other person who the Academic Council has vested such authority, should make a formal representation to the Academic Board, and should have obtained formal written approval to do so.

## 10.0 FINAL EXAMINATION REGULATIONS

### 10.1 Sitting for Final Examinations

***All candidates will be assumed to have read and understood these regulations.***

10.1.1 The examination timetable shall be widely published within the College premises.
10.1.2 The venue of each examination shall be specified in the examination timetable. The examinations shall normally be conducted at the College but clinical teaching facilities may be used when conducting clinical examinations.
10.1.3 Candidates are responsible for consulting the examination timetable to know when and where the examination will take place.
10.1.4 Candidates should be seated in the venue 30 minutes before the start of an examination.
10.1.5 Upon entry into the examination room, all examination rules and regulations shall apply. Silence must be observed on entry and while the examination is in progress.
10.1.6 Candidates will commence writing the examination upon receiving instruction to do so by the Invigilator.
10.1.7 The candidates should check that the examination is the correct one at the start of the examination and must inform the Invigilator immediately if that is not the case.
10.1.8 Candidates will not be allowed into the examination room 30 minutes after the start of an examination.
10.1.9 Candidates arriving 30 minutes after the start of the examinations shall be admitted into the examination room at the discretion of the Chief Invigilator and only

if no candidate of the same examination paper has left the room.

10.1.10 Candidates who arrive late will not be given additional time to finish the examination.

10.1.11 Candidates will not be allowed to leave the examination room during the first 30 minutes and candidates must not leave the venue 30 minutes before the end of an examination, unless they are taken ill.

10.1.12 If a candidate has completed the examination and wants to leave the room, he/she can do so without disturbing other candidates and the candidates will not be allowed back into the examination room.

10.1.13 Candidates with any form of disability shall apply to write examination under special arrangements 4 weeks before the start of the examination.

10.1.14 At the end of the examination, candidates must remain seated until all the examination scripts and materials have been collected and checked by the Invigilator.

10.1.15 The Academic Registrar shall have the prerogative to schedule more than one examination paper per examination room.

10.1.16 Where candidates have queries, corrections shall only be limited to typographical and printing errors by the Internal Examiner who shall be the Rover.

10.1.17 Any abnormalities during the examinations shall be collated and reported by the Chief Invigilator to the Registrar.

10.1.18 Candidates are required to bring with them all examination writing aids as prescribed in the course.

10.1.19 Mobile phones, personal computers, tablet computers, dictaphones, dictionaries and all other technology recording devices are strictly not allowed into the examination room.

10.1.20 Strictly no candidates with outstanding fees shall be allowed to sit for examinations.

10.1.21 A candidate who does not produce a valid student ID shall not be allowed into the examination room.

### 10.2 Failure to write an Examination

10.2.1 Failure by a candidate to take an examination for no valid reason will result in the student being deemed to have failed the examination and a mark of zero, shall be recorded for that particular examination.

10.2.2 Ignorance of the examination timetable shall not be considered a valid reason for missing an examination.

10.2.3 If a candidate fails to attend an examination due to illness, the candidate (or his/her proxy) must submit a medical report relevant to the period of examination within 5 working days after the examination date.

10.2.4 Boitekanelo College at its sole discretion shall consider setting a special examination for the candidate who failed to write the examination on the due date.

### 10.3 Examination Misconduct

The Invigilator will report will report any suspicion of cheating in the examination room to the Chief Invigilator or Registrar. Any gross violation of examination rule or cheating shall be reported to the Registrar promptly. Candidates shall be deemed to be cheating if they;

10.3.1 Take into the examination room or possessing or using whilst in that room, unauthorised materials including but not limited to, summarized notes, books, plain

papers or handkerchiefs on which information is written, or information written on any part of the body, recording apparatus, mobile phones or any unauthorised electronic equipment.

10.3.2 Copy from any other candidate.

10.3.3 Aiding or attempting to aid and/or abet another candidate to copy from a script/book of another person.

10.3.4 Impersonating another candidate or allowing oneself to be impersonated.

10.3.5 Failure to observe and comply with any of the examination regulations or failure to obey a lawful instruction from an Invigilator.

### 10.4 Penalties for Examination Misconduct

10.4.1 Candidates will be warned of the act(s) of misconduct during the examination and the Invigilator will report the misconduct to the Academic Registrar or Chief Invigilator and appropriate action will be taken.

10.4.2 The decision to impose any penalty deemed appropriate for the offence shall be at the sole discretion of Boitekanelo College or its employees.

10.4.3 The Invigilator may remove or cause to remove a candidate from the examination room if he/she deems the misconduct to be serious. The candidate shall surrender all examination material to the Invigilator.

10.4.4 Penalties for proven misconduct may include:

10.4.4.1 Summary expulsion from the examination room.

10.4.4.2 Withholding of results.

10.4.4.3 Candidate may be suspended from writing the examination.

10.4.4.4 Candidate may be subjected to a disciplinary process.

10.4.4.5 Expulsion from the College for repeated misconduct.

### 10.5 Approval of Examination Regulations

10.5.1 The Examinations Regulations were approved by the following structures of the Boitekanelo Collge:

10.5.1.1 The Academic Registrar

10.5.1.2 Academic Standards Committee

10.5.1.3 Deputy Provost Academic Services

10.5.1.4 The Academic Council

## 11.0 ACADEMIC DISHONESTY IN CONTINUOUS AND/OR FINAL ASSESSMENT

11.1 Academic Dishonesty includes but is not limited to, subverting learning outcomes through the act of using the work, or giving of answers to another student to manipulate examination rules or aid the manipulation of examination rules and all other assessments.

11.2 The College considers plagiarism a severe breach of the Code of Conduct and academic ethics. A student who is found to have plagiarized will be awarded a 0% mark in that piece of work.

### 11.3 Misconduct in an Assessment shall include:

11.3.1 Taking and/or using unauthorized material in the examination room.

11.3.2 The use of any answer book, writing or blotting paper other than the one supplied.

11.3.3 Aiding or attempting to aid, obtaining or attempting to obtain aid from another candidate.
11.3.4 Consulting or trying to consult during the test/examination any unauthorized material or another candidate while temporarily outside the examination room.
11.3.5 Impersonating another candidate or allowing one to be impersonated.
11.3.6 Such behavior which, in view of the invigilator, may prejudice the performance of other candidates.
11.3.7 Failure to obey or comply with any of the examination regulations, or the instruction of the invigilator acting within the scope of his/her authority.

**11.4 Should an invigilator catch a student in possession of unauthorized materials, the following steps must be taken:**

11.4.1 The material, as well as the examination booklet shall be confiscated as documentary evidence for the hearing.
11.4.2 The student shall then be issued with a fresh booklet on which the time of issue shall be recorded, and allowed to continue writing the examination.
11.4.3 The incident shall be recorded in the Examination Incident Report Form to be signed by both the Chief Invigilator and one of the other Invigilators in the same room.
11.4.4 At the end of the examination and after collecting all examination materials and dismissing all other students, the offending students shall be asked to comment and sign on the Examination Incident Report Form, which will be submitted to the office of the Academic Registrar immediately after the examination.
11.4.5 The evidence collected and the written statements of the invigilators and the student shall then be submitted to the Examinations Committee for deliberation. The committee shall review all reports received in connection with examination malpractice. If the student is found guilty, shall recommend appropriate penalty with reference to the present regulations.
11.4.6 The Chief invigilator is empowered to remove a candidate from the examination room if he/she deems the misconduct to be serious. The candidates shall surrender all examination material to the invigilator.

**11.5 Penalties for proven misconduct may include:**

11.5.1 Summary dismissal from the examination room.
11.5.2 Withholding of results.
11.5.3 Suspension from writing the examination.
11.5.4 Expulsion from the College for repeated misconduct.
11.5.5 The student shall be awarded a 0% mark if there is a valid evidence of misconduct.
11.6 A candidate who wishes to appeal shall follow the procedure set out in the Disciplinary Regulations.

## 12.0 PROGRESSION FROM SEMESTER TO SEMESTER

12.1 A student who scores between 40-49% of total mark shall supplement the examination.
12.2 A student who has failed without a valid reason to take a supplementary examination shall be recommended for a Fail and Retake.

12.3 A student who fails a supplementary examination or scores below 50% shall apply for a Retake.

12.4 The Head of Department shall approve the credit load of the student in case of a student retaking more than one course.

12.5 A student who has been twice unsuccessful in a Retake shall be recommended with a Fail and Discontinue.

12.6 A student who has failed all courses in a given semester shall be recommended with a Fail and Discontinue. However, consideration should be made for those students doing one Course.

12.7 Once discontinued from a course, a student shall apply for readmission after a lapse of two semesters. Such application will be subject to consideration by the Admissions Committee. The student shall enter at the level where he/she left when she/he was discontinued.

12.8 A student shall be recommended with a Fail and Exclude if he/she gets a Fail and discontinue the second time.

12.9 A student may withdraw from the college for various reasons including among others medical reasons. The concerned student will apply for withdrawal to the Academic Registrar through the Head of Department.

12.10 A student who at a point was withdrawn may apply for reinstatement to the College within two years provided the course is still offered.

## 13.0 APPEAL CASES

13.1 Students have the right to appeal to the Academic Registrar of the College if they are not satisfied with their results. The appeal shall be considered by the Examinations Committee. The Committee shall refer the examination script to the Head of Department or External Moderator (if it has not been externally moderated before) for remarking. The moderator shall change or confirm the mark.

13.2 An appeal for remarking of the examination script shall be submitted in writing on the prescribed form obtainable from the office of the Academic Registrar within two weeks of the results having been published. Requests made via the postal services should be by registered mail.

13.3 A non-refundable prescribed fee per course is to be paid by the applicant prior to remarking. The mark awarded on remarking shall override any previous mark irrespective of whether or not it is lower or higher.

13.4 All appeal cases concerning the interpretation or implementation of the Academic Regulations resulting from decisions taken by the Academic Departments shall be forwarded, within 14 days, by the affected student to the Academic Registrar.

13.5 All appeal cases concerning the interpretation and implementation of the Academic Regulations resulting from decisions taken by the Academic Registrar shall be forwarded, within 14 days by the affected student to the Academic Council through the Deputy Provost Academic Services.

13.6 Decisions of the Academic Council shall be final.

## 14.0 MISCONDUCT

Students are expected to behave in a civil and socially acceptable manner at all times. Should a student be found in breach of this Code under the influence of a health

condition, Boitekanelo College will offer such student the necessary support within reasonable limit.

14.1 Code of Conduct Offences

Behaviour that constitutes breach of this Code and therefore misconduct, includes but is not limited to the following;

14.1.1 Bringing the image or reputation of the College into disrepute.

14.1.2 Failing to show respect to fellow students and staff of the College.

14.1.3 Abuse or misappropriation of College property, including funds.

14.1.4 Violation, or attempt to violate College rules and regulations.

14.1.5 Use or threat to use violence or offensive and indecent language verbally or through electronic means that disregard the rights of others.

14.1.6 Inciting students to threaten or use violence against College administration.

14.1.7 Discriminating anyone on the basis of their race, ethnicity, gender, age or sexual orientation.

14.1.8 Willfully giving false information or attempting to deceive or impersonate, cheat or misrepresent or any other form of dishonesty.

14.1.9 Absence for 5 consecutive days without reasonable cause.

14.1.10 Disrupting administrative, academic or any other duties and functions of the College.

14.1.11 Possession or supply sharp and dangerous objects, or of illegal drugs, alcohol or coming to school or any school activity while under the influence of alcohol/drugs.

14.1.12 Bullying, harrassment, or intimidation of students or staff of the College.

14.1.13 Willfully engaging in, omitting or committing to undertake a task that causes the College to breach its regulatory obligations.

14.1.14 Infringement of the College statement on sexual harassment.

14.1.15 Failure to oblige with a penalty previously imposed under this Code.

**14.2 Major Offenses Punishable by Expulsion Include but not Limited to**

14.2.1 Misappropriation of College funds.

14.2.2 Use or threat to use violence.

14.2.3 Inciting students to threaten or use violence against College administration.

14.2.4 Academic dishonesty and Plagiarism.

14.2.5 Possession or supply of illegal drugs, alcohol, or sharp and dangerous objects.

14.2.6 Violation, or attempt to violate College rules and regulations.

14.2.7 Willfully engaging in, omitting or committing to undertake a task that causes the College to breach its regulatory obligations.

14.2.8 Infringement of the College statement on sexual harassment.

**14.3 Statement on Sexual Harassment**

Statement on Sexual harassment covers acts committed by student on another student and/or student to staff member. The following though in exhaustive, shall constitute sexual harassment:

14.3.1 Invasion of personal space through but not limited to inappropriate touching,

14.3.2 Sexually derogatory remarks and jokes
14.3.3 Sexually suggestive comments verbally, or via email or social networking sites
14.3.4 Unwelcome requests for sexual favours
14.3.5 Stalking
14.3.6 Any other form of verbal or physical abuse of a sexual nature.

### 14.4 Dealing with Misconduct

14.4.1 Any accusation or allegation against a student which may lead to a disciplinary action against a student, should be submitted with all the details of the allegation in writing to Academic Registry.
14.4.2 The Academic Registrar or his or her appointee will undertake a preliminary investigation within 30 days to ascertain whether there are sufficient grounds for disciplinary charges to be laid against a student. The Academic Registrar or his or her appointee shall contact the alleged offending student, or any other person in relation to the case, review all evidence available and decide on one of the following courses of action.
14.4.3 Dismiss the case if there is no sufficient basis or evidence to warrant disciplinary action. All concerned parties shall be informed of this decision.
14.4.4 Refer the case for mediation if the offense does not constitute, in the view of the Academic Registrar or his or her appointee, a gross violation of rules.
14.4.5 Lay formal charges

### 14.5 Mediation Forum

The Mediation Forum shall be convened by or an Appointee of the Academic Registrar.
The Mediation Forum shall be governed by the following procedures:
14.5.1 An effort will be made to resolve the contentious issue or case by mutual consent.
14.5.2 If an agreement is reached, the convenor shall make his or her recommendations to the Academic Registrar for announcement and record purposes.
14.5.3 If no agreement is reached or the student fails to appear before the forum, the matter shall be referred back to the Academic Registrar or his appointee who in turn shall lay formal charges.

### 14.6 Notice of Hearing and Charges

14.6.1 A notice of the charges and the date and time of the hearing shall be sent to the student via one or all the records the College has on the student. Notice shall be given within a reasonable time for the student to appear unless the student consents to an early hearing.
14.6.2 The notice shall clearly state each charge or allegation laid against the student and the rule or regulation he or she is charged with violating as well as the possible consequences.
14.6.3 The notice shall stipulate the following;
14.6.3.1 The rights of the student including their right to a fair hearing.
14.6.3.2 The right to present a witness.
14.6.3.3 The College assumes the student is innocent until proven guilty.
14.6.3.4 That no legal representatives are to be allowed within the hearing

### 14.7 Sanctioned Specified

14.7.1 VERBAL WARNING: An oral statement to the student that he or she has violated College rules.

14.7.2 WARNING: Oral or written warning to the offending student that continuation of the offending conduct within a specified amount of time, shall warrant severe disciplinary action.

14.7.3 CENSURE/FORMAL WRITTEN WARNING: A written reprimand for violation of College rules including the possibility of more disciplinary action if the student is found guilty of violating College rules within a specified time.

14.7.4 RESTITUTION: Reimbursement for damage to College property. The reimbursement may take several forms including financial reimbursement or performance of a service to the College in lieu of financial reimbursement.

14.7.5 SUSPENSION: Exclusion of the student from participating in lessons and/or privileges meant to be enjoyed by all College students for a specified period of time.

14.7.6 EXPULSION: The termination of the offending student from the College indefinitely. The conditions for readmission shall be stipulated in the expulsion decree.

### 14.8 Appeals Process Procedure

14.8.1 The student may appeal penalties imposed by the Disciplinary Panel, not the finding of misconduct.

14.8.2 The appeal shall be made in writing to the Chairperson of the student Disciplinary Committee within 14 days of the hearing.

14.8.3 Decisions of the mediation forum where the student was present may not be appealed.

14.8.4 Decisions where a student has signed a disciplinary agreement with the academic Registrar or any person given such authority by the Academic Registrar, may not be appealed by the student.

14.8.5 The hearing shall be informal and limited to reviewing the record of the original case proceedings, the appeal will be limited to considering if one of the following conditions on the original case proceedings exists.

14.8.5.1 **Error of Procedure-** To ascertain whether the disciplinary hearing in light of the charges, was conducted fairly and in line with appropriate procedures. Where it was found that procedure was flouted, an unfair hearing shall be declared.

14.8.5.2 **Hanging Conclusion-** Where there is a probability that the decision of the hearing may not be sufficiently supported by substantial evidence.

14.8.5.3 **Disproportionate Penalty-** Where there is reasonable cause to believe the penalty imposed for the offense is disproportionate to the rule the student violated.

14.8.5.4 **New Information-** Where new information sufficient to change the ruling, that was not known at the time of the hearing has appeared, or any other relevant evidence has emerged that may have a bearing on the original ruling.

14.8.5.5 A student may appeal the decisions of the Disciplinary Panel to Student Disciplinary Committee.

14.8.5.6 Decisions of the Disciplinary Committee that only result in a Suspension

or Dismissal, may be appealed to the Provost.

### 14.9 Appeals Process Outcome

14.9.1 The College Disciplinary Committee may only impose the following penalties;

14.9.1.1 Confirm the ruling and penalty as originally determined by an earlier hearing.

14.9.1.2 Confirm and modify the penalty. In cases where the student is the guilty party, the penalty may not be increased.

14.9.1.3 Remand the case to a new hearing

14.9.2 Provost may, on appeal take the following actions;

14.9.2.1 Confirm the ruling and penalty as originally determined by an earlier hearing.

14.9.2.2 Confirm and pardon the penalty.

14.9.2.3 Dismiss the case.

14.9.2.4 Take any other decision that he or she may deem fit in the best interest of the College.

## 15.0 SUMMARY OF OFFENCES AND PENALITIES

| | OFFENCE | PENALTY |
|---|---|---|
| 15.1 | Possession and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other person(s) | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) A written warning<br>(iv) Suspension from writing the examinations.<br>(v) Dismissal from college for repeated misconduct |
| 15.2 | Copying from other Candidates' examination work in the examination room. | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) A written warning.<br>(iv) Suspension from writing the examinations.<br>(v) Dismissal from college for repeated misconduct |
| 15.3 | Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during examinations. | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) A written warning.<br>(iv) Suspension from writing the examinations.<br>(v) Dismissal from college for repeated misconduct |
| 15.4 | Communicating orally or through gestures with other candidates during the examination | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) A written warning.<br>(iv) Suspension from writing the examinations.<br>(v) Dismissal from college for repeated misconduct |
| 15.5 | Possession /use of activated electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue tooth facility, programmable Calculator or any other such | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) A written warning. |

| | | |
|---|---|---|
| | unauthorized equipment/gadgets in the examination room. | (iv) Suspension from writing the examinations.<br>(v) Dismissal from college for repeated misconduct |
| 15.6 | Possession of used or unused examination answer booklets in the examination room during an examination other than the material issued by the invigilator | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) A written warning.<br>(iv) Suspension from writing the examinations.<br>(v) Dismissal from college for repeated misconduct<br>(vi) Withholding results |
| 15.7 | Continuing writing even after the invigilator has announced the end of time allocated to the examination | (i) A written warning.<br>(ii) Cancellation of the candidate examination results in the module concerned. |
| 15.8 | Destroying of evidence which may be used as a proof of an examination irregularity. | (i) Dismissal from the examination room.<br>(ii) Suspension of the candidates involved from the College for an academic year.<br>(iii) On reporting back, the candidate shall repeat the year. |
| 15.9 | Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination. | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) Suspension from writing the examinations.<br>(iv) Suspension of the candidates involved from the College for an academic year.<br>(v) A written warning |
| 16.0 | Willful disruption of examinations attributable to the candidate's behavior during the College examination | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) Suspension from writing the examinations.<br>(iv) Suspension of the candidates involved from the College for an academic year.<br>(v) A written warning |

| | | |
|---|---|---|
| 16.1 | Presenting oneself in the examination room under the influence of alcohol and/ or substance abuse | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) Suspension from writing the examinations.<br>(iv) Suspension of the candidates involved from the College for an academic year.<br>(v) A written warning |
| 16.2 | Conspiracy to impersonate (an) other candidate(s) during an examination | (i) Dismissal from the examination room<br>(ii) Cancellation of the candidate examination results in the module concerned.<br>(iii) Suspension from writing the examinations.<br>(iv) Suspension of the candidates involved from the College for an academic year.<br>(v) A written warning |
| 16.3 | Forging medical reports in order to obtain deferment of an examination | (i) A written warning.<br>(ii) Suspension from writing the examinations.<br>(iii) Suspension of the candidates involved from the College for an academic year. |
| 16.4 | Presenting or attempting to present materials lifted from published (Books, Papers, articles, and internet information for purposes of satisfying an assignment, project or examination, without regard or acknowledgement of the source. | (i) A written warning.<br>(ii) Nullification of grades/ cancellation of results. |
| 16.5 | Offering or attempting to offer gifts, bribes, presents to an instructor or any other officer for purposes of gaining undue advantage in academic work or examination and or changes in grades. | (i) A written warning.<br>(ii) Expulsion from the College |

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|---|---|---|
| 16.6 | Presenting or attempting to present oneself for an examination without a valid students identity Card | (i) Dismissal from the examination room. |
| 16.7 | Attending or attempting to attend classes or other academic activity whilst not duly registered | (i) Nullification of grades/cancellation of results<br>(ii) Suspension of the candidates involved from the College for an academic year. |
| 16.8 | Forging information for the purposes of gaining undue advantage. | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Nullification of grades/cancellation of results. |
| 16.9 | Bringing the image or reputation of the College into disrepute. | (i) A written warning.<br>(ii) Expulsion from the College |
| 17.0 | Failure to show respect to fellow students and staff of the college | (i) A written warning.<br>(ii) Expulsion from the College |
| 17.1 | Abuse and misappropriation of College property, including funds | (i) A written warning.<br>(ii) Expulsion from the College |
| 17.2 | Violation, or attempt to violate College rules and regulations | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Reimbursement |
| 17.3 | Use or threat to use violence or offensive and indecent language verbally or through electronic means that disregard the rights of others. | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 17.4 | Inciting students to threat or use violence against college administration | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 17.5 | Discriminating anyone on the basis of their race, ethnicity, gender, age or sexual orientation. | (i) A written warning.<br>(ii) Suspension from the college |
| 17.6 | Willfully giving false information or attempting to deceive or impersonate, cheat mispresent or any other form of dishonesty | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 17.7 | Absence for five consecutive days | (i) A written warning. |

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|---|---|---|
| | without notifying the College | (ii) Expulsion from the College<br>(iii) Suspension from the college |
| 17.8 | Disrupting administrative, Academic or any other duties or function of the college | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 17.9 | Possession or supply sharp and dangerous object, or illegal drugs, alcohol or coming to school or any school activity while under the influence of liquor | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 18.0 | Bullying, harassment, or intimidation of students or staff of the college. | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 18.1 | Willfully engaging in, omitting or committing to undertake a task that causes the college to breach its regulation obligations | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 18.2 | Infringement of the college statement on sexual harassment and | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |
| 18.3 | Failure to oblige with a penalty previously imposed under this code | (i) A written warning.<br>(ii) Expulsion from the College<br>(iii) Suspension from the college |

# 19.0 STUDENT REPRESENTATION AND FEEDBACK POLICY

Boitekanelo College values its student population groups and views its engagement with students through the principle of student centered learning. It is this principle that informs Student Representation and Feedback Policy.

The College has an elaborate student representation system inclusive of Class Representatives and the Student Representative Council.

## 19.1 Student Representation

The Class Representatives shall serve an important role of linking students within courses, to the relevant College committees and staff, on issues relating to their courses.

The Students Representative Council shall be the main and sole recognised body representing the interests of students. The SRC shall be responsible for developing the intellectual, cultural, social and sporting life of the students. Therefore, the selected Student Representative Council (SRC) shall sit in the following structures of the College:

19.2 Academic Board; By invitation

19.3 Student Disciplinary Panel
One student

19.4 Student Disciplinary Committee
One student

19.5 Student Support and Development Committee
One student

19.6 Orientation Committee
One student

19.7 Board of Directors; By invitation

19.8 Examinations Committee; By invitation

## 19.9 Feedback

The forms of feedback mechanisms to encourage flow of communication beyond participation in the aforementioned committees are Suggestion Box and Course Evaluation. Feedback is used to inform policy and improve learning experiences of students.

The sole objective of Course Evaluations is to solicit student feedback on matters specifically affecting their learning. It covers course learning objectives, course organisation and student-lecturer engagement. They are administered at the end of each and every semester.

With respect to the Suggestion Box, it is an opened forum for students to air their comments on any matters of their college experience from general administrative issues to their learning experience. The suggestion box is opened bi-weekly.

## 19.10 Student Governance

Boitekanelo College strongly values an effective student representation and acknowledges its importance in the lives of students and growth of the institution. At BC we believe that student representation and governance is an indispensable, critical part of the higher-education experience. The College hence has in place a student-governance structure, The SRC with popularly elected leaders accountable to the student community. The SRC exists as an

independent autonomous body with its own mandate. It is the spirit of student governance that whatever mandate, it is dedicated to maintaining and improving the quality of education and student life on campus and ensuring accountability of the College to the students.

The Student support and development perspective of the College believes that all students, (not just those who hold formal leadership positions) are potential leaders. It is this principle that informs the view of the College that the SRC as an autonomous body, promote personal development of their constituents through creating space for students to assume positions within their structures. Such structures may be internally within the SRC as an organization or through organizations in any form or shape that exists at the pleasure of the SRC and the student community.

### 19.11 Conflict Resolution

The College has structures forums in the form of scheduled regular bilateral meetings between the management with the SRC, SRC specific officer bearers with equivalents or counterparts in the College, e.g SRC Minister of

Communications and Customer Relations Manager, Academic Registrar and SRC Minister of Learning and Development. In addition to these, the College has class representatives, a structure that acts as direct forum for class specific academic concerns resolution. The College further has a practice of unscheduled direct class address between the Principal accompanied by the Academic Registrar and Customer

Relations Manager, as another structure of conflict resolution.

### 19.12 Boitekanelo College is committed to

19.12.1 providing leadership skills among successive SRCs,

19.12.2 resolving concerns of the SRC sincerely in an honest and transparent manner at the earliest reasonable time.

19.12.3 maintaining the SRC's official position and status in support, as reasonable and within the College' means, the SRC with material and other forms of support as when it is deemed necessary and legitimate.

### 19.13 What the College Expects of the SRC

19.13.1 to represent and act in the best interests of all students. 6.2.2 to initiate the engagement of students in constructive activities.

19.13.2 to facilitate a culture of learning, excellence and personal development in campus.

19.13.3 promote responsible use of alcohol and discourage use of habit-forming substances.

19.13.4 to encourage good co-operation between the student body, its affiliates and the College authorities.

19.13.5 to promote, protect and advance the interests of all students regardless of race, class, gender, nationality, sexual orientation, religion, age, political affiliation, disability or ideology.

### 19.14 Guiding Principles

19.14.1 Academic Excellence

19.14.2 Unity in diversity

19.14.3 Non discrimination

19.14.4 Equality

19.14.5 Accountability
19.14.6 Effective governance
19.14.7 Collegiality

19.15 Approval of Student Representation and Feedback Policy

Student Representation and Feedback Policy was approved by the following structures of the College:

19.15.1 The Academic Registrar
19.15.2 Chairperson of Student Support and Development Committee
19.15.3 Deputy Provost Academic Services
19.15.4 The Academic Council

NB: Student Representation and Feedback Policy shall be reviewed every 5 years or earlier. Where it is reviewed earlier, the Academic
Registrar or such other person who the Academic Council has vested such authority, should make a formal representation to the Academic Standards Committees, and should have obtained formal written approval to do so.

## Declaration Of Applicant

**Retain this Copy**

I, the undersigned applicant, do here by:
a) acknowledge that I understand the provisions of the declaration of this Enrolment Contract, and hold myself bound thereby, and all other provisions of this registration; and by the Code of Conduct of Boitekanelo College, for any period for which I am a registered student;
b) acknowledge that I have familiarised myself with the prospectus and programme content and confirm that the information given in this form is accurate and complete in all respects;
c) confirm that I have to satisfy the requirements of my academic performance as laid down by Boitekanelo College;
d) acknowledge that should I terminate the student contract or withdraw before studied begin, Boitekanelo College is entitled to any registration fee paid by or on behalf of the student;
e) agree that if Boitekanelo College receives payments of a student's tuition or any other fees from the government, agency or any sponsoring person other than the student, any refund of the student's tuition must be paid to the government, agency or the sponsoring person;
f) hold myself responsible for the full payment of full tuition fees relating thereto, notwithstanding the fact that my sponsor has undertaken to pay the full tuition fees;
g) understand that it is my responsibility to inform my sponsor of all applicable fees;
h) agree that where tuition fees are payable to Boitekanelo College in instalments, the failure to pay any single instalment timeously will result in a monthly penalty being charged and
the full amount owing shall become and payable immediately;
i) agree that Boitekanelo College shall be entitled to recover from me all legal costs incurred in order to enforce its rights under this contract, including, but not limited to, attorneys and own client fees, collection charges or any other applicable charges;
j) agree that Boitekanelo College reserves the right to withhold results, transcripts and certificates should there I default in payments according to this signed Enrolment Contract;
k) accept that if I choose a payment plan, I am in a position to fulfill my financial obligations to Boitekanelo College;
l) understand that, subject to my payment plan, I am liable to settle my tuition costs within 21 days
m) understand that I may withdraw or cancel my registration for the current academic year as whole and shall be exonerated from the liability to pay full fees (excluding the registration fee) provided Boitekanelo College is informed in writing within 14 days of registration, where such withdrawal has been confirmed in writing by Boitekanelo College;
n) agree that should I default with any payment on due date and be handed over for debt collection, Boitekanelo College shall be entitled to claim 100% of amount owing at the time of breach as penalty and pre-estimated;
(o) understand that the fee revisions may be made between Semesters.

I acknowledge that, notwithstanding the existence of appeal processes, the academic judgement as laid down by due processes of Boitekanelo College, will be regarded as final.

The sponsor shall remain liable to all outstanding fees as a surety and Boitekanelo College will pursue you as the sponsor in ensuring fees are collected.

Print Name:_____

Signature of Applicant:_____

Date:_____/_____/_____

Name of Sponsor / Parent:_____

Signature of Sponsor and Surety:_____

Date:_____/_____/_____

## Declaration Of Applicant

**Return this copy to Admissions Office**

I, the undersigned applicant, do here by:

a) acknowledge that I understand the provisions of the declaration of this Enrolment Contract, and hold myself bound thereby, and all other provisions of this registration; and by the Code of Conduct of Boitekanelo College, for any period for which I am a registered student;

b) acknowledge that I have familiarised myself with the prospectus and programme content and confirm that the information given in this form is accurate and complete in all respects;

c) confirm that I have to satisfy the requirements of my academic performance as laid down by Boitekanelo College;

d) acknowledge that should I terminate the student contract or withdraw before studied begin, Boitekanelo College is entitled to any registration fee paid by or on behalf of the student;

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Signature of Applicant:_____

Date:_____/_____/_____

Name of Sponsor / Parent:_____

Signature of Sponsor and Surety:_____

Date:_____/_____/_____