

SINU Academic Policy

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Part I: Foundations

1. Background

- 1.1. The Solomon Islands National University is a body corporate with perpetual succession, which has a common seal, established by the *Solomon Islands National University Act 2012* to serve the needs of the post-Secondary educational and industrial training requirements of Solomon Islands. With the power and capacity in its corporate name it can sue and be sued, purchase, hold, charge, sell, exchange, demise or otherwise dispose of real and personal property, to invest, lend or borrow money, to enter into contracts, to appoint agents and attorneys, to engage consultants, to fix charges and other terms for services and other facilities it supplies.
- 1.2. SINU is fully committed to its responsibility as a Premier National Institution providing post-Secondary education and industrial training, to make a lasting and positive contribution to Solomon Islands.
- 1.3. The Act (s33) created the University Senate, which is responsible for the teaching, research and all other academic work of the University and for the regulation and superintendence of the education, training and discipline of the students of the University.
- 1.4. The University Academic Policies are adopted by the Council on the recommendation of the Senate to regulate the conduct of all academic affairs of the University.

2. Objectives of the University and University Ethos

- 2.1. The objectives of the University are specified in SINU Act as follows:
 - 4(1) The object of the University is to promote scholarship, research, free inquiry, academic excellence, and trade competence and in this process create, disseminate, maintain, and advance knowledge and productivity by teaching, training and other means, for the welfare and needs of the communities in Solomon Islands and the region;
 - (2) The University shall be concerned with education and training at the post-secondary-levels, including education and training at the technical and vocational levels, consistent with international standards of teaching, research and other academic activities in institutions of higher learning.
- 2.2. The ethos of the University is capsulated in the SINU Act; s5 of the Act states:
 - (1) The University shall have academic freedom in all matters of imparting of higher education in accordance with the provisions of this Act.
 - (2) The Council must ensure that academic freedom is preserved and enhanced at the University.
 - (3) In this section, "academic freedom" means the freedom of the University, within the law, including the best traditions of the academia, and the highest ethical standards –
 - a. To employ and to determine the terms and conditions of its staff;
 - b. for the University to regulate the content of subjects taught at the University, and to determine the mode of teaching and assessment that best promotes learning; and
 - c. for staff and students to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions within the best traditions of advancing such ideas, and to engage in research and publication.
 - (4) In the performance of their functions as well as policy, the Council and Management of the University and authorities and agents of the Crown, shall always act in ways that are consistent with promoting academic freedom at the University.

- 2.3. The fundamental objective of bestowing this freedom is to allow the University to carry out the mission of scholarship, research, free inquiry, academic excellence, and trade competence, in the best traditions of scholarship.
- 2.4. The University is obliged to provide an environment to its staff and students to enable to, without adverse consequences,
 - 2.4.1. To learn.
 - 2.4.2. To engage in free inquiry and exchange of ideas.
 - 2.4.3. To critically examine, analyse and enter into discourse amongst themselves or with their teachers on matters that may be sensitive or controversial.
 - 2.4.4. To advance in the classrooms, laboratories, workshops, farms and through all teaching facilities, research and publications, a wide range of interpretations, views, and results in accordance with the best standards of scholarly inquiry and professional ethics.
 - 2.4.5. In carrying out the above, to be judged fairly and transparently by the content of their knowledge rather than on the basis of any extraneous motivation or the demeanour or conduct of the student and/or on his/her ethnicity, gender, colour, sexual orientation, views on religious beliefs, mother-tongue, political opinions, nationality, origins, or tribal/clan affiliation.
- 2.5. In exercising academic freedom, staff and students are to, at all times, exercise academic responsibility. This requires them to faithfully perform their academic duties and undertake obligations according to the demands, and within the traditions of scholarship.
- 2.6. Qualification: The objective of academic freedom is not to enable staff and students to be empowered over and above the ordinary citizen in holding and/or expressing individual or collective views; academic freedom demands that all views expressed are, at all times and through all medium, **be based on** academic research and the best traditions of the academia.
- 2.7. It is the responsibility of every member of SINU to comply with the objectives of the Act and advance the ethos of the University as encapsulated in the law.
- 2.8. Academic decision-making must always be within the context of the objectives and ethos of SINU.

3. The University Senate

- 3.1. The Senate shall:
 - 3.1.1. advise the Council about teaching, scholarship and research matters concerning the University;
 - 3.1.2. formulate proposals for academic policies of the University;
 - 3.1.3. monitor academic activities of the University; and
 - 3.1.4. promote and encourage scholarship and research at the University.
 - 3.1.5. advise the Council about teaching, scholarship and research matters concerning the University;
- 3.2. The Senate may establish academic boards for faculties, schools and departments to regulate the academic affairs of the respective faculty, school or department, and to advise the Senate on academic affairs of the respective faculty, school or department.
- 3.3. The Senate may advise the Council on establishment of faculties, schools, and institutes of the University as are necessary to achieve the objects of the University.
- 3.4. The Senate may recommend to the Council on affiliating any existing or new Faculty or academic institutions with the University by resolution.
- 3.5. The Senate:
 - 3.5.1. may advise the Council on the composition of each faculty, division, school or department and their academic and administrative organisations, and
 - 3.5.2. may advise the Council on the creation of institutes and centres, and other academic units, of the University
- 3.6. Senate Membership shall comprise:
 - 3.6.1. Chairperson: Vice Chancellor
 - 3.6.2. Members:
 - 3.6.2.1. all officers of the University responsible for academic affairs of the University who are above the position of a Dean of School;
 - 3.6.2.2. all heads of the University's faculties, divisions, schools, centres and institutes; and
 - 3.6.2.3. A number of professors of the University as determined by the Council periodically to be elected by the full-time professorial staff of the University on a two-year basis.

4. Academic Boards

- 4.1. The Senate shall establish the Academic Boards for each faculty, school and department, and for any Institute/Centre of the University which offers an award of the University, or a programme of study leading to a formal award of the University.
- 4.2. Faculty Academic Boards are responsible to the Senate for:
 - 4.2.1. Ensuring that the Faculty examines its programmes at least on an annual basis and deliberates on whether these meet the objectives of the University
 - 4.2.2. Ensuring that at least on an annual basis, the Faculty examines the HR needs of the country and the region the University serves, and deliberates on emerging needs which fall within the scope of the Faculty, and submitting proposals on new programmes of study and withdrawing existing programmes.
 - 4.2.3. Ensuring that the curriculum for the programmes are maintained as relevant to the objectives of the programme(s).
 - 4.2.4. Ensuring the development and maintenance of quality standards of teaching, learning and student performance, and for integrity of all processes and systems of student assessment.
 - 4.2.5. Providing advice on procedures and criteria for recruitment, selection and admission of students to the faculty.
 - 4.2.6. Providing advice on resource requirements for effective delivery of the programmes in the faculty.
 - 4.2.7. Providing opportunity for formal deliberations on relevant academic matters within the Faculty, the University or beyond the University.
 - 4.2.8. Ensuring implementation and compliance within the Faculty of all University policies and procedures as relate to the staff of the Faculty
 - 4.2.9. Encourage inter-faculty co-operation in the best interests of the University.
 - 4.2.10. Any other matter as required by the Senate or the Vice Chancellor.
- 4.3. Membership of each Faculty Academic Board shall comprise at least the following:
 - 4.3.1. Faculty Dean, who shall be the Chairperson of the Board
 - 4.3.2. All persons holding the position of a Head of School in the Faculty
 - 4.3.3. All persons holding the position of a Head of Department in the various schools within the faculty
 - 4.3.4. All other academic staff of the faculty who hold full-time positions in the Faculty.
 - 4.3.5. Such other persons as determined by the Senate representing other faculties, Institutes, and sections of the University.
- 4.4. Institute/Centre Academic Boards are responsible to the Senate for:
 - 4.4.1. Ensuring that the Institute examines its research and other academic programmes at least on an annual basis and deliberates on whether these meet the objectives of the University.
 - 4.4.2. Ensuring the development and maintenance of quality standards of research, publication, teaching, learning and student performance, and for integrity of all processes and systems for assessing research and student performance.
 - 4.4.3. Providing advice on procedures and criteria for recruitment, selection and admission of students to the programmes in the Institute/Centre.
 - 4.4.4. Providing advice on resource requirements for effective delivery of the research and teaching programmes in the Institute/Faculty.
 - 4.4.5. Providing opportunity for formal deliberations on relevant academic matters within the Institute, the University or beyond the University.
 - 4.4.6. Ensuring implementation and compliance within the Institute of all University policies and procedures as relate to the staff of the Faculty
 - 4.4.7. Encourage inter-faculty co-operation in the best interests of the University.
 - 4.4.8. Any other matter as required by the Senate or the Vice Chancellor.
- 4.5. Membership of each Institute Academic Board shall comprise at least the following:
 - 4.5.1. Institute Director, who shall be the Chairperson of the Board
 - 4.5.2. All persons holding the position of a Deputy Director of the Institute
 - 4.5.3. All persons holding the position of a Manager in the Institute
 - 4.5.4. All other academic staff of the Institute and all its centres who hold full-time positions in the Faculty.
 - 4.5.5. Such other persons as determined by the Senate representing other sections of the University
- 4.6. The Office of the respective Faculty Dean or Institute Director shall service the respective

Academic Board.

- 4.7. A Faculty Academic Board may establish Department Academic Boards to advise the Faculty Academic Board on academic matters of the Department.
- 4.8. An Institute Academic Board may establish Centre Academic Boards to advise the Institute Academic Board on academic matters of the Centre.

5. Examination & Assessment Boards

- 5.1. Each Faculty Academic Board shall establish a Faculty Examination Board.
- 5.2. Any Institute or Centre of the University which offers any programme for formal award of the University shall establish an Institute / Centre Examination and Assessment Board.
- 5.3. Each Examination Board shall be responsible, through the respective Faculty Academic Board, to the Senate, for all matters relating to examinations and assessments.
- 5.4. The functions of a Faculty/Centre Examination Board are to:
 - 5.4.1. Approve the results of all units/courses and programmes that are offered through the Faculty/Institute/Centre, for release.
 - 5.4.2. Report to the Senate through the Faculty / Institute Academic Board on examination and assessment outcomes for each academic term.
 - 5.4.3. Bring to the Senate's attention, through the Faculty / Institute Academic Board, any issue relating to examinations and assessments on which the Senate needs to deliberate.
- 5.5. The membership of Faculty/Centre Examination Boards shall include, but need to be limited to:
- 5.6. The Faculty Dean or Institute Director, as the case may be, who shall chair each Examination Board.
- 5.7. The head of the academic division (School and/or Department and/or Centre) responsible for the programme or groups of programmes.
- 5.8. The leader(s) of the programme(s) covered by the Examination Board if the programme does not report to any specific department or school.
- 5.9. A Faculty Academic Board may establish Department Examination and Assessment Boards to advise the Faculty Examination Board on examination and assessment matters of programmes in the Department.
- 5.10. An Institute Academic Board may establish Centre Examination and Assessment Boards to advise the Institute Examination and Assessment Board on examination and assessment matters of programmes in the Centre.
- 5.11. A nominee of the Academic Office shall be ex-officio member of every examination and assessment board of the University.

6. Reporting

- 6.1. Each Faculty and Institute shall make formal report to the Senate at least 4 times a year.
- 6.2. The minutes of each Faculty / Institute Academic Board shall be submitted to the immediate next Senate as a Senate Paper for Information.
- 6.3. Each School (or Centre) shall make formal report to the respective Faculty (or Institute) Academic Board at least 4 times a year.
- 6.4. The minutes of each School / Centre Academic Board shall be submitted to the immediate next Faculty / Institute (as the case may be) Academic board as a Paper for Information.
- 6.5. A Faculty Examination and Assessment Board reports to the respective Faculty Academic Board
- 6.6. An Institute Examination and Assessment Board reports to the respective Institute Academic Board.

Part II: University Awards

7. Awards of the University

- 7.1. The Solomon Islands National University is a dual sector University. It is mandatory for the University to offer programmes in both, technical and vocational education and training (TVET), and higher education (HE).
- 7.2. The University's awards shall be classified by Levels 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 according to the number of credits accumulated at the defined levels. Details on the classifications are in the SINU Qualifications Framework, provided in Schedule I
- 7.3. At each graduation of the University, the University Academic Office shall publish a list of the University's awards, and the students who have been conferred each award.
- 7.4. The following are the awards of the University:
 - 7.4.1. Short Course Certificates as described in s15 below.
 - 7.4.2. University Preparatory Certificates as described in s16 below
 - 7.4.3. Certificates at Levels I, II, III, IV & V as described in s17 below.
 - 7.4.4. Higher Education Certificates as described in s18 below.
 - 7.4.5. Trade Diplomas as described in s19 below.
 - 7.4.6. Higher Education Diplomas as described in s20 below.
 - 7.4.7. Advanced Diplomas as described in s21 below.
 - 7.4.8. Degrees of Bachelor as described in s22 below.
 - 7.4.9. Graduate Certificates as described in s23 below.
 - 7.4.10. Graduate Diplomas as described in s24 below.
 - 7.4.11. Postgraduate Certificates as described in s25 below.
 - 7.4.12. Postgraduate Diplomas as described in s26 below.
 - 7.4.13. Degrees of Master as described in s27 below.
 - 7.4.14. Degrees of Doctorate as described in s28 below.

8. University Credit Recognition

- 8.1. All courses/units offered by the University that are used for any certification of attainment shall have associated credit points.
- 8.2. The University bases its credit point system on the hours of learning which are required by a student who just meets the minimum entry requirement for a particular programme or unit, to master the prescribed contents sufficiently to meet the requirements of a pass or competency.
- 8.3. The University recognises that learning takes place both, in class and outside class.
- 8.4. Outside class learning comprises self-directed learning and learning through absorption of information as a student advances in training.
- 8.5. Self-Directed Learning (SDL) is learning that a student undertakes through formal/structured study on one's own. This could be from reading prescribed materials, carrying out prescribed homework or assignments, or carrying out determined laboratory or practical work. None of these would require an instructor to be present. The study is "self-directed".
- 8.6. Other than SDL, a student also learns outside the prescribed framework.
- 8.7. For calculation of credit points, only self-directed learning as prescribed in the unit outline or programme document shall be considered, together with learning under guidance of a teaching/training staff.
- 8.8. Total hours recognised for calculation of credits, therefore, is the total hours spent in contact with the instructor (for example, in lectures, tutorials, tests, labs, online required activities, exams, field trips, internships, private instruction/consultation), and the total hours required to be spent in self-directed learning (for example, study, reading, exam or test preparation, formal or informal coaching, group study, writing drafts, completing assignments, research data gathering, project design etc.).
- 8.9. Credit point is defined in this Policy as the total learning hours for a specific content in a programme, deflated by a factor of 10 for computational ease.
- 8.10. Each programme of study will specify the total credit points that are needed to successfully complete the programme at the required level of competency/achievement.
- 8.11. The total credit points for a programme of study shall normally be divided into a number of

courses or units, with clear specification of the total credit points for each unit. As the credit point system depends on the time necessary to successfully complete a unit, credit points may differ for different units within a programme.

- 8.12. Each programme of study will specify the total credit points that are needed to successfully complete the programme at the required level of competency/achievement.

9. Academic Year and Terms

- 9.1. The University requires a full-time student learning per year to be equivalent to the full-time standing of an employee in the private sector in Solomon Islands. At present this stands between 1,500 hours and 2,000 hours per year.
- 9.2. The University expects a full-time student who just meets the entry requirement for the respective programme to spend 1,800 hours per year for the prescribed number of years, in learning to acquire the competency required of the programme or to pass the programme
- 9.3. For the academic environment, this averages to between 36 and 40 weeks of learning, with each week comprising between 45 and 50 hours of learning.
- 9.4. For computational purposes, the University allocates one credit point to ten hours of learning.
- 9.5. For computational and pedagogical efficiency, an academic year is divided into a number of terms. Classes may be offered in the following terms at the University:

10	Semester	Trimester	Quarter	Block	Moon/Summer	Week
Weeks of Classroom Instruction	14	12	10	8	4	1
In-term breaks (weeks)	1	1	0	0	0	0
Pre-exam Study & Exam Period	1	1	1	1	0	0
Exam Period (weeks)	2	2	1	1	0	0
Total Weeks Available for Learning	18	16	12	10	4	1
Total Hours Available	900	800	600	500	200	50
Credit Points per term	90	80	60	50	20	5

- 9.6. The University defines a full-time student as one who enrolls for programmes/units which require:
- 900 hours of learning per Semester or
 - 800 hours of learning per Trimester or
 - 600 hours of learning per Quarter or
 - 500 hours of learning per Block or
 - 200 hours of learning per Moon or
 - 50 hours of learning per Week-Term
- 9.7. The normal full-time student load per year is 180 credit points. This requires a full-time student to enroll in:
- 2 semesters per year, or
 - 2 trimesters + 1 Summer/Moon per year, or
 - 3 Quarters per year or
 - 4 Blocks per year
- 9.8. A variation of plus or minus 25% is allowed in the credit point for each term in the formal determination of full-time status. This, full time study will involve registration in more than or equal to 0.75 for the full term. Part time study will involve registration in less than 0.75 for the full term load.
- 9.9. A student may enroll in a combination of terms if the programme permits this.
- 9.10. Credit points measure only the workload involved in lectures and seminars, not their level of difficulty. An examination ascertains whether the effort invested by the student has been successful.
- 9.11. Credit points are awarded on the all-or-nothing principle, which means that there would be

no distinction on the credit points awarded in a unit on the basis of grades obtained in the unit.

- 9.12. Grade Point Average (GPA) is calculated as the average grade point, weighted by the credit point in each unit in the calculation of the GPA. For units which students have repeated, the grades in all the attempts shall be included in the calculations. Units that the students have attempted but failed shall be included in the calculation of the GPAs.

10. Credit Point

- 10.1. All courses/units offered by the University that are used for any certification of attainment, also referred to as a University Award, shall have associated credit points.

Part III: University Programmes and Entry Requirements

11. Programmes

- 11.1. The University shall offer programmes in both, TVET and Higher Education.
- 11.2. The University aims to prepare each graduate with essential knowledge, competencies and skills for employment in the area of the graduate's qualification. For this reason, every programme shall have an industrial/work experience or internship component ranging from three months to one year or more for students to qualify for graduation. The Senate may, however, grant specific exemption from the requirement of industrial/work experience or internship required for specific programmes.
- 11.3. Individual students may, upon written applications, be granted exemptions on the basis of their continuing or prior work experience in the industry/sector that normally absorbs attachées/interns from the respective programmes.
- 11.4. Industrial/work experience or internships may be supervised. All supervised internships attract credits. Unsupervised work/ industrial experience and/or internships do not qualify for credit. Assessing employer reports on attachments that are not supervised by the instructor or a duly appointed supervisor does not qualify as supervised attachment. Supervision of industrial experience attachment /internship involves:
 - 11.4.1. organising student placement in industry;
 - 11.4.2. ongoing structured monitoring of student work and progress, which may include instructor site-visits, and/or the instructor organising industry supervisors to supervise, monitor and guide the student; and
 - 11.4.3. final assessment of student learning and performance during the placement.
- 11.5. Students who transfer to a higher level programme without seeking an award at their current programme, may apply for a waiver of the industrial/work experience requirement in favour of industrial/work experience to be undertaken for the higher qualification.

12. Student Entry and Admission

- 12.1. The general admission requirement for programmes of study shall be that the applicant for a particular programme should show the ability to achieve the standards required for the respective award.
- 12.2. The ability is assessed through examining an applicant's achievements and competencies as submitted by the applicant through an application form.
- 12.3. To gain admission, students must apply to the University through the prescribed forms and the prescribed processes. Applications can be submitted either electronically or in hardcopy.
- 12.4. Students may be admitted in selected programmes on the basis of recognition of credits obtained at another institution (referred to as Cross Credit), maturity, or prior learning.

13. Maturity

- 13.1. An applicant who is over the age of 23 years is defined as a mature student for the purposes of entry requirements.

14. Credit Transfer, Recognition of Prior Learning, Recognition of Current Competencies

- 14.1. Students may be admitted to an appropriate programme through exemption of course/unit or programme requirements if they are granted Credit Transfer, Recognition of Prior Learning credit, or Recognition of Current Competencies (RCC) certification.
- 14.2. The University may allow credit transfers to a programme from credits obtained by a student in an equivalent course at another institution. Applications for credit transfer must be made to the Faculty Dean on the prescribed form.
- 14.3. Courses allowed for cross-crediting will be reflected in the transcripts as "CT", defined as "Credit Transfer", or "RPL", defined as "Recognition of Prior Learning", or as "RCC", defined as Recognition of Current Competencies.

14.4. Credit Transfer

- 14.4.1. Credit Transfer refers to granting credit from a qualification undertaken at another tertiary institution, towards a SINU qualification.

- 14.4.2. A student who has carried out studies at another institution may be granted credit subject to the qualification being approved for credit.
- 14.4.3. Applications for credit transfers are to be made to the respective Faculty through the submission of the Credit Transfer Application Form. The Faculty Dean shall establish the processes through which credit transfer applications shall be processed. The processes, or any amendment to these, shall be submitted to the Senate for approval. The consideration of applications for credit transfers shall always be within the SINU's Qualifications Framework.
- 14.4.4. The University shall provide for a flexible environment for students to obtain quality qualifications. While a Faculty has full authority on awarding credit transfers within the provisions of the SINU's Qualifications Framework, no Faculty shall place any requirement that a student needs to do more than 15% of one's studies at the University to obtain a University Qualification.

14.5. Recognition of Prior Learning

- 14.5.1. SINU may grant credit for prior formal or non-formal learning (an RPL credit).
- 14.5.2. Formal learning is defined as study undertaken either within SINU or at any other tertiary institution prior to admission to a course. Non-formal learning is defined as previously acquired learning based upon life experiences, work experiences, or a combination of non-formal and formal learning.
- 14.5.3. An application for RPL is through an application for enrolment in a programme of study at the University. Applicants may apply for an assessment of RPL through the prescribed form.
- 14.5.4. Credit may be granted as Specified credit or unspecified credit. Specified credit is given where there is direct equivalence between a unit in a course and the prior learning. Unspecified credit is given where prior learning is deemed by the respective Dean or Director to be relevant and at an equivalent level to a part or parts of a programme. Unspecified credit may be in a general subject area, and granted towards the course as a whole.
- 14.5.5. To qualify for RPL credit, prior formal learning must normally have been undertaken within the past five years of the first date of enrolment into the course for which credit is sought.

14.6. Limits of RPL and Cross Credits

- 14.6.1. Subject to the relevant course regulations, the following limits on RPL credit or cross credit shall normally apply.
- 14.6.2. In the case of a **graduate or postgraduate qualification**, a maximum of one third of the total credits of the qualification may be credited.
- 14.6.3. In the case of a **four-year degree**, a maximum of three quarters of the total credits of the qualification may be credited. A student must complete the final year requirements for the qualification.
- 14.6.4. In the case of a **three-year bachelor's degree**, a maximum of two thirds of the total credits of the qualification may be credited.
- 14.6.5. In the case of a **diploma or certificate**, a maximum of one third of the total credit of the qualification may be credited.

15. Short Course Certificates

15.1. Characteristics of Short Courses

- 15.1.1. Short Course are of two categories: credit courses and non-credit courses.
- 15.1.2. Credit courses of study are those where the study is formally assessed by the University. All courses which are formally assessed qualify for Certificates of Attainment.
- 15.1.3. The University may offer non-credit courses. These are courses where formal assessment is not required. These courses do not qualify for credit points. Participation in such courses qualify only for Certificate of Participation. Such certificates may carry the University Letterhead and/or the University rubber stamp. These course certificates are not sealed.
- 15.1.4. Short courses may be special courses in some specified area of study, or could be components of courses that are offered as part of an established programme.

15.2. Entry Requirements

15.2.1. Short courses for credit are at various levels of competencies. Each level of competency has prescribed entry requirements.

15.2.2. Applicants must meet the entry requirements as prescribed for the specific short course the applicant is interested in.

16. University Preparatory Certificates**16.1. Characteristics of University Preparatory Certificates**

16.1.1. The University's Preparatory Certificates are offered at Levels 1, 2, 3 & 4 of the SINU Qualification Framework. These certificates shall be characterised by studies which prepare students for post-secondary education and training.

16.1.2. Certificates at all levels require a minimum of 180 credit points in courses/units offered at the respective level.

16.1.3. Detailed description of the characteristics for each level are provided in the SINU Qualifications Framework.

16.1.4. For a student to graduate in any of the Certificates, the student would be required to pass the specified generic compulsory units.

16.2. Entry Requirements for Preparatory Certificates at Levels 1, 2, 3 & 4

16.2.1. Entry into University Preparatory Certificate at Level 1 requires an application to either complete Solomon Islands year 9 studies, or equivalent. Applicants who pass SINU's Basic Numeracy and Literacy courses qualify to be admitted at Certificate Level 1. Recognition is also given to applicants who do not meet the continuous education progression requirement, but who display maturity, or possess work experience, or prior learning.

16.2.2. Entry into University Preparatory Certificate at Level 2 requires an application to either complete the University Preparatory Certificate Level 1, or Solomon Islands year 10 studies, or equivalent. Recognition is also given to applicants who did not meet the continuous education progression requirement, but who display maturity, or possess work experience, or prior learning.

16.2.3. Entry into University Preparatory Certificate at Level 3 requires an application to either complete the University Preparatory Certificate Level 3, or Solomon Islands year 11 studies, or equivalent. Recognition is also given to applicants who did not meet the continuous education progression requirement, but who display maturity, or possess work experience, or prior learning.

16.2.4. Entry into University Preparatory Certificate at Level 4 requires an application to either complete the University Preparatory Certificate Level 3, or Solomon Islands year 12 studies, or equivalent. Recognition is also given to applicants who did not meet the continuous education progression requirement, but who display maturity, or possess work experience, or prior learning.

17. University Trade Certificates**17.1. Characteristics of Trade Certificates**

17.1.1. The University's Trade Certificates are offered at Levels 1, 2, 3 & 4 of the SINU Qualification Framework. These certificates shall be characterised by study that emphasise skill, competencies and technical knowledge.

17.1.2. Certificates at all levels require a minimum of 180 credit points in courses/units offered at the respective level.

17.1.3. Detailed description of the characteristics for each level are provided in the SINU Qualifications Framework.

17.1.4. For a student to graduate in any of the Certificate, the student would be required to pass the specified generic compulsory units.

17.2. Entry Requirements for Trade Certificates at Levels 1 & 2

17.2.1. Entry into Certificates at Levels 1 & 2 require an application to either complete Solomon Islands year 10 studies, or equivalent. Applicants who pass SINU's Basic Numeracy and Literacy courses qualify to be admitted at Certificate Levels 1 & 2.

- 17.2.2. Recognition is also given to applicants who did not meet the continuous education progression requirement, but who display maturity, or possess work experience, or prior learning.

17.3.Entry Requirements for Trade Certificates at Levels 3 & 4

- 17.3.1. Applicants for Certificate Level 4 ought to have successfully completed 11 years of education with continuous progression, or equivalent. Successful completion requires a pass in the respective examination or assessment.
- 17.3.2. Applicants for Certificate Level 4 ought to have successfully completed 12 years of education with continuous progression, or equivalent. Successful completion requires a pass in the respective examination or assessment.
- 17.3.3. Applicants who pass SINU's Numeracy and Literacy courses at Certificate level 2 (at 11 yrs of continuous study competency) qualify to be admitted in Certificate Levels 3 & 4.
- 17.3.4. Recognition would be granted to applicants who did not meet the continuous progression requirement, but who are able to demonstrate their ability to succeed in programmes at these levels on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses, which must be passed to progress further.

18. University Higher Education Certificates

18.1. Characteristics of Higher Education Certificates

- 18.1.1. The University offers Certificates in Higher Education.
- 18.1.2. The Higher Education Certificates are awarded at Level 5 of the SINU Qualifications Framework. These certificates comprise the first year of a degree programme in all areas except Medical Science. These Certificates emphasise the academic foundation of a degree. In general these programmes provide a basis for further study by developing the academic skills and attitudes needed to progress to the second year of a Bachelor degree.
- 18.1.3. Detailed description of the characteristics for each level are provided in the SINU Qualifications Framework.
- 18.1.4. For a student to graduate in any of the Certificate, the student would be required to pass the specified generic compulsory units.
- 18.1.5. Certificates at all levels require a minimum of 180 credit points in courses/units offered at the respective level.

18.2.Entry Requirements for Higher Education Certificates

- 18.2.1. The minimum entry requirement for fresh school leavers to a Higher Education Certificate programmes is the same as the requirement for admission into a Bachelor's degree in the area. Generally, this is a pass in Solomon Island Year 13 Examination (13 years of education with continuous progression), or its equivalent, with at least 50% in subjects designated in the relevant programme regulations. Some programmes may have specific subject or aggregate mark thresholds for admission.
- 18.2.2. Recognition would be granted to applicants who do not meet the continuous progression requirement, but who are able to demonstrate their ability to succeed in the higher education programme at Level 5 on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses, which must be passed to progress further.

19. University Trade Diploma

19.1.Characteristics of Trade Diplomas

- 19.1.1. The University offers Trade Diplomas in a number of specialisations.
- 19.1.2. Trade Diplomas shall be awarded at Level 5 and shall comprise a minimum 360 credits, of which a minimum of 180 credits shall be at or above Level 5 units.
- 19.1.3. Trade Diplomas shall be characterised by study in areas which emphasise technical competencies, applied knowledge and advanced technical skills. Detailed description of the characteristics for Trade Diplomas are provided in the SINU Qualifications Framework.

- 19.1.4. For a student to graduate in any of the Diplomas, the student shall pass the specified generic compulsory units.

19.2. Entry Requirements for Trade Diploma Programmes

- 19.2.1. The minimum entry requirement for fresh school leavers to a Trade Diploma programme shall be a pass in the Solomon Islands Year 12 Examinations (12 years of education with continuous progression), or its equivalent, with at least 50% mark(s) in the subject(s) designated in the relevant programme regulations. Applicants who have successfully completed Certificates at Level III also meet the minimum entry criteria for admission to the Trade Diploma programmes in the respective subject areas.
- 19.2.2. Applicants may also be admitted to the Traded Diploma programmes who may not meet the requirement on the years of continuous education progression, but who are able to demonstrate their ability to succeed in the respective programmes on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

20. University Higher Education Diploma

20.1. Characteristics of Trade Diplomas

- 20.1.1. The University offers Academic Diplomas, more generally known as Higher Education Diplomas.
- 20.1.2. Higher Education Diplomas are awarded at Level 6 of the SINU Qualifications Framework, and shall comprise 360 credit points, of which 180 credits shall be at Level 5, and 180 credits at Level 6 or above.
- 20.1.3. Higher Education Diplomas comprise the first two years of a three year degree programme. In general, these qualifications provide a basis for progress to the third year study of a Bachelor degree. Detailed description of the characteristics of a Higher Education Diploma are provided in the SINU Qualifications Framework.
- 20.1.4. For a student to graduate in any of the Diplomas, the student shall pass the specified generic compulsory units.

20.2. Entry Requirements for Higher Education Diploma Programmes

- 20.2.1. The minimum entry requirement for admission to a Higher Education Diploma programme shall be the same as the requirement for admission into a Bachelor's degree in the area. Generally, this is a pass in the Solomon Island's year 13 examinations, or its equivalent, with at least 50% in subjects designated in the relevant programme regulations. Some programmes may have specific subject or aggregate mark threshold for admission.
- 20.2.2. Successful completion of a Higher Education Certificate also meets the entry requirement criteria for a Higher Education Diploma in the respective subject area.
- 20.2.3. Recognition would be granted to applicants who do not meet the continuous progression requirement, but who are able to demonstrate their ability to succeed in the higher education programme at Level 5 on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses, which must be passed to progress further.

21. University Advanced Diploma

21.1. Characteristics of Advanced Diplomas

- 21.1.1. Advanced Diplomas are offered generally in TVET areas as bridging programmes between a trade diploma and a degree.
- 21.1.2. Students with a Trade Diploma would need a minimum of 180 credit points at or above Level 6 to get an Advanced Diploma.
- 21.1.3. Students who do not have a Trade Diploma may enrol directly into an Advanced Diploma programme and would need to get 540 credit points to graduate, of which a minimum of 180 credit points shall be at Level 5 units, and a minimum of 180 credit points at or above Level 6 units. Students with a Trade Diploma will have the relevant units from the Trade Diploma cross-credited to the Advanced Diploma.

- 21.1.4. Advanced Diplomas shall be characterised by study in areas that emphasise applied knowledge and advanced technical skills coupled with a need to analyse and synthesise information and make informed judgments to create solutions to complex problems. In general these programmes provide the quantitative and analytical skills to undertake studies at Levels 6 and 7 in the respective subject.
- 21.1.5. Detailed description of the characteristics of an Advanced Diploma are provided in the SINU Qualifications Framework.
- 21.1.6. For a student to graduate with an Advanced Diploma, the student shall pass the specified generic compulsory units.

21.2. Entry Requirements for Advanced Diploma

- 21.2.1. The minimum entry requirement for a Advanced Diploma programme is a Trade Diploma. However, students who meet the minimum entry requirements for a Trade Diploma may be provisionally enrolled in the Advanced Diploma Programme. The enrolment status to the Advanced Diploma would only be confirmed upon the attainment of a minimum of 360 credit points of which at least 180 credit points are at Level 5 or higher units. Some programmes may also require industrial/work experience to be admitted to the respective Advanced Diploma programme.
- 21.2.2. Applicants may also be admitted to the Advanced Diploma programmes who may not meet the requirement on the years of continuous education progression, but who are able to demonstrate their ability to succeed in programmes at these levels on the basis of their maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

22. University Bachelor Degrees

22.1.Characteristics of a Bachelor's Degree

- 22.1.1. The University shall offer Bachelors degrees in a number of fields as determined by the Senate. The Bachelor degrees are offered at Level 7 of the SINU Qualifications Framework.
- 22.1.2. Bachelor degrees offered comprise three-year Bachelor degrees, four-year Bachelor degrees, five-year Bachelor degrees, and Bachelor (Honours) degrees.
- 22.1.3. Certain Bachelor degrees are standard three (3) year degrees after successful completion of year 13 or equivalent education. A three year Bachelor's degree shall comprise a minimum of 540 credit points at or above Level 5, with a minimum of 180 credit points at or above Level 6, and a minimum of 180 credit points at or above Level 7.
- 22.1.4. Certain Bachelor degrees shall be four (4) year degrees, after successful completion of year 13 or equivalent education. These degrees are essentially those which are reflect the need for completion of the range of subjects required for specific industry/professional certification. A four year Bachelor's degree shall comprise a minimum of 720 credit points at or above Level 5, with a minimum of 180 credit points at or above Level 6 and a minimum of 360 credit points at or above Level 7.
- 22.1.5. The University may also offer five year Bachelor's degree programmes. These programmes shall comprise a minimum of 900 credit points at or above Level 5, with a minimum of 180 credit points at or above Level 6 and a minimum of 540 credit points at or above Level 7.
- 22.1.6. A Bachelor's degree with Honours shall comprise an additional minimum of 90 credit points at Level 8. In exceptional circumstances, the University may grant a Bachelor's degree with honours where all the 180 credit points at Level 7 are attainment with a minimum GPA of 4.5. A Bachelor's degree with honours are offered at Level 7 of the SINU Qualifications Framework. These qualifications shall be characterised by greater emphasis on independent knowledge. Students are expected to acquire skills of research, critical analysis and constructive synthesis and application to be able to demonstrate independence of thought in their area(s) of specialisation.
- 22.1.7. All Bachelor degrees provide the foundation for post graduate studies in the respective area. Detailed description of the characteristics of Bachelor degrees are provided in the SINU Qualifications Framework.
- 22.1.8. For a student to graduate with any of the Bachelor degree, the student shall pass the specified generic compulsory units.

22.2. Entry Requirements for a Bachelor's Degree Programme

- 22.2.1. The minimum entry requirement for admission to a Bachelor degree programme shall be a pass in the Solomon Island's Year 13 examinations, or its equivalent, with at least 50% in subjects designated in the relevant programme regulations. Some programmes may have specific subject or aggregate mark threshold for admission.
- 22.2.2. Successful completion of a Higher Education Certificate or a Higher Education Diploma also meets the entry requirement criteria for a Bachelor degree the respective subject area.
- 22.2.3. Recognition would be granted to applicants who do not meet the continuous progression requirement, but who are able to demonstrate their ability to succeed in the higher education programme at Level 5 on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses, which must be passed to progress further.
- 22.2.4. Students may also be provisionally enrolled in the Bachelor degree programme if they have successfully completed Year 12 Examinations, or equivalent, with at least 50% in subjects designated in the relevant programme regulations. Some programmes may have specific subject or aggregate mark threshold for admission. The provisional students would be required to complete the University Preparatory programme at Level 4 competency to be confirmed as a student in the Bachelor programme.

23. University Graduate Certificates

23.1.Characteristics of Graduate Certificates

- 23.1.1. The University's Graduate Certificates are offered at Level 5 of the SINU Qualifications Framework.
- 23.1.2. A Graduate Certificate is for all intents and purposes equivalent to a Higher Education Certificate, except that this qualification is offered only to those students who already have a Bachelor degree in another specialisation.
- 23.1.3. A holder of at least a Bachelor's degree in one field may enrol for studies in a different field. Where such a student obtains a minimum of 180 credit points at Level 5 or above, the student qualifies for a Graduate Certificate.
- 23.1.4. For a student to graduate with a Graduate Certificate, the student shall pass the specified generic compulsory units. Graduates from SINU who have completed these units in another programme shall be exempted from this requirement.

23.2. Entry Requirements for a Graduate Certificate

- 23.2.1. The minimum entry requirement for admission to a Graduate Certificate is a Bachelor's Degree in any field other than the subject of Graduate Certificate'. Some Graduate Certificates may require the students to obtain GPA thresholds. Details are provided in each programme document.
- 23.2.2. Applicants may also be admitted to Graduate Certificate programmes who may not meet the requirement of a Bachelor's degree, but who are able to demonstrate their ability to succeed in programmes at these levels on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

24. University Graduate Diplomas

24.1.Characteristics of Graduate Diplomas

- 24.1.1. The University's Graduate Diplomas are offered at Level 6 of the SINU Qualifications Framework.
- 24.1.2. A Graduate Diploma is for all intents and purposes equivalent to a Higher Education Diploma, except that this qualification is offered only to those students who already have a Bachelor degree in another specialisation.
- 24.1.3. A Graduate Diploma shall comprise a minimum of 360 credit points at and above Level 5,

with at least 180 credit points at or above Level 6 in a subject area that is different from that in which a student already has a Bachelor degree.

- 24.1.4. For a student to graduate with a Graduate Diploma, the student shall pass the specified generic compulsory units. Graduates from SINU who have completed these units in another programme shall be exempted from this requirement.

24.2. Entry Requirements for a Graduate Diploma

- 24.2.1. The minimum entry requirement for admission to a Graduate Diploma is a Bachelor's Degree in any field other than the subject of Graduate Diploma. Some Graduate Diplomas may require the students to obtain GPA thresholds. Details are provided in the respective programme documents.
- 24.2.2. Applicants may also be admitted to the Graduate Diploma programmes who may not meet the requirement of a Bachelor's degree, but who are able to demonstrate their ability to succeed in programmes at these levels on the basis of maturity, work experience, or prior learning. The Dean may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

25. University Post Graduate Certificates

25.1.Characteristics of Postgraduate Certificates

- 25.1.1. The University's Postgraduate Certificates are offered at Level 8 of the SINU Qualifications Framework.
- 25.1.2. A student who obtains at least 120 credit points at Level 8 qualifies for a Postgraduate Certificate.
- 25.1.3. A Post-Graduate Certificate is characterised by study in a discipline for which a significant body of knowledge is available. Graduates should be able to write papers at the postgraduate level, and be able to complete a Master's degree by research. Students are expected to acquire theoretical knowledge in the subject at a level and standard sufficient to enable them to carry out independent research further in the field, to carryout critical analysis and constructive synthesis, and to demonstrate independence of thought in the area of specialisation.
- 25.1.4. Detailed description of the characteristics of a Post-Graduate Certificate is provided in the SINU Qualifications Framework.

25.2. Entry Requirements for a Postgraduate Certificate Programme

- 25.2.1. The minimum entry requirement for admission to a Postgraduate Certificate programme shall be completion of the Bachelor's degree programme in the subject with a minimum GPA of 3.0, or equivalent.
- 25.2.2. Applicants may also be admitted to the Postgraduate Certificate programme who may not meet the above requirement, but who are able to demonstrate their ability to succeed in the programmes at this level on the basis of their maturity, work experience, or prior learning. The Dean may place any relevant prerequisite requirement for such a student to progress, or require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

26. University Post Graduate Diploma

26.1.Characteristics of a Postgraduate Diploma

- 26.1.1. The University's Postgraduate Diplomas are offered at Level 8 of the SINU Qualifications Framework.
- 26.1.2. A student who obtains at least 180 credit points at Level 8 qualifies for a Postgraduate Diploma.
- 26.1.3. A Post-Graduate Diploma is characterised by study in a discipline for which a significant body of knowledge is available. Graduates should be able to write papers at the postgraduate

level, and be able to complete a Master's degree by research. Students are expected to acquire theoretical knowledge in the subject at a level and standard sufficient to enable them to carry out independent research further in the field, to carry out critical analysis and constructive synthesis, and to demonstrate independence of thought in the area of specialisation.

- 26.1.4. Detailed description of the characteristics of a Post-Graduate Diploma is provided in the SINU Qualifications Framework.

26.2. Entry Requirements for a Postgraduate Diploma Programme

- 26.2.1. The minimum entry requirement for admission to a Postgraduate Diploma programme shall be completion of the Bachelor's degree programme in the subject with a minimum GPA of 3.0, or equivalent.
- 26.2.2. Applicants may also be admitted to the Postgraduate Diploma programme who may not meet the above requirement, but who are able to demonstrate their ability to succeed in the programmes at this level on the basis of maturity, work experience, or prior learning. The Dean may place any relevant prerequisite requirement for such a student to progress, or require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

27. University Master's Degree

27.1.Characteristics of a Master's Degree

- 27.1.1. The University's Master's degrees offered at Level 9 of the SINU Qualifications Framework.
- 27.1.2. A student who obtains at least 180 credit points at or above Level 8 and 180 credit points at or above Level 9, qualifies for a Masters degree in the subject of study.
- 27.1.3. Credits awarded at Level 9 can either be acquired through in-class courses, independent study, or written dissertation.
- 27.1.4. A Master's Degree shall be characterised by study in a discipline for which a significant body of knowledge is available and developed. A Master's Degree shall be characterised by greater emphasis on independent knowledge. Students are expected to acquire skills of research, critical analysis and constructive synthesis and application to be able to demonstrate independent thinking in their area(s) of specialisation. A graduate with a Masters degree shall be able to write academic papers at the standard acceptable to a ranked academic journal.
- 27.1.5. A student who obtains at credit points with at least 360 credit points at or above Level 9 qualifies for a Master of Philosophy qualification. An MPhil degree is normally a terminating qualification.
- 27.1.6. Detailed description of the characteristics of a Masters Qualification is provided in the SINU Qualifications Framework.

27.2. Entry Requirements for a Master's Degree Programme

- 27.2.1. The minimum entry requirement for admission to a degree of Master shall be the completion of a Bachelor's degree programme in the subject with a minimum GPA of 3.0, or the completion of the Post-Graduate Certificate or Post-Graduate Diploma programmes in the subject with a minimum GPA of 3.0, or equivalent.
- 27.2.2. Applicants may also be admitted to the Master's degree programme who may not meet the requirements give above, but who are able to demonstrate their ability to succeed in the programmes at this level on the basis of maturity, work experience, or prior learning. The Dean may place any relevant prerequisite requirement for such a student to progress, or require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

28. University Doctorate Degree

28.1. Characteristics of a Doctorate Degree

- 28.1.1. The University's Doctorate degrees are offered at Level 10 of the SINU Qualifications Framework.
- 28.1.2. A student who obtains 540 credit points at Level 10 qualifies for a Doctorate degree in the subject of study.
- 28.1.3. A Doctorate degree shall be characterised by study in a discipline for which a significant body of knowledge is available. It shall be characterised by greater emphasis on independent knowledge. Students are expected to acquire skills of research, critical analysis and constructive synthesis and application to be able to demonstrate independent thinking in their area of specialisation.
- 28.1.4. A Doctorate graduate shall be able to write academic papers at the standard acceptable to a ranked academic journal.
- 28.1.5. Detailed description of the characteristics of a Doctorate qualification is provided in the SINU Qualifications Framework.

28.2. Entry Requirements for a Doctorate Degree Programme

- 28.2.1. The minimum entry requirement for admission to a degree of Doctorate shall be the completion of a degree of Master or equivalent in the subject of the doctorate. A Bachelor's with Honours obtained at Level 8 may qualify a student to be admitted to study for a degree of doctorate. Students with MPhil degrees shall normally not be admitted directly into the doctorate programme; they would be required to fulfill other requirements to indicate their ability to complete studies at Level 10.
- 28.2.2. Applicants may also be admitted to the Doctorate degree programme who may not meet the requirements given above, but who are able to demonstrate their ability to succeed in the programmes at this level on the basis of maturity, work experience, or prior learning. The Dean may place any relevant prerequisite requirement for such a student to progress, or require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

29. Unclassified Studies

- 29.1. A candidate may apply to take courses under Unclassified Studies.
- 29.2. Unclassified studies refer to enrolment in the University courses/units by students who are not enrolled in a defined University programme. Unclassified studies are formal units/courses which may be part of a programme, but which a student wishes to complete as individual units/courses without the expectation of completing an award at the level of the unit/course. These studies may also be formal units/courses which may be offered by the University in isolation from any full programme. Transcripts and records of study will be given to those successfully completing the course/ unit(s).
- 29.3. The normal admission regulations for the respective programme to which the course belongs, shall apply. Alternatively, the applicant must meet the prerequisites of the courses to be granted admission to the course.
- 29.4. The regulations on assessment, fees and academic services shall apply to students admitted in unclassified studies.
- 29.5. A candidate who has passed a course/unit under Unclassified Studies may at a later date, have this course/unit credited towards a degree, diploma, or certificate, provided the necessary conditions for admission into the relevant programmes are fulfilled.
- 29.6. There is no limit to the number of courses/units a student may take under Unclassified Studies.

30. Certificate of Proficiency

- 30.1. Any unit that is available for any course may be taken for a certificate of proficiency.
- 30.2. A student who successfully completes a unit under the certificate of proficiency may subsequently have that unit credited to a relevant qualification, subject to meeting the admission requirements for that qualification, and conforming to the regulations for Recognition of Prior Learning.

- 30.3. Admission to a certificate of proficiency is at the discretion of the respective Dean.
- 30.4. In order to enroll in a unit for a certificate of proficiency, an applicant must normally meet the pre-requisite and co-requisite requirements and any other condition(s) as specified for the unit.
- 30.5. The prerequisite and co-requisite requirements and any other conditions of the unit may be waived where the Dean is satisfied that there is a reasonable prospect of success.
- 30.6. An applicant may normally enroll for no more than 2 units a year on a certificate of proficiency basis. Students enrolled in a unit for a certificate of proficiency are subject to the assessment requirements for that unit.
- 30.7. For clarity, certificates of proficiency are not formal awards of the University. The official result of the unit(s) a student enrolls in under a certificate of proficiency shall be sufficient record to enable the student to utilize for documentation for entry requirement for enrolment in programmes at the University.

31. Auditing of Courses/Units

- 31.1. The University may permit a limited number of persons to audit its Courses.
- 31.2. Auditing of courses/units shall be limited to attendance at lectures. There shall be no entitlement to tutorial assistance, to take tests, to have assignments marked and graded, to use Library or IT facilities, or to use the University's laboratory facilities.
- 31.3. Persons seeking permission to audit a course/unit shall submit an application in writing to the appropriate Dean stating their qualifications and the reasons for wishing to audit. After initial screening and endorsement by the Dean, the application will be forwarded to the Academic Office for final approval. Applicants may be required to attend an interview before permission to audit is granted.
- 31.4. A decision to accept an applicant to audit a course/unit may only be made after the end of the first week of the term.
- 31.5. Students whose applications are approved shall, on payment of the fees, be issued with a letter authorising them to attend lectures for the course(s) /unit(s) named therein. The letter must be produced on demand.
- 31.6. A certificate of attendance may be issued at the end of the course/unit.
- 31.7. The fee for auditing is 25% of the normal fee of a course/unit.

32. Honorary Degrees

- 32.1. An honorary degree is awarded for the recognition of exceptional contributions made by an individual to a profession, or to society at large, or exemplary accomplishments made by an individual, whether at local, national or international level. An honorary degree is one of higher education's most significant and distinguished awards.
- 32.2. ...Honorary degrees include honorary degree of Master, honorary degree of Doctorate, and such other honorary degrees as the Council may determine.
- 32.3. The nominations for an honorary degree shall be made by:
 - 32.3.1. The Vice Chancellor, either upon the advice of the Senate or in his own discretion, giving utmost regard to the paramount interests of the University.
 - 32.3.2. Any SINU Council member.
- 32.4. On receipt of the nomination, unless the nomination were from the Vice Chancellor, the Council shall submit the nomination to the Vice Chancellor for his advise to the Council. The Vice Chancellor shall formulate his advise on the basis of his assessment of the nominee(s). In doing this, he/she is at liberty to utilise any verifiable information which is available publicly, or through referees, or through other legitimate sources; he/she may establish processes and/or procedures to seek such information and/or assess the nomination.
- 32.5. The Council shall consider and approve the award of honorary degrees. The Council shall not accept and/or approve any nomination where the Vice Chancellor advises Council against any bestowal of an honorary degree.
- 32.6. The Council, at its discretion, may require evidence or further supporting documents for the nomination, which must be provided through the Vice Chancellor
- 32.7. The public announcement of the honorary degree shall not commence until the Council has approved and the nominee has accepted the award.
- 32.8. The conferral shall be done by the Chancellor.
- 32.9. The recipient shall normally be present to receive the award.

- 32.10. In case of an award being given posthumously, the candidate's personal representative or next of kin shall receive the award.

33. Conferment of Awards

- 33.1. A candidate shall qualify for an award of the University on the date on which he or she is credited with all units and completes all other requirements for the said award.
- 33.2. Every certificate, diploma, advanced diploma or degree shall be conferred or awarded in pursuance of the decision of the Senate of such conferment or award.
- 33.3. Every award of a Short Course certificate shall be confirmed as per the procedures approved by the appropriate Faculty/School/Institute/Centre or Department Academic Board. In order to receive a Short Course certificate, a candidate shall apply to the office of the respective Faculty, School, Department, Institute or Centre, which shall submit the list of students selected to the Academic Office for registration, payment of fees and maintenance of official records. No student shall be allowed to participate in any short course without the payment of the necessary fee.
- 33.4. In order to receive a certificate, diploma, advanced diploma or a degree, either in person or in absentia, a candidate shall apply to the Academic Officer.
- 33.5. Any qualified person wishing to have the certificate, diploma, advanced diploma or a degree presented at a scheduled graduation ceremony shall apply to the Academic Office no later than the date advertised for such applications to be made.
- 33.6. Subject to the provisions of these regulations, every candidate who has qualified and applied for the presentation of a certificate, diploma, advanced diploma or degree shall receive a document, sealed with the University's seal, certifying that the requirements for the award of the respective certificate have been completed.
- 33.7. The Senate may withdraw or refuse to grant an academic award if it is satisfied that the candidate made an untrue or misleading statement or was guilty of any breach of regulations or dishonest practice in relation to the award. This authority of the Senate can not be delegated.
- 33.8. The name on the certificate shall be that contained in the official University records maintained by the Academic Office. It is the responsibility of the students to ensure that their names are correctly spelt and other personal details in the official records are correct.
- 33.9. In case of the death of a candidate:
- 33.9.1. If the candidate, before death, had applied to receive the award, then the award shall be granted posthumously unless the candidate's personal representative or next-of-kin has withdrawn the application.
- 33.9.2. In any other case, the candidate's personal representative or next-of-kin may apply and the award shall thereupon be granted.

34. Replacement Certificates

- 34.1. This policy shall apply to all graduates of SINU and graduates of all the educational institutions of Solomon Islands which were brought together under SINU (called legacy institutions), who request replacement certificates.
- 34.2. Replacement certificates may be issued by SINU under the following circumstances:
- 34.2.1. If the original certificate was destroyed in a natural disaster or a human disaster beyond the control of the graduate.
- 34.2.2. If the original certificate was stolen in a burglary.
- 34.2.3. If the original certificate was mutilated or damaged.
- 34.2.4. If the original certificate was lost.
- 34.3. For any of these grounds to be considered, the applicant is required to submit an original statutory declaration stating clearly the reason for the request of a replacement certificate.
- 34.3.1. Where reasons are destruction through natural disasters or theft/burglary, or fire/ arson, the declaration must also provide details of the event (for example the date of the flood, reports from authorities on the impact of the flood generally and specifically on the applicant, or a police report for theft).
- 34.3.2. For certificates that are mutilated or damaged, these need to be submitted together with the statutory declaration.
- 34.3.3. For certificates that are considered lost, graduates must advertise in the major newspapers, under the 'Lost and Found' section, of the graduate's certificate being lost, at least four weeks before requesting the University for a Replacement certificate.

34.4. All replacement Certificates issued by the University in respect of the constituent institutions (for graduates prior to 2012), must state clearly that the certificate is a "Replacement Certificate for the [formerly existing institution]", but shall have the seal of the Solomon Islands National University.

34.5. Reissued Certificate

34.5.1. The name appearing on a replacement certificate shall be the same name which appeared on the original certificate and/or under which the student enrolled and graduated from the legacy institutions.

34.5.2. No name change shall be allowed in the certificate.

34.5.3. The reissued certificate shall state the following in the certificate: *"This is a Replacement of the Certificate [No. ...insert no, if numbered....] Issued on [insert date] under the formerly existing [insert name of institution]which since [.....insert month.....] 2012 merged to form the University."*

34.5.4. Replacement Certificates for incorrect names

34.5.4.1. All certificates shall be issued in the name as recorded in SINU's official student record and that includes the records of all legacy institutions.

34.5.4.2. If it is established that SINU issued the graduate a certificate with an incorrect name then the student would be issued a replacement certificate.

34.5.4.3. No replacement certificate would be issued where a student has changed his/her name subsequent to graduation.

34.5.4.4. The Replacement Certificate shall be a clean certificate, with no endorsement on it.

34.5.5. Academic Record

34.5.5.1. The Academic Office shall ensure that an appropriate entry is made in SINU's record book of the issue of the replacement certificate.

34.5.6. Application and Fee

34.5.6.1. Applicants for replacement certificates shall fill in the form 'Application for Replacement Certificate'.

34.5.6.2. An appropriate fee shall be paid for all applications other than those made for correction of incorrect names. SINU shall periodically review the application fee for a replacement certificate.

35. Academic Dress

35.1. Graduands are advised and strongly encourage to appear for the University graduation ceremonies in the academic dress proper to their respective qualification as described in Schedule II in these policies. However, no student shall be denied participation in the graduation ceremony for want of the recommended academic dress as long as the attire is acceptable to the common person.

35.2. Graduates of the University attending or taking part in public ceremonies may choose to wear the academic dress appropriate to their qualification.

Part IV: Applications and Enrolments

36. Applications

- 36.1. Those interested in studying at SINU shall apply for admission through the 'Student Application Form'.
- 36.2. Applications shall be accepted by the University year-round for programmes for offer in the following academic term.
- 36.3. The applicant needs to provide all necessary information as per the request in the application form, to show that the applicant meets the entry criteria for the programme of interest to the applicant.
- 36.4. The University shall advise stakeholders through notices on its website of programmes which have quotas.
- 36.5. For all programmes where there is no quota, selection and placement shall be done on a 'first-apply-first placement' basis.
- 36.6. Where there are insufficient places available in a unit/course or programme to accommodate the number of applicants, selection shall be as follows:
 - 36.6.1. First priority is for persons sponsored by the Solomon Islands Government.
 - 36.6.2. Second priority is for persons sponsored by the Provincial Governments.
 - 36.6.3. Thereafter, all seats would be allocated strictly on academic merit at the date of cut-off for application for the specific programme.
- 36.7. The University reserves the right to decline admission to applicants who may have the necessary academic qualifications, but who may lack any necessary physical or medical attribute that may, in the University's view, limit them in acquiring or performing in the required profession or vocation.
- 36.8. The University reserves the right to cancel or withdraw admission if there is evidence that an applicant made a wilfully untrue representation or misled the University in his/her application.

36.9. Processing of Applications

- 36.9.1. For all programmes, courses or units where there are no quotas, applicants shall be informed of the outcome of their applications within 15 days of the receipt of their applications. The only exception would be for applications where the applicants record to match the entry criteria are not clear or need further assessment by the Faculty Dean.
- 36.9.2. For all programmes, courses or units where there are quotas, applicants shall be informed within 7 days of the cut-off date for the applications of the outcomes of their applications. The only exception would be for applications where the applicants record to match the entry criteria are not clear or need further assessment by the Faculty Dean.
- 36.9.3. All successful applicants shall be issued a provisional Identity Card number, which shall be the reference for any further query by the applicant.

37. Enrolment

- 37.1. Upon advice of the offer of a place, the applicant shall advise the University of his/her acceptance of the offer no later than 15 days from the date of the offer, or no later than 48 hours before enrolment is to commence, whichever is the closer date.
- 37.2. The applicant shall enrol in the offered programme enrol in the approved programme no later than the date classes are to commence for the programme.

38. Fees

- 38.1. The University Council establishes the fees and charges for studying in any programme or course at the University.
- 38.2. Applicants shall pay the necessary fee as per the Fee Policy of the University.

39. Withdrawal, Discontinuance or Transfer

- 39.1. A student may withdraw from a course/unit or a programme by submitting an application for withdrawal to the Academic Office.
- 39.2. Students may withdraw from one or more units/courses, with no financial penalty, within 5 days of the commencement of classes in any term. The University's fee policy provides details of the fee and charges regime.

- 39.3. Where a student withdraws or is withdrawn, his/her name shall be removed from the course/unit list and his/her academic transcript shall record a result or grade of “W” as “Withdrawn from Unit” in respect of that unit.
- 39.4. Students who discontinue a course without submitting the application for withdrawal to the Academic Office shall be recorded as having not completed the course, with his/her academic record showing a result of “DNC” as “Did Not Complete” for the unit.
- 39.5. Students withdrawing from a course(s) would be entitled to fee refunds as prescribed from time to time by the Senate.
- 39.6. Any withdrawal from a unit or programme shall be without prejudice to the student’s right to apply for re-enrolment in the future.
- 39.7. A student may transfer from one programme to another following the processes established by the University for change of programmes.

Part V: Assessment, Examinations, and Appeals

40. Student Assessment

- 40.1. Each programme of study shall specify the forms and methods of student assessment and progression. This may include specifying the conditions to be met to pass a unit, minimum mark requirements to qualify for end-point assessment, and class or workshop attendance requirements.
- 40.2. Work presented by a student for assessment must be the work of the student.
- 40.3. The lecturer-in-charge of a unit shall inform students directly of their continuous assessment marks. Assessment marks shall not be posted publicly by student names. It is also the responsibility of students to monitor their own progress through consultation with relevant lecturers and/or counsellors.
- 40.4. The Dean shall ensure that the continuous assessment marks are made available to the students no later than 48 hours before the scheduled end-point assessment for the course/unit.
- 40.5. Credits shall be granted to students by the Examination Board responsible for the programme on the basis of assessments.
- 40.6. The responsibility for determining whether or not a student has accumulated the required number and level of credits for an award, and whether or not other programme requirements have been fulfilled, lies with the Examination Board responsible for the programme.

41. Student Progress

- 41.1. The University reserves the right to monitor the progress of students through various stages of any defined programme of study. The University's approach to monitoring progress places students at the centre of the process and encourages them to work together with staff to reflect upon their progress in a purposeful and critical way. In doing so, students are encouraged to own their learning experiences so that they can shape supportive strategies best suited to meet their personal objectives. Student progress monitoring is premised upon the principles of early identification of students not making satisfactory progress, responsive communication and supportive intervention, tracking and reporting of student progress, and open and fair processes and transparent decision making.
- 41.2. A Faculty Dean and Institute/Centre Director, as the case may be, shall put in place procedures for monitoring student progress in each programme and unit. The Dean/Director is responsible for all matters involving the administration, monitoring and management of student progress.
- 41.3. Deans/Directors shall provide an enabling environment that gives students every opportunity to make satisfactory progress and ensure that students receive timely feedback on performance and progress. The University expects students to take responsibility for monitoring their own progress and understand the structure of their programme and the requirements for satisfactory progress.
- 41.4. Any decision made or action taken shall, wherever possible, take into account the individual circumstances presented by the student. Relevant student records and evidence of previous results and supportive interventions shall be available at every stage of the process. Student progress procedures shall incorporate reasonable provisions for appeal of decisions. The principles of natural justice will apply in all formal unsatisfactory progress proceedings. Non-compliance with, or non-attendance at, proceedings by a student shall not be grounds for delay or invalidation of decisions. Where formal unsatisfactory progress proceedings are implemented, these shall allow for student representation at all stages of the process by a person nominated by the student other than a currently practicing solicitor or barrister.
- 41.5. A student is considered to have not met the minimum progression requirement in a programme of study, if that student:
 - 41.5.1. fails the same course three times; and/or
 - 41.5.2. fails 50% or more of the enrolled programme load for the relevant teaching period; and/or
 - 41.5.3. fails to comply with a conditional enrolment agreement set by the Academic Adviser, Programme Coordinator, the Dean, or any committee that is established under the authority of the Dean.
- 41.6. It is the responsibility of the Lecturer-in-Charge to return all submitted assessments, together with the marking or assessment schedule, to students for collection within four

weeks of the submission date for the assignment/examination.

- 41.7. It is the responsibility of the lecturer-in-charge to ensure that at least 40% of all internal assessment for a unit is completed by the mid-term, and that a report on all students who fail to meet the pass mark in this portion of the internal assessment is provided to his/her Dean through the reporting structure no later than one week after the mid-term. Students with unsatisfactory progress in the continuous assessment shall be notified of this by the Dean. The sponsor of a student may also be advised of the unsatisfactory performance of the sponsored student.
- 41.8. The Officer responsible for quality at the University may also require Deans and Directors to provide regular reports on student progress to her office for development of remedial measures as necessary.
- 41.9. Each programme shall have noted in its programme document specific procedures for the monitoring and tracking of students performing poorly.
- 41.10. The University reserves the right to require students with unsatisfactory progress to undergo counselling. The University reserves the right to suspend from the programme of study, students whose performances continue to be unsatisfactory in the programme despite counselling. The period of suspension shall be determined by the Dean, in consultation with the Academic Office.
- 41.11. A student may be terminated from a programme if he/she fails to meet the progress required for continuing studies in a programme.
- 41.12. Neither a suspension nor a termination from a programme of study prevents the student from changing programmes and continuing in another programme of study, or from getting cross credits in another programme for the units passed in the programme(s) from which the student was suspended or terminated.

42. Leave of Absence

- 42.1. Leave of absence permits a student to discontinue his/her studies and to resume them at a later time with all units previously passed counting towards the total number of units required to complete an award course, notwithstanding any changes which may have taken place in the course regulations during his/her absence.
- 42.2. Application for leave of absence shall be made in writing to the Academic Office.
- 42.3. Leave of absence shall be for not more than three years.
- 42.4. The relevant Academic Boards shall determine all matters relating to leave of absence and shall notify the Office of the Pro Vice Chancellor (Academic) of any such approved leave.
- 42.5. A student who has not been granted leave of absence and is absent from the course for more than 2 semesters will be deemed to have withdrawn from the course.

43. Suspension & Termination

- 43.1. Termination refers to the cancellation of an enrolment in a course and removal from the course. Suspension is a temporary exclusion from a course with the option to return to the course.
- 43.2. Termination or suspension may be on academic grounds or as a result of a disciplinary decision in accordance with section 7 of these regulations.
- 43.3. The decision on termination or suspension on academic grounds can only be made by the Senate on recommendations from the Faculty/Institute Academic Board.
- 43.4. Any student who has been terminated may appeal in writing to the Chairperson of the Students Appeals Committee not later than fourteen (14) days after he/she receives notification of the termination. The Students Appeals Committee shall meet as soon as practicable to consider the appeal case. The decision of the Students Appeals Committee shall be final.
- 43.5. At the end of the termination period on academic grounds, the student has the right to re-enrol at the University.
- 43.6. The Pro-Vice Chancellor (Academic) may, on recommendation from the Student Academic Discipline Committee, suspend a student's enrolment or course of studies on academic grounds and because of academic misconduct.

44. Time Limits

- 44.1. There are situations where a programme may not be completed by a student within the prescribed time.

- 44.2. The total allowable time for a student to complete all requirements of a programme shall be three times the length of the normal time of programme offering, provided the University continues to offer the programme beyond the normal length of the time of the programme at the student's commencement of studies in the programme. Count shall start at the time of first enrollment.

45. Recording of Assessment

- 45.1. **Result Notations:** For all award programmes, results shall be specified in terms of marks obtained, letter grades, and grade points for each unit. The result sheet issued to the students shall also contain notes on the equivalence of the letter grades with marks and other forms of notations used. Table 1 shows these equivalences.
- 45.2. The internship/industrial attachment/work experience component of a programme shall be given a Pass (P) or Not Passed (NP) grade.
- 45.3. For all competency based training, results shall be specified in terms of competencies obtained as shown below:

Result Notation	Description
Comp	Competent
NComp	Not Competent

- 45.4. These competencies may be at different levels, such as credit, distinction and high distinction.

45.5. Pass Terminating

- 45.5.1. In exceptional circumstances, the Examination Board responsible for the programme, and on appeal, the Faculty Examination Board, may at its discretion grant a "pass terminating" (PT) grade.
- 45.5.2. When a pass terminating is granted for a particular unit, the student can not enroll in a unit for which a pass in that particular unit is a prerequisite.

Table 1: Result Notations

Grade	Marks (%)		Grade Points
A+	90-100	High Distinction	4.33-5.00
A	85-89	Distinction	4.00-4.27
A-	80-84	Distinction	3.73-3.93
B+	75-79	High Credit	3.33-3.60
B	70-74	Credit	3.00-3.27
B-	65-69	Credit	2.67-2.93
C+	60-64	Pass	2.33-2.60
C	55-59	Pass	2.00-2.27
C-	50-54	Pass	1.67-1.93
D+	45-49	Fail	1.33-1.60
D	40-44	Fail	1.00-1.27
D-	35-39	Fail	0.67-0.93
E	Below 35	Fail	0
DNQ	Did Not Qualify: Did not meet other specified conditions for a pass	Fail	0
F(X)	Consistent plagiarism, cheating or collusion	Fail	0
RPL	Recognition of Prior Learning		0
RCC	Recognition of Current Competencies		0
W	Withdrawn from Unit		0
CT	Credit Transfer	Cross credit (CT)	0
NV	Null & Void for Dishonest practice		0
I	Result withheld/Incomplete assessment		0
X	Continuing course		0
DNC	Did Not Complete		0
STC	Still to Complete		0
CP	Compassionate Pass		0
Aeg	Aegrotat Pass		0
PT	Pass Terminating		0
P	Pass		0
NP	Not Passed		0

Notes:

- The result sheet shall record the % mark of the student, the respective grade point, and the cumulative grade point to the time of the result notification.
- The conversion from a mark to a grade point is as follows: for each mark less than 100, subtract from 5 the difference between 100 and the mark obtained multiplied by a factor of 0.066667. (For example: $5 - ([100 - \text{mark obtained}] * 0.066667)$. Thus, for a mark of 90%, the GP = $5 - ([100 - 90] * 0.066667) = 4.33$. Or for a mark of 54, the GP = $5 - ([100 - 54] * 0.066667) = 1.933$.) Schedule III provides the full conversions for all marks.
- The formula for calculating GPA is: $\sum X_i (Y_i)$
where X_i is grade point in unit i , and Y_i = (credit point in unit i as % of total credit points for units done to the time of calculation of the GPA, irrespective of whether passed or failed).
- GPA's, calculated as the sum on the grade points weighted by the credit points in each unit/course, include all units/courses that record a mark (%) or a letter grade ranging from A+ to E and including DNQ.
- Grade points for credits transferred shall not be included in the calculation of GPA's.

46. Special Consideration

- 46.1. Candidates who are prevented from sitting end-point assessment(s) through no fault of their own, or consider that their performance in the examination(s) will be or was seriously impaired, may make written applications to the Chair of the Faculty/Institute/Centre Examination Board, for consideration of the award of an aegrotat pass, compassionate pass, or to sit a special examination.
- 46.2. The application should be made on the prescribed form, as soon as possible, and normally prior to the examination or examinations being held. Evidence shall support the application as the Dean/Director shall require.
- 46.3. Applications for aegrotat and/or compassionate pass would only be considered where options for alternative assessments in lieu of the originally scheduled end-point examination are not available within eight weeks of the scheduled examination.
- 46.4. In order to be eligible for Special Consideration, the student must submit the application on the prescribed form. Where this application relates to a specific assessment task, it must be submitted within three working days of the due date for the assessment task, unless prevented by circumstances beyond the candidate's control. Under exceptional circumstances, the Dean/Director may waive these time requirements.
- 46.5. Provisions for Special Consideration will be consistent across all programmes at the University.
- 46.6. Situations that may lead to an application for Special Consideration could include:
 - 46.6.1. Sudden ill health or injury of the student as certified by an approved medical practitioner.
 - 46.6.2. An adverse event relating to the student, a family member or close associate of the student.
 - 46.6.3. A seriously adverse social or political event which sufficiently disturbs the student to affect his/her performance.
 - 46.6.4. Curtailed period of time for an assessment task, such as late arrival at an examination, through no fault of the student.
 - 46.6.5. Less than optimal conditions while attempting an assessment task that significantly disadvantaged the student, where these conditions could not be improved.
 - 46.6.6. A situation where an application for modified assessment is successful but arrangements could not be made before the assessment was conducted.
- 46.7. Applications for special consideration must be accompanied by relevant supporting documentary evidence (e.g. police report, death notice or certificate, or statutory declaration) or a written document/certificate from a relevant approved professional practitioner that explicitly articulates that special consideration is warranted.
- 46.8. In order to protect the privacy of the student, the information provided about the event/condition shall remain confidential to those involved in assessing and processing the application.
- 46.9. The Dean/Director shall action the application within three days of its receipt if the applications are received before the respective Examination Board is held. For applications received after the Examination Board is held, the Dean shall determine the most efficient way of proceeding with this. The Examination Board may consider alternative assessment options, including, but not limited to, a pass terminating, extension of time to complete an assessment, supplementary assessment or an alteration to the mark or grade allocated to the course.
- 46.10. A student who fails to present work for assessment due to lack of familiarity with the assessment requirements of any units shall not have grounds for making an application for special consideration.
- 46.11. **Aegrotat Pass:** Candidates who are prevented by illness or injury from presenting themselves at the end-point assessment(s), or who consider that their performance in the examination(s) will be or was seriously impaired by illness or injury, may apply for an aegrotat pass. An aegrotat pass, which is ungraded, is given with the approval of the Examination Board where the candidate presents a certificate from an approved medical practitioner that states the date that the practitioner examined the candidate, the practitioner's opinion that the candidate was unable through illness or injury to sit for the examination(s), that the candidate's performance was likely to have been seriously impaired by illness or injury, and the nature of the illness or injury in sufficient detail to make it clear that the candidate was not responsible for the said disability. The candidate's lecturer(s) in

charge of the course(s) under consideration is required to certify that the quality of the candidate's work in the relevant course(s) was, in his/her (their) opinion, clearly worthy of a pass, where 'clearly worthy of a pass' shall mean the candidate having achieved a mark normally equivalent to a grade of "C+" in continuous assessment. In considering applications under this regulation, it will also be permissible to take into consideration the effect of any illness or injury on the candidate's performance during the Course.

46.12. Compassionate Pass: Candidates who are prevented from attending classes or from sitting an examination(s) by exceptional circumstances beyond their control, other than their own illness or injury, or who consider that their performance in the examination(s) will be or was seriously impaired by the same circumstances may apply for a compassionate pass. A compassionate pass, which is ungraded, is given with the approval of the Examination Board. Such applications are considered in exceptional circumstances only and these provisions are expected to be rarely implemented.

46.13. Special Examinations: Candidates may sit a special examination(s) where candidates apply to sit for a special examination(s) rather than be considered for the award of an aegrotat or a compassionate pass, subject to compliance with the conditions entitling the students to apply for an aegrotat or compassionate pass, or where the Examination Board upon considering applications for aegrotat pass or compassionate pass, requires the candidate to sit for such an examination(s). If a student is permitted to sit for a special examination(s), the Examination Board shall decide on the date(s) of the examination. When a candidate sits for a special examination(s) under these provisions, that candidate cannot be subsequently considered for an aegrotat or compassionate pass in that unit in that term. Where a candidate sits for a special examination(s) under these provisions, the candidate shall pay an appropriate examination fee per examination before the examination(s) can be arranged. The final assessment of students sitting a special examination(s) will be based on both the continuous and end-point components of the summative assessment, so that the score awarded for the special examination(s) is combined with the other components of the summative assessment in the calculation of a final course grade.

46.14. Appeals: A student may appeal to the Faculty Academic Appeals Committee within five working days of written notification of the outcome of an application for special consideration. The permitted grounds for the appeal are breach of procedures in the consideration of the application, and/or denial of natural justice to the student.

47. Confirmation of Grades and Notification of Results

47.1. Students can view their official results from the Online Student Services web link at www.sinu.edu.sb using their Student ID; student accounts shall remain active for this purpose for a total of 4 weeks after the term, and thereafter, as long as the student maintains his studentship. The University may decide to allow students access to their emails for life, provided the email address states the date of studentship and under conditions which the University may specify. If a student can not view the result within four weeks of the end-of-course assessment, it becomes the responsibility of the student to contact the academic office to find out the status of his/her results. The University may email the official results to the email address the student provided to the Academic Office. It is the responsibility of the student to inform the Academic Office of any change in one's email contact information before leaving at the end of the academic year. The University does not normally provide result printouts other than the official transcript provided with the graduation certificate.

47.2. Results shall not be released to any party other than the student or, if required as a condition of sponsorship, to the student's sponsor, or to the student's parent or guardian as per the student record maintained at the Academic Office.

47.3. A list of students graduating in each programme may be posted on the University's website. Students enrolled for studies at the University are deemed to have given permission for posting the list of graduating students on the University's website.

48. Errors in Published Results

48.1. If it is found after publication of results that an error has been made in the recording of a

result, the error will be corrected.

- 48.2. In all cases where an error is noted by a student or teaching staff, the error shall be brought to the attention of the Examination Board, which shall consider the error and make appropriate recommendations in correcting the error to the Academic Office.
- 48.3. The Academic Office shall ensure that the student(s) affected are notified in writing of any change of result.

49. Final Examination Scripts

- 49.1. A student may obtain a copy of his/her assessed final exam script(s), and all other written materials submitted for assessment in a unit, upon application on the prescribed form and upon the payment of the prescribed administration fee(s).
- 49.2. A student may view the marking guide for the final exam paper.
- 49.3. No access to exam scripts shall be permitted after 8 months of the release of results for any unit.

50. Reconsideration of Assessment and Unit Grades and Appeals

- 50.1. A student may apply for reconsideration of the final (end-point) assessment.
- 50.2. Applications for reconsideration shall be made only after a student has viewed his/her exam script and the marking guide under the provisions above, and remains unsatisfied with the results obtained. The application for reconsideration shall specify the question(s) which he/she is seeking a reconsideration of, and the basis for this.
- 50.3. Applications for reconsideration shall be made within five days of the result being released if the student wishes to pursue a course to which the course(s) under reconsideration is a prerequisite, or 21 days of the date of release of the results otherwise. Applications need to be made by lodging a duly completed 'Reconsideration of Assessment' form, together with the necessary fees for the reconsideration, to the Academic Office, which shall submit the application to the respective Dean/Director.
- 50.4. The Dean, or the Head of the Academic Section authorised by the Dean to deal with applications for reconsideration of grades shall cause the reconsideration to be done expeditiously and independently.
- 50.5. Reconsideration of unit grades shall comprise:
 - 50.5.1. a careful check that the referred to examination question and part-question was read by the examiner and given an appropriate mark;
 - 50.5.2. a careful remarking of the question(s) being asked for reconsideration;
 - 50.5.3. a careful check that the total examination mark has been accurately transposed within the proportions (% coursework vs. % final examination) previously established by the examiner;
 - 50.5.4. a careful computation of all the marks awarded for the coursework; and
 - 50.5.5. a careful check that the coursework mark has been accurately transposed within the proportions previously established by the examiner.
- 50.6. The application shall be considered and a decision communicated to the Academic Office within five working days of the receipt of the application for reconsideration from the Academic Office if the course under reconsideration is a prerequisite to a course that the student is required to undertake in the term immediately following to complete his/her programme, or within ten working days otherwise.
- 50.7. The outcome of the reconsideration shall be communicated to the student by the Academic Office within two days of the receipt of the report from the Dean/Director.
- 50.8. If the student is dissatisfied with the outcome of the application, the student may apply to the Faculty Academic Appeals Committee for reconsideration of the grade/result. Appeals shall be made within five working days of the date of the notification of the outcome of the application for reconsideration.
- 50.9. Applications shall be made by lodging a duly completed form prescribed for this purpose to the Academic Office, which then shall be sent by the Academic Office to the Faculty Appeals Committee within one working day of its receipt. The Appeals Committee shall cause a careful reconsideration of the documents as listed in s50.5 above, as well as cause to be carried out a careful examination of all or a sample of other scripts (with such sample determined by a specified process by the Academic Office) for the unit to ensure

consistency of marking and assessment.

- 50.10. The Faculty Academic Appeals Committee shall advise the Academic Office of the outcome of the appeal within five working days from the date of the receipt of the application from the Academic Office if the course is a prerequisite to a course that the student would need to do in the term immediately following to complete a programme or within 15 working days otherwise. The Academic Office shall advise the student within 24 hours by email or phone.
- 50.11. A grade may be unchanged, raised or lowered following reconsideration under this section.
- 50.12. A student who is dissatisfied with the award of the Faculty Academic Appeals Committee may appeal further to the Students' Appeals Committee for reconsideration of the decision by the Faculty Academic Appeals Committee. This appeal must be lodged within two working days from the date of the notification if the course under reconsideration is a prerequisite to a course that the student is required to undertake in the term immediately following to complete his/her programme or within ten working days otherwise.
- 50.13. Appeals against the decision of the Faculty Academic Appeals Committee shall be made by lodging the prescribed application form ['Appeal: Reconsideration of Assessment'] to the Academic Office.
- 50.14. The Students' Appeals Committee shall advise the Academic Office of the outcome of the appeal within five working days of the date of the lodgement of the appeal if the appeal concerns a prerequisite to another unit that the student needs to do, in the term immediately following, to complete the programme, or 20 working days otherwise.
- 50.15. A student may be given provisional admission into a unit if the unit whose grade is under reconsideration or is under appeal, is a prerequisite. The admission would be confirmed if the student's application succeeds. If the application fails, the student shall be deregistered from the unit, with no loss of fee paid for the unit.
- 50.16. Any and all fees paid for reconsideration of a unit grade, including the fees to get a copy of the script and to view the marking guide, shall be refunded to the candidate, if, as a result of the reconsideration or appeals, the grade for the unit is raised.
- 50.17. The decision of the Students' Appeals Committee shall be final.

51. Supplementary Assessment

- 51.1. Supplementary assessment may be offered when a student scores more than 45% and less than 50% in a course, or where a student receives a DNQ grade with a final total mark of 50% and over. Where students pass a supplementary assessment, the letter grade awarded is "C", with associated credit points.
- 51.2. Supplementary assessment may take the form of a special examination, an assignment, an oral examination, or any other appropriate assessment instrument within the particular discipline, on the proviso that the supplementary assessment task(s) must be equivalent, though not necessarily identical, to the initial assessment task(s).
- 51.3. Supplementary assessment shall be available as a norm in all courses of study. Where supplementary assessment is not made available, students must be advised of it through the course outline or the programme document.
- 51.4. Students who are attempting a course for the second time will not be offered supplementary assessment in that course. Students who are repeating a year of a programme will not be offered supplementary assessment in any course for that year.
- 51.5. Students will be formally advised as soon as is practicable that they have been offered supplementary assessment and of the form of the supplementary assessment task(s). If the supplementary assessment takes the form of an examination, the time and place of the examination will be provided within a minimum of three working days before the examination takes place. Where the supplementary assessment takes another form, the course co-ordinator will provide information to the student on the assessment task and its required completion date as early as possible.
- 51.6. Restrictions on the number of supplementary assessments permitted in a programme will be defined in each programme document but may not exceed the equivalent of one sixth of the total programme.
- 51.7. Supplementary assessment results should be reported in a timely manner so as not to disadvantage student progress. The Examination Board should ensure that the whole process of assessment, progress meetings/hearings and appeals are conducted as quickly as possible

and, in other than exceptional circumstances, are completed early enough not to prejudice a student's ability to properly enrol for the subsequent teaching period.

52. Modified Assessment

- 52.1. Occasions may arise when a student is able to complete an assessment but not in the form set out in the course guide or programme document. In such a case, the principal lecturer, with the endorsement of the Head of the Academic section that the programme falls in, may make provision for a modified assessment.
- 52.2. In order to be eligible for modified assessment, the student must apply in the prescribed manner within the first three weeks of the commencement of the academic term and before any assessment of the task that is proposed to be modified. Where a condition that requires a modification in an assessment task is established later in the term, a later application will be accepted if it takes place before the assessment task begins and there is enough time for appropriate arrangements to be put in place.
- 52.3. The application for modified assessment must be supported by suitable documentation from a relevant authority. It should explicitly address the need for modification of the assessment and the nature of modifications that are proposed to address the problem with the normal assessment.
- 52.4. Departmental provisions will normally involve consideration of applications by the relevant course and programme co-ordinators and any other individual as required by the Head of the academic section in which the programme falls to ensure that any proposed modification of assessment will not compromise assessment of the learning outcomes that the task is designed to assess.
- 52.5. Modification of assessment tasks must not have any impact on judgments about the merits of the student's performance, neither penalising nor advantaging the student. Modification of assessment tasks is at the discretion of those nominated to make such decisions within the relevant departmental provisions (e.g. the Programme Co-ordinator) and, if allowed, must be reported to the Examination Board.
- 52.6. Suitable adjustments might include:
 - 52.6.1. The use of special equipment.
 - 52.6.2. The support of a scribe.
 - 52.6.3. The provision of a rest room.
 - 52.6.4. The provision of supervised break periods outside an examination venue.
 - 52.6.5. Variation in communication mode, for example, an oral process instead of a written one.
 - 52.6.6. Any modification(s) suggested as suitable for a particular student by a suitable or relevant authority.
- 52.7. The student must be informed in writing about the outcome of an application for modified assessment as soon as possible. Appropriate documentation concerning the application and outcome should be attached to the student's file.

53. Re-Sit

- 53.1. A student may apply to re-sit the end-point examination. Such an examination shall be held as follows:
 - 53.1.1. A student may apply for and pay for the full costs of preparing and administering a re-sit examination.
 - 53.1.2. A student may apply for and pay the costs for a re-sit at the next occasion when the exam is administered.
- 53.2. For students who actually re-sit, the final grade the student obtains in the re-sit will be based on the original coursework plus the new exam mark.
- 53.3. Only one re-sit of end-point examination is permitted per unit.
- 53.4. Lecturer(s)-in-charge may make provisions in the unit outlines for re-sits of internal examinations.

54. Application for the Relief of Hardship

- 54.1. Candidates may apply for relief of hardship to the Academic Office:
 - 54.1.1. Where it is shown that an alteration or amendment of a regulation involving a programme, or a change in examination requirements has caused undue hardship to a student.
 - 54.1.2. Where it is determined that the student would benefit from time off from studies in which

case a student may apply to the Academic Office for a special leave of absence for up to three years.

- 54.1.3. Where it is determined that an exception to a regulation is required to provide for any exceptional circumstance not otherwise provided for in the University's Rules and Regulations.

55. Examination Procedures

- 55.1. The University Senate shall provide for Examination Policies for the University which shall detail the processes and policies for the conduct of examinations. For clarity, the Examination Regulations shall be consistent with and give effect to the provisions on examinations provided for in the Academic Policies.
- 55.2. No candidate shall be allowed in the exam venue without producing a valid ID card to the Supervisor(s) appointed for the examination at the respective location. Any exception should be authorised by the Pro-VC (Academic).
- 55.3. Candidates shall display their University identification cards on their examination desks in order to allow supervisors to verify their identities when collecting attendance slips. Over time this process may be replaced by electronic identification of students.
- 55.4. The examinations shall comprise written, oral or practical examinations as are prescribed in the unit outline of the unit provided to the students at the commencement of the term.
- 55.5. No candidate may be examined in any subject or part of a subject at any time other than what has been set down for him/her in the timetable except with the permission of the Chief Examiner.
- 55.6. No candidate shall be allowed to either enter an examination room later than one hour after the beginning of the examination or leave the examination room until one hour has elapsed from the beginning of the examination or during the last 15 minutes of the examination.
- 55.7. No candidate is to bring with him/her into the examination room any written or printed matter except as authorised by the examiner, or where such written or printed material has been authorised for use in an approved open book examination.
- 55.8. For units in which the programme documents allow for open book examinations, students may bring in materials as specified by the examiner.
- 55.9. Unless authorised by examiners, candidates are not allowed to have in their possession, while in an examination hall, any written or printed material, any electronic or computing device capable of storing material, or any device that is capable of transmitting, storing or receiving messages.
- 55.10. Candidates who contravene s55.7 shall have the materials or devices confiscated by the supervisor for the duration of the examination, and be reported to the Pro-VC (Academic) for disciplinary action.
- 55.11. The examination scripts shall be transmitted to examiners for assessment.
- 55.12. The scripts of the candidates shall be handed over to the Academic Office within two (2) working days of the submission to the Academic Office of the results as duly approved by the Examination Board. The handing over of the scripts shall be signed and countersigned in official record books by the Faculty/Center and the Academic Office, each of which shall maintain this record for at least seven (7) years. Where the examiner is either not a full-time staff, or is a staff member whose employment is to cease before the script handing over period expires, the examiner's supervisor shall assume the responsibility of custody and transmission of the scripts.
- 55.13. The Academic Office shall keep the exam scripts in safe custody for a period of at least seven years from the date of the examination.
- 55.14. The Faculty Dean shall ensure that all scripts are handed to the Academic Office within two (2) working days of the date of submission of the approved results to the Academic Office.

56. Dishonesty during Assessment

- 56.1. Dishonest practice can take many forms.
- 56.2. Dishonesty during summative assessments. This includes, but is not limited to, the following:
 - 56.2.1. Dishonest or attempted dishonest conduct such as speaking to or communicating with other students.

- 56.2.2. Being in possession of any textbook, notebook, or other written material, or electronic or mechanical device (e.g. mobile phones) not authorised for use during the test or examination.
- 56.2.3. Leaving answer papers exposed to the view of others, or attempts to read another student's examination papers.

56.3. **Cheating**

- 56.3.1. Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies in any form of examination including short tests, quizzes and final examinations.
- 56.3.2. Cheating includes (inter alia):
 - 56.3.2.1. Doing anything to gain an unfair or illicit academic advantage in an examination;
 - 56.3.2.2. Possessing, referring to or having access to any material, or to access the internet 'crib' notes or device containing information directly or indirectly related to the subject matter under examination other than what is explicitly approved for examination purposes;
 - 56.3.2.3. Using a cell phone to communicate with any other student or person inside or outside the examination venue;
 - 56.3.2.4. Copying from another student in a test or examination; enabling another student to cheat in a test or examination;
 - 56.3.2.5. Soliciting a person to sit a test or final examination in place of the student enrolled; sitting a test or final examination in the place of another student;
 - 56.3.2.6. Manipulation of scores in tests or examination or in any other form of assessment; and
 - 56.3.2.7. Enabling another student in any or a combination of any of the above.

56.4. **Complicity:** voluntarily or consciously aiding other students in the preparation of one or more of the offences covered in these regulations.

56.5. **Plagiarism:** submitting or presenting some one else's work (writing, invention or other creative work, etc.) as one's own and that is done solely for that particular course. Plagiarism may exist in the following forms:

- 56.5.1. The work submitted was done in part or whole by an individual other than the one submitting or presenting the work.
- 56.5.2. The whole work or parts of it are copied from another source without due reference.
- 56.5.3. A student submits, in one Course, work which has already been submitted in another Course, without prior arrangement with both Course lecturers, except that if the content of the two courses make it impossible for a student to submit a different work without compromising its quality.
- 56.5.4. Plagiarism also includes the following:
 - 56.5.4.1. Copying of the published or unpublished words of another writer without acknowledging the source using acceptable reference citation methods. Thus, to; 'cut and paste' from internet sources or 'lift' sentences, ideas and sections from a textual source qualifies as plagiarism.
 - 56.5.4.2. Lifting or cutting and pasting extracts without quotation marks or appropriate acknowledgement of sources.
 - 56.5.4.3. Paraphrasing of content and ideas without proper acknowledgement of the source.
 - 56.5.4.4. The use of images, diagrams, photographs and material from blogs and social networks, without acknowledgement.
 - 56.5.4.5. Copying part or all, of another student's assignment. In this instance, 'student assignment' refers to a piece of academic work submitted for assessment purposes for any course, in past or current years at any educational institutional including SINU or any other university.

56.6. **Other Academic Misconduct,** which include, but is not limited to, the following:

- 56.6.1. Tampering with, or attempting to tamper, with examination scripts, class work, grades or class records.
- 56.6.2. Failure to abide by directions of an instructor regarding the individuality of work handed in, or collaborates with others in the preparation of material, except where this has been approved as an assessment requirement.
- 56.6.3. Acquisition, attempted acquisition, possession, or distribution of examination materials.
- 56.6.4. Falsification or fabrication of clinical or laboratory or workshop reports.

- 56.6.5. Falsification of attendance records to cover the absence of others.
- 56.6.6. Fraudulent authorization or use of official documents (e.g. sick sheets; etc.).
- 56.6.7. Impersonates or causes to be impersonated.
- 56.6.8. Collusion, which in this context refers to working with someone else to deceive or mislead to gain an unfair academic advantage. It includes:
 - 56.6.8.1. Submission of a paper that has been written by an author other than the author credited for that piece of writing. This includes the use of paid services of a student, or any other person that has been solicited for that purpose.
 - 56.6.8.2. Facilitating or enabling another student to plagiarise in any way.
- 56.7. Other attempts to circumvent course assessment requirements.
- 56.8. A student shall be in breach of this Policy if he/she engages in any of the practices listed under this section. Plagiarism and dishonest practices are serious offences for which offenders shall be penalised.

56.9. Reporting of Dishonest Practice and Follow-up Procedures

- 56.9.1. Where a unit lecturer/instructor is satisfied that a student has plagiarised, he/she shall warn the student if it is a minor offence or make an appropriate reduction in the marks. For any reductions of mark by 50% or more, or where the lecturer/instructor considers the matter to be serious, he/she shall refer to the Head of the academic section, who shall cause a determination in the matter and report the matter in writing to the Head of the academic section and copied to the Pro-VC (Academic).
- 56.9.2. Where a student indulges in dishonest practice in coursework, the lecturer/instructor shall warn the student if it is a minor offence or effect an appropriate reduction in the marks. For any reductions of mark by 50% or more, or where the lecturer/instructor considers the matter to be serious, he/she shall refer to the Head of the academic section, who shall cause a determination in the matter and report the matter in writing to the Head of the academic section, copied to the Pro-VC (Academic).
- 56.9.3. A student has the right of appeal to the Faculty Dean against any action taken by the Head of the academic section.
- 56.9.4. In the event that a University staff member observes or otherwise becomes aware of dishonest practice by a University student, the member is obliged to report this to the Academic Office.
- 56.9.5. In the case of suspected student dishonesty during summative assessments or of a breach of the examination rules, the course lecturer, chief examiner or examination invigilator observing the dishonest practice must report the incident as soon as practically possible to the Academic Office, which shall then withhold the result of the student in that unit/course and convene the Academic Disciplinary Committee to consider the report.
- 56.9.6. In the case of other dishonest practices (e.g. complicity, or other academic misconduct), the course lecturer, or any staff of the University who finds a case of such misconduct, must report the incident as soon as practically possible to the Head of the section in which the student is studying and/or the Academic Office.
- 56.9.7. When the Pro-VC (Academic) is satisfied that a candidate has not complied with any regulation of the University whether in respect to any examination or any other matter, the Pro-VC (Academic) shall have power, having given the candidate such opportunity as he/she considers reasonable of remedying his non-compliance with the regulation(s), to suspend for such time as he/she may see fit, the release of the results of any examination to the candidate, or decline to credit any unit in his/her programme, or impose both these penalties.
- 56.9.8. A candidate may appeal to the Students' Appeals Committee against any decision of the Faculty Appeals Committee or the Pro-VC (Academic). Any such appeal shall be made in writing and shall be lodged with the Pro-VC (Academic) within fourteen days of the date on which the candidate was notified of the decision against which he/she is appealing, provided that the Vice Chancellor may, if in his/her opinion there are exceptional circumstances, direct that an appeal be accepted notwithstanding that it has been lodged after the expiry of the said fourteen days. A candidate may elect to appear when the appeal is being heard and he/she shall so appear if required to do so by the Students' Appeals Committee. The candidate may, if he/she wishes to, whether or not he/she is appearing in person, be represented by a member of the University community, or by some other person.
- 56.9.9. The Student's Appeals Committee may allow the appeal or dismiss it, or vary the decision that is appealed against.

56.9.10. The decision of the Students' Appeals Committee shall be final.

57. Student Appeals

57.1. Students levied any penalty for any offence under University regulations have the right to appeal to the Students' Appeals Committee.

57.2. Appeals must be made as per the requirements relating to the regulation breached, and in all other cases as soon as, but not exceeding fifteen working days from the date the decision is communicated to the student. Appeals lodged outside this time period, shall be accepted only in cases where there were circumstances beyond the student's control that prevented him/her from keeping to this limitation. Appeals should be made in the prescribed form. All appeals other than for those provided in these regulations, shall be lodged with the Pro-VC (Academic).

57.3. The Students' Appeals Committee may allow the appeal, dismiss it, or refer the matter to the Senate for its consideration.

57.4. All fees for applying for an appeal shall be returned to the student if the appeal is allowed.

57.5. Results from the Students' Appeals Committee shall be withheld until all fees and fines have been paid and all library books are returned.

57.6. The decision of the Students' Appeals Committee shall be final.

Part VI: Fees and Payments

58. Fee Policy

58.1. All students are required to pay their fees as per the Fee Policy. Where a student's fees remain unpaid, SINU shall take reasonable steps to recover the debt.

59. Payments to the University: All payment to the University shall be made as follows:

59.1. At all occasions, at the nominated bank in the nominated bank account of the University following the payment procedure advised to the person by the University in writing.

59.2. In exceptional circumstances when the nominated bank is not open, or cannot be accessed for any reason, at the cashier at any campus or location, where the person making any payment must demand an official receipt of the University.

60. Payments by the University: The University makes payments to students, and for trades.

60.1. All payment to students shall be made directly into the student bank account. It is the responsibility of the student to keep the University updated on their bank account details, and to maintain their bank accounts. Only in exceptional circumstances, students would be paid by University corporate cheque.

60.2. Payments to suppliers is made by the University only upon the issue of official invoices. The University does not pay any commission or benefit to any person or organisation for any work done for the University or to secure a contract without a due contract, and/ or without official documentation of services received.

60.3. The University shall not be liable for any payments to the University, or any payments or part-payment, or any undertaking to pay an individual or an organisation that is in breach of the regulations on monetary payments of the University.

Appendix 1: SINU Qualification Framework

Table: Award Levels of Programmes

Levels	School Sector	TVET Sector	Higher Education Sector
10			Degree of Doctor of Philosophy
9			Degree of Master
8			Postgraduate Diploma; PG Certificate
7			Degree of Bachelor
6		Advanced Diploma	HE Diploma, Associate Degree, Graduate Diploma
5		Trade Diploma	HE Certificate, Graduate Certificate
4	Form 7	Certificate 4	University Preparatory Certificate 4
3	Form 6	Certificate 3	University Preparatory Certificate 3
2	Form 5	Certificate 2	University Preparatory Certificate 2
1	Form 4	Certificate 1	University Preparatory Certificate 1

The general features of each level are as follows:

- Level 1:** Repeat; record; recall; list; name; identify; select; and use. (All of these are concerned with “knowledge”).
- Level 2:** Translate; re-state; describe; identify; locate; review; tell; express; measure; record; and calculate. (All these are concerned with “comprehension”).
- Level 3:** Compare; explain; describe; relate; exercise; check; and report (To a large degree this level involves an intensification and expansion of Level 2. The same verbs are therefore applicable).
- Level 4:** Interpret; apply; relate; demonstrate; illustrate; operate; sketch; specify; and determine. (All these are concerned with “application”).
- Level 5:** Distinguish, analyse and discuss; track; demonstrate; apply; convey; differentiate; appraise; calculate; A experiment; contrast; criticise; question; categorise; and design. (All these are concerned with “analysis”).
- Level 6:** Judge; evaluate; generate; demonstrate; apply; design; rate; and com-pare. (All these are concerned with “evaluation”).
- Level 7:** Use; utilise; demonstrate; carry out; apply; analyse; create; pro- vide; operate; and accept. (All these are concerned with analysis, synthesis and evaluation).
- Level 8:** Utilise; perform; apply; require; generate; create; provide; demonstrate; operate; and accept. (All these are concerned with analysis and synthesis).
- Level 9:** Demonstrate mastery of subject area; plan and carry out at internationally recognised standards, original scholarship or research papers.
- Level 10:** Provide an original contribution to knowledge through research or scholarship, as judged by independent experts, applying international standards.

Notes:

1. The level of a Programme and the award associated with it is determined by the predominant level of the units in the final semester of study. Programme documents will be expected to indicate the number of credits associated with units at particular levels required to meet the requirements for the granting of an award.
2. When expressing the various levels in terms of the “outcomes” expected, emphasis should be given to the use of the following verbs (although their use need not be totally confined to the level indicated).

Level Qualification Descriptors

Certificate I – IV

The main feature in the SINU QF is the clustering of programme/course outcomes and skills descriptors into Certificate I – IV qualifications and they are directly linked with employment skills. The descriptors are as follows:

Certificate I

The SINU QF Certificate I is a preparatory qualification whereby recognition is focused on a range of basic employment related skills. The competencies demonstrate the ability to perform a defined range of activities or basic practical skills under direction, most of which would be routine and predictable.

Distinguishing Features of Learning Outcomes

- Demonstrate knowledge by recall in a narrow range of areas
- Demonstrate basic practical skills such as the use of relevant tools to perform a sequence of routine tasks, given clear direction, receive and pass on messages/information

Examples

Council worker (outdoor), factory hand, florist, kitchen hand, stable hand, mail boy, workshop hand, greaser, deck hand.

Certificate II

The SINU QF Certificate II recognizes the competencies which demonstrate the ability to carry out a specific range of routine skills and procedures with some complex or non-routine activities. They include basic operational knowledge and a defined range of skills. They also demonstrate the ability to apply known solutions to a limited range of predictable problems. Some Apprenticeships or Traineeships lead to a Certificate III.

Distinguishing Feature of learning Outcomes

- Demonstrate basic operational knowledge in a moderate range of areas
- Apply a defined range of skills
- apply known solutions to a limited range of predictable problems
- perform a range of tasks where choices between a limited range of options is required
- Assess and record information from varied sources
- Take limited responsibility for own outputs in work and learning.

Examples

Bank officer, bush land regenerator, cleaner, farmer, film & video production technician, funeral attendant, hospitality operator, receptionist, sales assistant, screen printer, shearer, tourist operator, vehicle dealer, driver, mandatory apprenticeship schemes such as Trades Apprenticeship of the Ministry of Commerce and Trade.

Certificate III

The SINU QF Certificate III recognizes the competencies that demonstrate some relevant theoretical knowledge and the ability to perform a defined range of well-developed skills within an area of related activities. They involve known routines, methods and procedures, but with some discretion and judgment required. Responsibility for own work and the work of others is required. New apprenticeships may lead to a Certificate IV. In some cases a Certificate III will provide an early exit point in a Diploma programme.

Distinguishing Feature of Learning Outcomes

- Demonstrate some relevant theoretical knowledge
- Apply a range of well developed skills

- Apply known solutions to a variety of predictable problems
- Perform processes that require a range of well developed skills where some discretion and judgment is required
- Interpret available information, using discretion and judgment
- Take responsibility for own output in work and learning
- Take limited responsibility for the output of others.

Examples

Animal attendant, baker, beauty therapist, credit officer, electrician, homecare worker, motor mechanic, network administrator, painter and decorator, pastry cook, plumber, welder, carpenter, wood machinist, metal machinist, sign writer, sound technician, stonemason, tailor, tilelayer, agriculturist, forester, mechanical fitter, secretarial

Certificate IV

The SINU QF Certificate IV recognizes the competencies which demonstrate understanding of a broad knowledge base incorporating some theoretical concepts. They include the ability to perform a broad range of skilled applications, including evaluating and analyzing current practices, developing new criteria and procedures for performing current practices, and providing supervision and leadership in the workplace. The Certificate IV competencies demonstrate the skills needed for some technician-level and first-line supervisory or management occupations. A broad range of occupations and fields of study are covered at this level. In some cases a Certificate IV will provide an early exit point in a Diploma programme.

Distinguishing Feature of Learning Outcomes

- Demonstrate understanding of a broad knowledge base
- Incorporating some theoretical concepts
- Apply solutions to a defined range of unpredictable problems
- Identify and apply skill and knowledge areas to a wide variety of contexts with depth in some areas identified
- Analyse and evaluate information from a variety of sources
- Take responsibility for own outputs in relation to specified quality standards
- Take limited responsibility for the quantity and quality of the output of others.

Examples

Accountant clerk, architectural drafter, professional builder, community service worker, computer operator, fitness instructor, graphic designer, interior decorator, mechanical engineering technician, system analyst,

Higher Education Qualifications

Diploma

At this level, people are likely to be supervisors/managers who plan, initiate new approaches and apply judgment to themselves and others. They apply their knowledge and skills with substantial depth in some areas.

Distinguishing Features of Learning Outcomes

- Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas
- Analyse and plan approaches to technical problems or management requirements
- Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations
- Evaluate information (using it) to forecast for planning or research purposes
- Take responsibility for own outputs in relation to broad quantity and quality parameters
- Take limited responsibility for achievement of group outcomes

Advanced Diploma

People working at this level are likely to be senior managers or technical managers. They apply fundamental techniques and significant judgment in planning, design and leadership.

Distinguishing Features in Learning Outcomes

- Demonstrate understanding of specialized knowledge with depth in some areas
- Analyze, diagnose, design and execute judgments across a broad range of technical or management functions
- Demonstrate a command of wide ranging highly specialized technical skills
- Generate ideas through the analysis of information and concepts at an abstract level
- Demonstrate accountability for personal outputs within broad parameters
- Demonstrate accountability for group outcomes within broad parameters

Bachelors Degree

A course leading to this qualification also usually involves major studies in which significant literature is available. Course content is taken to a significant depth and progressively developed to a high level which provides a basis for postgraduate study and professional careers.

Distinguishing features of Learning Outcomes

- The acquisition of a systematic and coherent body of knowledge, the underlying principles and concepts, and the associated *communication and problem-solving skills*.
- Development of the academic skills and attributes necessary to undertake research, comprehend and evaluate new information, concepts and evidence from a range of sources.
- Development of the ability to review, consolidate, extend and apply the knowledge and techniques learnt, including in a professional context.
- A foundation for self directed and lifelong learning.
- Interpersonal and teamwork skills appropriate to employment and/or further study.

Graduate Diploma

Broadening skills of individuals either already gained in an undergraduate programme/course/ or developing vocational knowledge and skills in a new professional area and/or further specialization within a systematic and coherent body of knowledge.

Masters Degree

The Masters degree is a postgraduate qualification. A master's degree may involve the enhancement of specific professional or vocational skills through directed coursework and/or research. Alternatively, a Masters degree may indicate the acquisition of in-depth understanding in a specific area of knowledge through research.

Doctorate Degrees

Doctoral degrees are the highest level of postgraduate study. They usually involve a searching review of the literature, experimentation or other systematic approach to the relevant body of knowledge. An original research project is undertaken resulting in a significant contribution to knowledge and understanding and/or the application of knowledge within a discipline or field of study. A substantial and well ordered thesis is prepared, demonstrating the relationship of the research to the broader framework of the discipline or field of study.

Appendix II: University Regalia

- 1.1. All gowns, hoods except the inside lining and mortarboard shall be in the Light Blue colour, the SINU corporate colour and of colour model: RGB, Red 185, Green 237 and Blue 255.
 - 1.2. Certificate qualification dress shall include a gown with the school colour stripe on the collar.
 - 1.3. Diploma qualification dress shall include a gown, a hood with inside lining of the school colour.
 - 1.4. Bachelor degree dress shall include a gown, a hood with inside lining of school colour and a mortarboard
 - 1.5. Graduate Diploma dress shall include a gown and a stole of the school colour.
 - 1.6. During the procession, graduands are not allowed to wear any other decoration ornament over the graduation regalia until after he/she has received his/her certificate.
 - 1.7. During the graduation procession a Bachelor degree graduand shall not wear the mortarboard until after he/she has received his/her certificate.
 - 1.8. The management through the endorsement of Council shall determine the official dress of the stage party and particulars accessories that are deemed essential to include. The council reserves the right to make alterations to the graduation regalia where and when seen necessary.
- 1.9. FACULTY ACADEMIC COLOURS
- 1.9.1. Each faculty has chosen its academic colour that it can use for things such as uniform, colour of buildings etc. As for graduation, it will be the colour of the gown flip-collar that runs down vertically at the front.
 - 1.9.1.1. Faculty's specific academic colours:
 - 1.9.1.1.1. Faculty of Education & Humanities – Crimson
 - 1.9.1.1.2. Faculty of Business & Tourism – Drab
 - 1.9.1.1.3. Faculty of Science & Technology – Navy blue
 - 1.9.1.1.4. Faculty of Agriculture, Forestry and Fisheries - Kelly green
 - 1.9.1.1.5. Faculty of Nursing, Medicine and Health Sciences– Apricot

Appendix III: Grade Point Conversion

The conversion from a mark to a grade point is as follows: for each mark less than 100, subtract from 5 the difference between 100 and the mark obtained multiplied by a factor of 0.066667. (For example: $5 - ([100 - \text{mark obtained}] * 0.066667)$). Thus, for a mark of 90%, the GP = $5 - ([100 - 90] * 0.066667) = 4.33$. Or for a mark of 54, the GP = $5 - ([100 - 54] * 0.066667) = 1.933$.) Table II provides the full conversions for all marks.

Table II: Mark Conversion to GPs

Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point
A+	100	5.00	B	74	3.27	D+	49	1.60	E	24	0
A+	99	4.93	B	73	3.20	D+	48	1.53	E	23	0
A+	98	4.87	B	72	3.13	D+	47	1.47	E	22	0
A+	97	4.80	B	71	3.07	D+	46	1.40	E	21	0
A+	96	4.73	B	70	3.00	D+	45	1.33	E	20	0
A+	95	4.67	B-	69	2.93	D	44	1.27	E	18	0
A+	94	4.60	B-	68	2.87	D	43	1.20	E	17	0
A+	93	4.53	B-	67	2.80	D	42	1.13	E	16	0
A+	92	4.47	B-	66	2.73	D	41	1.07	E	15	0
A+	91	4.40	B-	65	2.67	D	40	1.00	E	14	0
A+	90	4.33	C+	64	2.60	D-	39	0.93	E	13	0
A	89	4.27	C+	63	2.53	D-	38	0.87	E	12	0
A	88	4.20	C+	62	2.47	D-	37	0.80	E	11	0
A	87	4.13	C+	61	2.40	D-	36	0.73	E	10	0
A	86	4.07	C+	60	2.33	D-	35	0.67	E	9	0
A	85	4.00	C	59	2.27	E	34	0	E	8	0
A-	84	3.93	C	58	2.20	E	33	0	E	7	0
A-	83	3.87	C	57	2.13	E	32	0	E	6	0
A-	82	3.80	C	56	2.07	E	31	0	E	5	0
A-	81	3.73	C	55	2.00	E	30	0	E	4	0
A-	80	3.67	C-	54	1.93	E	29	0	E	3	0
B+	79	3.60	C-	53	1.87	E	28	0	E	2	0
B+	78	3.53	C-	52	1.87	E	27	0	E	1	0
B+	77	3.47	C-	51	1.87	E	26	0			
B+	76	3.40	C-	50	1.67	E	25	0			
B+	75	3.33									

Document history

Version	Author (Name & Designation)	Approval Date	Revision
1	Vice Chancellor, through the Senate, as the document titled SINU Academic Regulations.	1 st Edition September 2013	Revised from SICHE Academic Regulations
2	Vice Chancellor, through Senate & Senior Management Committee.	20 December 2019 By SINU Council	Major Revision 1