

NEW VISION COLLEGE (NVC)



The Registrar and Admissions Office

Student Hand Book

August, 2022

Furi, Oromia, Ethiopia

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1. Introduction

You are a student at New Vision College is one of Private Higher Education Institutions offering business and leadership academic programs accredited by Ethiopian Education and Training Authority (ETA) of MOE of FDRE in the graduate and undergraduate levels both in the Regular and Extension modalities.

New Vision College strongly believes that with many competent and effective leaders the future Africa can be transformed and consequently aspires producing transformative global leaders. Africa is experiencing tremendous renaissance and a great deal of development. In order to enhance this growth and achieve meaningful transformation producing well equipped and well-educated transformative leaders is critical.

New Vision College want to contribute its fair share by training and producing transformative leaders who are committed to the growth and transformation of African nations such as Ethiopia.

The rules and regulations in this student handbook are adopted from the New Vision College senate legislation to be used as a guide to the academic policies, procedures, and services of New Vision College. It is prepared primarily to answer questions that relate to the many regulations that govern the academic life of student at the college, to provide description of the services provided.

We hope you will find this handbook useful. It is an attempt to incorporate in one document those policies and procedures that may affect your day-to-day life as a student at new Vision College. Therefore, you are strongly recommended to read this student hand book thoroughly and apply as need arises.

1.1. Establishment

New Vision College is one of the up-and-coming private colleges established October 2022, in Oromia Reginal State, Shagar Smart City, Muda Furi Wereda, 04 kebele that is located at 5km far from Addis Ababa. New Vision College is envisioned to implement the new vision of quality education conduct and support research that elucidates problems in all aspects of society, and develop and implement community service platforms to contribute to the development goals of our country.

Accordingly, the college has set out a clear vision, mission, values, and goals as detailed below.

Vision, Mission, Values, and Goals

New Vision College has been working to contribute its part to the developmental goals of Ethiopia by providing quality education, conducting and supporting problem-solving research, and designing and

applying for community service programs. Accordingly, the college has put forward a clear vision, mission, values, and goals elaborated as follows

1.2. Vision

NVC aspires to be a leading centre of excellence in promoting responsible citizenship, and position itself among the top private institutions in Africa by 2027.

1.3. Mission

New Vision College is dedicated to producing skilled and competent graduates, generating problem-solving research, and delivering community services tailored to specific needs. The college emphasizes innovative and collaborative practices within an accessible and affordable learning environment. By conducting quality, demand-driven research, NVC aims to enhance education and contribute to the socio-economic development of both the region and the country. It provides quality education that cultivates high-calibre graduates, engages in impactful research, and offers training, community support, and consultancy services.

1.4. Motto

Education toward freedom! (Freedom from poverty, Freedom from backwardness, freedom from illiteracy) New Vision College used the motto Education towards freedom because total freedom lies in education. There is complete freedom through education.

1.5. Values

Core Values of New Vision College:

- **Dignity:** New Vision College upholds the inherent dignity of every individual within the college community. This value reflects a commitment to treating all students, faculty, and staff with respect and honoring their contributions to the institution. Upholding dignity ensures a supportive environment where every person's worth is recognized and valued.
- **Truthfulness:** Truthfulness is fundamental to maintaining academic integrity and trust within the college. New Vision College emphasizes honesty in all academic and administrative processes, encouraging a culture where transparency and accurate representation of information are prioritized. This core value fosters a climate of trust and credibility.
- **Fairness:** Fairness at New Vision College ensures that all individuals are treated equitably and justly. This value supports impartial decision-making in academic evaluations, disciplinary actions, and institutional policies. Fairness is crucial for creating an inclusive environment where everyone has equal opportunities to succeed.

- **Responsibility:** Responsibility involves acknowledging and fulfilling one's duties and obligations within the college community. New Vision College encourages students, faculty, and staff to take ownership of their actions and contribute positively to the institution. This value promotes a culture of accountability and proactive engagement.
- **Freedom:** Freedom at New Vision College encompasses the liberty to express ideas, engage in academic inquiry, and participate in the educational process without undue restriction. This core value supports the open exchange of ideas and intellectual exploration, essential for academic and personal growth.
- **Moral Development:** Moral development is integral to the college's mission to cultivate not just academic skills but also ethical character. New Vision College is committed to fostering the moral growth of students through education that emphasizes ethical reasoning and responsible behavior, preparing them to contribute positively to society.
- **Action Learning:** Action learning involves learning through practical experience and problem-solving. New Vision College integrates this approach into its educational programs, encouraging students to apply theoretical knowledge to real-world situations. This value enhances experiential learning and prepares students for practical challenges in their careers.
- **Accountability:** Accountability means being answerable for one's actions and decisions. New Vision College promotes a culture of responsibility where students, faculty, and staff are held accountable for their performance and conduct. This core value supports the integrity of the institution and its commitment to high standards.
- **Transparency:** Transparency is essential for building trust and credibility within the college community. New Vision College ensures that its processes, decisions, and communications are open and clear. This value fosters an environment where stakeholders are informed and involved in institutional affairs.
- **Academic Freedom:** Academic freedom is a cornerstone of intellectual inquiry and scholarly research. New Vision College supports the right of faculty and students to pursue knowledge and express ideas freely, without fear of censorship or retribution. This value underpins a vibrant academic environment where innovation and critical thinking are encouraged.
- **Innovation:** Innovation reflects the college's commitment to continuous improvement and creativity. New Vision College values new ideas and approaches that enhance educational practices and institutional effectiveness. This core value drives the development of cutting-edge programs and solutions to meet evolving educational needs.

- **Visibility:** Visibility involves maintaining an active presence and influence within the academic community and beyond. New Vision College strives to be a prominent institution known for its academic excellence and community impact. This value supports efforts to enhance the college's reputation and recognition.
- **Internationality:** Internationality signifies the college's commitment to global perspectives and cross-cultural engagement. New Vision College values diversity and fosters international collaborations and exchanges. This core value enriches the educational experience by exposing students to global issues and diverse viewpoints.
- **Humanity:** Humanity reflects the college's dedication to compassion, empathy, and respect for others. New Vision College emphasizes the importance of understanding and addressing human needs and values. This value promotes a supportive and caring environment that prioritizes the well-being of all community members.
- **Community Engagement:** Community engagement involves actively participating in and contributing to the surrounding community. New Vision College encourages students and staff to engage with local and global communities through service, outreach, and partnerships. This value supports the college's mission to make a positive impact beyond the campus.

1.6. Goals

To meet the standard requirements of students, trainees, community, and stakeholders, the goals set by New Vision College include:

- Creating a competent human power that can contribute to poverty alleviation, and socioeconomic development through facilitating demand-driven, high-quality education and training relevant to various sectors of the economy.
- Offering research-based diversified educational programs in line with the needs of dynamic local, national, and global environments
- Creating links and collaborations with research and higher education institutions at local, national, and international levels.
- Researching contemporary local, national, and international issues to solve problems
- Contributing to HIV/AIDS prevention and establishment of a community that supports and maintains the equality of males and females in society through awareness creation on gender and HIV/AIDS issues among the college community and the society at large

- The vision, mission, values, and goals of the college have also been well communicated being part of different working documents of the college like the students' handbook. They have also been posted as posters on the college campus so that students, staff, and any visiting individual can read them.

1.1. Academic Programs of the College

- New Vision College offers academics program in the three undergraduate and three graduate levels. Currently,

A. Graduate Programs: -

1. Master's Organization Leadership
2. Master's Project Management
3. Masters of Business Administration

B. Undergraduate Programs:

1. Bachelor of Art in Accounting and Finance
2. Bachelor of Art in Management
3. Bachelor of Art in Leadership

1.2. Graduate Profiles

- Students are required to fulfill a minimum set of achievements to graduate (get a degree) from a program.
1. Students in each of the postgraduate and undergraduate programs are required to complete the coursework and research requirements stipulated in the curriculum of the programs.
 2. For specific information regarding the courses and corresponding course credit hours and total program credit hours students are required to contact their respective departments and/or the college Registrar and Admission Office.

1.3. Admission Requirements

1.8.1. Undergraduate Level

- Admission to undergraduate programs of the college would take place as in the following:-

1.8.1.1. After a successful completion of preparatory program

2. As per the regulations of Ministry of Education,
3. As per the cut-off points set by ministry of education
4. As per the senate legislation of the college, or
5. A pass in entrance examination set by the department.

1.8.1.2. After Completion of Diploma (12+2/10+3) and TVET 10+3

1. TVET level IV certification from recognized institution
2. Certified National Level coc
3. Minimum one-year work experience
4. Diploma 10+3 or 12+2 from recognized institute

1.8.1.3. After having a first degree

1. BA, BSC and Above degree certification from recognized institution
2. As per the admission criteria of the college/department

1.8.2. For foreign students

1. BA, BSC and above degree certification from recognized institution in any profession.
2. Certificates equivalence which meets the Ethiopian MoE higher education standards, and approved and authenticated by ETA.
3. For other type of certificates, certificates equivalence which meets the Ethiopian MoE higher education entrance standard, and approved and authenticated by ETA
4. Additional, admission criteria set by the college/department should have to met.

1.8.3. Student transfer

1. A transfer from a recognized university or college in the same field
2. As per the admission criteria of the college/department
3. As per the senate legislation of the college

1.8.3.1. In case of high competition for admission

1. Grade 12 university entrance examination result and completion year;
2. Grade point average at graduation;
3. Additional training after graduation;
4. Work experience and supporting letter from respective employer
5. Gender and Disability and
6. Entrance examination result will be taken in to consideration in order to choose the candidate for admission.

1.8.4. Graduate Level

a. The minimum admission requirement for the graduate programs is bachelor degree in business fields. It is emphasized that a strong quantitative background is essential for success in the graduate programs.

b. To get admitted to the graduate programs of the college a prospective student has to

meet the Graduate Admissions requirement of New Vision College which is as per the graduate admissions requirements set by the Ministry of Education.

Accordingly, an applicant for the aforementioned postgraduate program has to fulfill at least the following:-

1. Possess relevant Undergraduate Degree, preferably in Management, Economics, Accounting and Finance, Marketing, Logistics and Supplies Management, Mathematics, Statistics or Engineering fields from a recognized/accredited tertiary educational institution.
 2. Must possess a minimum cumulative GPA of 2.00 on a 4.00-point scale.
 3. Achieve competitive score in the quantitative and language proficiency (communication) test to be prepared and administered by New Vision College (The admission test will be prepared in GMAT standards with general management question included).
- c. Besides these general admissions requirements for all graduate programs, graduate departments could impose special admissions requirements and consequently interested prospective students advised to contact the College Registrar and Admissions Office and/or the respective Office of the Graduate Program Coordinators.

1.4. Semester Load

1. A student is required to register for a normal load which is measured in terms of the total sum of Credit hours of the modules/courses he/she registers.
2. The semester load varies from department to department, program to program and/or semester to semester of the program.
3. Specific program semesters loads details are stipulated inside the curriculum of each the programs, graduate and undergraduate, to which a student is enrolled. Students can contact their program advisor or the Registrar and Admission Office for specific details of each semester credit hours loads and then the total credit hour of the program they enrolled in.

1.5. Academic Calendar and Duration

- 1.10.1. The academic calendar of the college consists of three semesters per year for the undergraduate programs in Extension (Weekend) modality and two semesters for the undergraduate programs in the Regular modality.
- 1.10.2. Graduate Regular programs are two years programs divided into four semesters while graduate Extension (Weekend) programs are two & 5month years

programs divided into six semesters.

1.10.3. Undergraduate Extension (Weekend) programs are Five years programs divided into 15 (Semester's) while the undergraduate Regular programs are Four years programs divided into Eight semesters.

1.10.4. The academic calendar of the college runs from September to August

Academic Policies and Procedures

- The next sections present academic policies and procedures of New Vision College. As a student of the college you need to know these policies and procedures. Orientations are also given for all admitted students in these regards at the beginning of every term and/or semester.

2.1. Registration

2.1.1. Procedures of Registration

- Registration of students admitted to the New Vision College takes place at the beginning of every term or semester in line with a registration schedule (period) announced by The Registrar and Admissions Office of the College.

2.1.1.1. A student need to fill all the necessary application and registration forms and should be dully signed.

2.1.1.2. A student must register in person.

2.1.1.3. Registration takes place at the beginning of every semester or term in line with academic registration calendar of the college.

2.1.1.4. Course registration takes places depending on course break down as in the program curriculum.

2.1.1.5. A student must pass a prerequisite course to register for the next advanced course in the subject area.

2.1.1.6. Course registration will be complete only when approved by the advisor and the registrar office and the necessary corresponding tuition fees are paid.

2.1.2. Late Registration

2.1.2.1. Late registration is possible only under justifiable and demonstrable reasons

2.1.2.2. Late registration is subjected to late registration penalty in line with the college rules and regulations.

2.1.2.3. Late registration must takes place within five working days from the last date of the normal registration schedule.

2.1.3. Identification (ID) Card

- All students admitted to New Vision College are issued a Student Identity (ID) card that helps to the holder (student) get services and access to facilities in the College. The ID card:
 - 2.1.3.1. The student ID must be renewed every term/semester.
 - 2.1.3.2. Must be used or presented at all times when making any kind of enquires or demand for any college services.
 - 2.1.3.3. If lost the student ID card will be replaceable subjected to Lost ID card replacement fee.
 - 2.1.3.4. It must be returned to the Registrar and admissions Office if a student discontinues his/her study in any form and/or up on graduation from the College.

2.2. Tuition Fee

- 2.2.1. A student is required to pay the required tuitions fee upon semester/term registration.
- 2.2.2. A student can pay their term/semester tuitions fee on lump sum or installment basis but has to be paid fully within the semester/term. This, however, has to be consulted with the finance department of the college.
- 2.2.3. Late tuitions fee payment is only allowed under justifiable and demonstrable reasons that have to be approved by the vice president of Administration and finance of the college and the Vice President of Academic Affairs of the college.
- 2.2.4. Late tuition fee payment is subjected to penalty in line with the rules set in this regard by the finance department of the college.
- 2.2.5. Students are required to properly keep their receipt of payment of their tuitions fees. Replacement or obtaining copy of lost receipt of payment of tuitions fee subjected to 10 Birr charge that applies for each and every receipt replaced or copy obtained.
- 2.2.6. The tuitions fee charged for graduate and undergraduate programs of the college are as in the following: -

Table 1: Tuition Fees for Masters and Degree Students.

SN	Items	Graduates Programs		
		Masters	Degree	Regular and Extension (Weekend)
1	Application fee	200	200	
2	Registration fee per semester	500	150	
3	Tuition fee per Cr. Hrs	1100	150	
	Per credit for Regular and Extension (Weekend)	1100	150	

4	Make-up Examination Fee	500	200	
5	Transcripts** Fee	500	150	
6	Official copy (foreign)	1000	300	
7	Examination Re-evaluation Fee	500	150	
8	ID Card Fee	300	50	
9	Lost ID Card Fee	200	50	
10	Late Registration Fee	300	100	
11	Re-admission Application Fee	300	150	
12	Transfer Fee	500	300	
13	Letters	150	100	
14	Diploma Fee	500	100	
15	Graduation processing fee	2000	1000	
16	Thesis Fee	12,000	3000	

2.3. Refund

3.3.1. Refund for tuition fees will be made only upon written application for withdrawal from the College and as per the decision of concerned office(s).

3.3.2. Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the college when disciplinary action is pending are not eligible for a refund of any fee.

3.3.3. Application fee and other fees for which services had been received are not subjected to be refund.

Table 2: Refund

SN	Time of withdrawal	Percentage of Refund
1	If the college is not able to launch the program registered.	100%
2	If the student claims withdrawal at the time of registration period.	Monthly payment
3	If the student claims to withdraw after the class begins	No refund for the month
4	If the student effected payment for a semester/year and has started attending classes.	The remaining months /after a month within/

2. Academic Rules and Regulations

2.1. Course Assessment and Grading System

- 2.1.1. Student learning is assessed on a **continuous assessment** basis in the form of tests, assignments, presentations, etc. to determine the final letter grade earned.
- 2.1.2. The composition of each of the different types of assessment applied to courses/modules differ one course/module to another but should not be less than 50% of course assessment systems.
- 2.1.3. The assessments may be oral, written or practical, depending on the nature of the module/course.
- 2.1.4. The number, type and schedule of examinations or tests in a module/course shall be determined by the instructor and stated on the module/course outline to be issued to students at the beginning of the module/course.
- 2.1.5. Grades are submitted to the Office of the Registrar before or on the deadline with the approval of Department Head or program coordinators in relation to Student Assessment and Grading System of the college.
- 2.1.6. Examination and project assignment papers are archived by department heads or Student Assessment and Exam Administration Office for at least one semester/term.
- 2.1.7. Appeal, complaint or grievance regarding assessment results or grade should be made formally in writing to the department heads or program coordinators within a month from the announcement of the assessment result or the grade. This is subjected to Examination Re-evaluation fee" which might be refunded if the complaint is found out positive.
- 2.1.8. Letter grades are assigned to the marks earned out of 100% on a relative or norm referenced grading system.
- 2.1.9. Instructors are required to report raw marks and letter grades to the department and it should clearly show that continuous assessment has been conducted.
- 2.1.10. Feedbacks from Examinations:- Exam papers are returned to students after marking and feedbacks have to be given to students on the examinations so that they will learn from their mistakes. Instructors submit grades after students have seen their papers.

2.2. Grading and Marking System

2.2.1. New Vision College grading system for postgraduate programs and undergraduate programs as well as for thesis and dissertation will take place in the following tables.

Table 3: Postgraduate Programs Letter and Grade Point Grading System

SN	1	2	3	4	5	6	7	8	9
Letter Grade	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	F
Grade Point	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	0.00

Note:

- 2.2.2. Any student receiving a B- or lower grade in a course must choose to retake the course in an attempt to raise his or her grade point average.
- 2.2.3. Students receiving C- or below will not be able to graduate unless they retake those courses and improve their grades.

Table 4: Undergraduate Programs Letter and Grade Point Grading System

Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description
4.0	A+	Excellent
4.0	A	
3.75	A-	
3.5	B+	Very Good
3.0	B	
2.75	B-	Good
2.5	C+	
2.0	C	Satisfactory
1.75	C-	Unsatisfactory
1.0	D	Very Poor
0	F	Fail

Table 5: Thesis or dissertation grading system

Raw Mark Interval (100%)	Status Description	Corresponding Letter Grade
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[80,100]	Excellent	A
[75,80)	Very Good	B+
[60,75)	Good	B
(50,60)	Satisfactory	C
[0,50 <)	Fail	C-

2.3. Incomplete (I), No Grade (NG) and Make up Examinations

- 2.3.1. Incomplete (I) grade is given to a student who has failed to fulfill the necessary course assessment methods/requirements i.e. assignment, term paper ... etc.
- 2.3.2. A student with any of these cases must present the case as well as the reason for not meeting the required course assessments to the department and/or program coordinator for make-up examination arrangement within one month of the next term.
- 2.3.3. Make-up examination and/or fulfilling the course assessment mechanisms will be allowed only under justifiable and demonstrable reasons.
- 2.3.4. No-Grade (NG) represents registration for a course but failure to undergo any of the course assessment mechanisms.
- 2.3.5. All "NG"s shall be changed to one or another of the following before grades are submitted to the Registrar:
1. To an "I" (incomplete) by the AC in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course. The student should take make up exam and convert the "I" to a grade within a year. Failure to do so will result in an "F" to the course; or
 2. To a "W" (withdrawn) by the department/center chair/school head for a student who has formally withdrawn from the program within eight weeks after the beginning of the semester. In this case the registration will be cancelled the student will reregister for the modules/course on readmission; or
 3. To a "DO" (dropout) by the dean for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the college and the time limit specified above; or has not produced evidence justifying his failure to sit for the examination(s). Neither "W", "DO" nor "I" shall play any part in the computation of the Semester GPA. A student who obtains a "DO" for a module/course or modules/courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by the college to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in

an automatic “F” grade.

2.4. Academic Dismissal

- 2.4.1. Academic dismissal is a decision to disallow academic pursuit in institutions of higher education.

2.5. Promotion and Failing

- 2.5.1. A student registered for all programs shall graduate if he/she scores an average of minimum 3.00 grade points and 2.00 points in the graduate and undergraduate programs, respectively in a cumulative weight for all courses provided that he/she has not scored below “B” and “C”, respectively for both graduate and undergraduate levels in any major course.
- 2.5.2. A student registered for all programs cannot graduate if he/she scores below “B” and “C”, respectively for both graduate and undergraduate levels in any major course.
- 2.5.3. A student may repeat a course if the score is below “B” and “C”, respectively for both graduate and undergraduate levels.

2.6. Withdrawal

- 2.6.1. A student who decides to withdraw from the college or a program for academic or non- academic reason must do so formally/officially to get readmission in later times.
- 2.6.2. This will happen through filing an application through the department and/or academic advisor that will assess the eligibility for withdrawal/readmission.
- 2.6.3. In situations where the student cannot file the application, it can be done filing a letter duly signed by the student or person designated by the student.
- 2.6.4. Application for withdrawal should be filed to the department head or academic advisor is made within 30 days from registration and to the department or program coordinator if it is made after 30 days from registration.
- 2.6.5. Finally, Withdrawal has to be approved by the registrar and admissions office.

2.7. Re-admission

- Students who dropout or withdraw officially after earning at least one semester’s credits at the College, can request for readmission into the department they withdrew from. They cannot apply to join a different department.

2.7.1. Readmission to the Undergraduate Program

A. Readmission for students in good academic standing

1. A student who, for reasons beyond his/her control, discontinues his/her studies while in good academic standing shall be allowed to apply for readmission.
2. The applicant is required to provide documented and acceptable justifications for his/her withdrawal.
3. Readmission is subject to availability of space, facilities and the necessary budget.
4. When there are changes in the curriculum, the status of the student will be determined accordingly at the time of his/her application for readmission.

B. Readmission for academically dismissed students

1. Students dismissed for academic reasons may be readmitted after at least a semester to repeat courses in which they failed (scored "D" and "F") during the semester of readmission, provided it is determined that the projected "C" grades in the courses repeated will raise the student's achievement to the required levels. Such student shall be readmitted in a semester when there are more modules/courses the student is eligible to register for.
2. A dismissed student is given a readmission chance two more times in his/her stay at the college.
3. A student may be allowed to raise his grade point to the required level provided he can remove such academic deficiencies in not more than one year and the maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining modules or courses of study.
4. A first year undergraduate student dismissed at the end of the first semester with a Semester GPA of not less than 1.00 shall be readmitted.
5. A first year undergraduate student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.
6. A second year and above undergraduate student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.
7. A student who has been dismissed for good due to academic deficiencies will not be readmitted into the program from which he has been dismissed.
8. An academically dismissed student of the college, if and when readmitted, is subject to

a new tuitions fee scheme for the semester being repeated.

9. An academically dismissed student, if and when readmitted, is not allowed to take new courses for the semester being repeated.

2.7.2. Re-Admission to the Graduate Program

A. Withdrawal and Re-admission

- Students must complete official withdrawal forms within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement will only be eligible for readmission if he/she has a good cause for failing to meet the deadline.

These include:

1. If the candidate cannot pursue his study because of medical reasons ascertained by a valid certificate; or
1. If the college is unable to carry out the relevant graduate program and advises the candidate accordingly; or
2. If the candidate is unable to continue due to other unforeseeable reasons.
 - i. A candidate who has been dismissed for academic reasons may apply for readmission only once during the whole study period of a given program provided that there is place in the department and/or program.
 - ii. The length of absence between withdrawal and readmission may not exceed Five years.
 - iii. The college may, however, consider the readmission of a student who has discontinued his study for four to five years provided it is convinced that the student was prevented from applying for readmission by circumstances beyond his control.
 - iv. No graduate student who has discontinued his study for a period longer than five years may be granted readmission.

2.7.3. Readmission procedure

- 2.7.3.1. Students collect Readmission Application Form from the Admissions Office of the Registrar at specified times indicated in the Academic Calendar.
- 2.7.3.2. The completed forms are then returned to the Admission office of the Registrar.
- 2.7.3.3. The Office forwards the re-admission applications to the appropriate department or program coordinator.
- 2.7.3.4. The academic commission of the college acts on the re-admission application;

decisions are communicated to the Office of the Registrar.

2.7.3.5. The Office of the Registrar informs all concerned applicants whether they have been accepted or rejected.

2.8. Registration

2.8.1. All graduate and undergraduate students must register at the beginning of each semester. A student who fails to maintain continuous registration without officially withdrawing from a program shall be considered to have dropped out of the program. If such student seeks to resume his studies, he must submit a readmission application to The Registrar and Admissions Office.

2.8.2. The application shall be assessed by the Graduate Council and approved by the AC on the basis of the rules and regulations in force at the time of readmission.

2.9. Repeating Modules/Courses

2.9.1. Only courses with grades lower than „B“ may be repeated when the CGPA of the student is less than 3.00. A student with a grade of “C” or lower may be allowed to take a re-exam, instead of repeating the course, with the recommendation of the course instructor and the Graduate Council by assessing the overall performance and/or special conditions of the student on individual basis.

2.9.2. No course may be repeated or re-examined more than once. Grades obtained on a repeated course shall stand as they are.

2.10. Transfer of students

2.10.1. Intra-College Transfer

- A student registered in one program may be allowed to transfer to another program provided the candidate:

2.10.1.1. Presents an application stating convincing reason(s) for requesting the transfer and a letter in support of the desired transfer from a sponsor where applicable; and

2.10.1.2. Satisfies the academic requirements for admission into the program to which transfer is sought and the approval of the concerned Graduate Councils and ACs has been obtained; and is not a dismissed student; and

2.10.1.3. Must have completed not more than one fourth of the originally joined program (50% of the course work).

2.10.1.4. Transfer of credits shall be determined by the department/school/center receiving the candidate.

- 2.10.15. A student that is admitted or readmitted can ask for and be allowed interdepartmental transfer.
- 2.10.16. The transferred student must take all the major courses that are required by the new department for graduation.
- 2.10.17. The transferred student can be exempted (only in the undergraduate program) common and related courses that he/she has taken in the previous department. No exemption is permitted to the department or institutions.
- 2.10.18. The department from which a student seeks transfer as well as the department to which he/she wants to be transferred must examine the transfer case and permit; and this permission shall be handled by the department or graduate council and approved by the Academic Commission and then communicated to the Registrar and Admissions office for registration.

2.10.2. Intra-College Transfer

- A student may transfer from one college to another college (inter-college) or from one department to another department within the same college (intra-college) upon satisfying the following conditions and procedures.
- 2.10.2.1. Both inter-college transfers shall depend on availability of space and facilities in the receiving college or department and a transfer applicant shall have grade levels that would normally be required of students for enrolment into the department concerned.
- 2.10.2.2. Inter-college transfer is only applicable in areas of related disciplines;
- 2.10.2.3. A student dismissed from his previous department shall not be eligible for inter-college transfer into another college or department of the college;
- 2.10.2.4. Inter-college transfer application forms shall be available at each college and department of the university to be collected by applicants for transfer upon payment of appropriate fees;

2.10.3. Transfer Procedures

- 2.10.3.1. A transfer application form must be completed and returned to the concerned college or department within a week after registration;
- 2.10.3.2. Granting or denying transfer shall be made by a dean of the receiving college upon the recommendation of the receiving department in case of inter-college transfer and by the head of the receiving department in case of intra-college transfer which shall then be approved by the dean of the receiving

college. Accepted transfer requests are subject to final approval by the Registrar and admissions office;

2.10.3.3. The colleges shall set criteria for selecting students who apply for transfer;

2.10.3.4. A student whose application for transfer has been rejected shall have a right of appeal to the AVP whose decision shall be final;

2.10.3.5. The process of transfer or finale decision shall be completed within two weeks following the commencement of classes;

2.10.3.6. Transfer shall not have the consequence of elongating the stay of a student for more than a year; and

2.10.3.7. The receiving department shall work out the details of transfer of credits and other technical matters.

2.11. Add and Drop

2.11.1. Add and drop possibilities have to be applied in consultation with and permission by the academic advisor of the student.

2.11.2. It is done on a form prepared for the purpose and the form should be collected from the Registrar and Admissions Office.

2.11.3. Dates for add and drop are indicated in the academic calendar of the College.

2.12. Discontinuing study

2.12.1. Dismiss-Repeat

2.12.2. For academic reasons a student may be forced to discontinue his/her study for at least one semester.

2.12.3. One of these academic reasons is a “dismiss-repeat” status of a student. Such type of discontinuity allows a readmission in which a student will be readmitted to repeat the modules/courses he/she failed.

2.12.4. The procedure is described before under re-admission section.

2.12.5. A student with a "dismiss-repeat" status should formally withdraw from the College.

2.12.6. Dropout

3.13.6.1. Students dropping out from the college must consult their academic advisors and explain why they wish to drop out.

3.13.6.2. Student dropping out of the college has to present reasons for doing so.

3.13.6.3. Dropping out from the college for inadequate reasons will be denied readmission.

3.13.7. Withdrawal

- 3.13.7.1. Any student who wants to discontinue his study should formally withdraw and complete Withdrawal Form (or clearance) within 8 weeks after the beginning of the semester.
- 3.13.7.2. The college does not accept readmission requests if an applicant has not withdrawn properly in compliance with the respective rules and regulations.
- 3.13.7.3. A student who discontinued his study due to either “dismiss-repeat” status or dropping out may request for readmission as per the procedures stipulated in the respective part.

3.13.8. Clearance

- 3.13.8.1. Students should fulfill the proper clearance procedure upon their graduation or when they discontinue their study. Every student must collect the Clearance Form from the College Registrar and Admission Office.
- 3.13.8.2. After properly completing such forms and getting them signed by the appropriate offices, the student must submit it to the college Registrar and Admissions Office, and keep a copy with him/her.
- 3.13.8.3. No transcripts, degrees, diplomas and letters of recommendation will be issued to a student who cannot produce his/her copy of the clearance from every time such services are requested.
- 3.13.8.4. Moreover, readmissions are processed if and only if a student presents a duly signed clearance.

3.14. Class Attendance

- 3.14.6. A student is required to attend all lectures, Seminars and practical sessions as well as field work.
- 3.14.7. In situations where a student, because of reasons beyond his/her control, fails to attend all sessions, a minimum of 80% attendance is required if he/she is to earn credit in a given module/course.
- 3.14.8. A student who has missed more than 20% attendance will be given a grade of IA (Incomplete Attendance) and will be required to provide acceptable reasons for his/her failure to attend classes.
- 3.14.9. If a student’s incomplete attendance is proven to have been for valid reasons, his/her registration for the module/course will be cancelled and he/she shall be

permitted to do the module/course afresh.

- 3.14.10.** If a student's incomplete attendance was due to reasons that were not valid, the IA grade will be changed to an "F" at the end of the sixth week of his/her next enrolment in the program.

3.15. Semester Academic Achievements and Academic Status

- 3.15.6.** Students are required to achieve a certain level of score to be promoted to the next semester which is measured by Semester Grade Point Average (SGPA), and Cumulative Grade Point Average (CGPA).
- 3.15.7.** SGPA is calculated by considering only the modules/courses for which the student is registered for the semester.
- 3.15.8.** CGPA is calculated by considering all the modules/courses the student accumulated for all semester taken.
- 3.15.9.** The GPAs are obtained by dividing the sum of all grade points for the modules/courses divided by the total sum of credit hours taken. For example Course A has 5 ECTS and the student scored C+. The same student is also registered for Course B which has 7 ECTS and the student scored A-. Therefore $GPA = (5*2.5)+(7*3.75)/(5+7)=3.23$

3.14.1. Undergraduate Program

- After calculating the GPA, an undergraduate student will be given either of the following status by the registrar and admissions office:

3.14.1.1. Promoted = for a student who is promoted to the next semester. A student who scored $CGPA \geq 2.00$ or $SGPA \geq 1.75$ is promoted.

3.14.1.2. Probation (warning) = for a student whose $CGPA < 2.00$ or $SGPA < 1.75$; or for a student who scores up to Five "F"s at the end of each semester with less than or equal to 12 total credit points (CP); or for a newly admitted student who, at the end of the first semester, earns a semester GPA of 1.50 to 1.74, or for a newly admitted student, who at the end of the first year, earns a CGPA of 1.75 to 1.99.

3.14.1.3. Academic Dismissal =

1. This status is given for a student who is given two consecutive academic warnings, or
2. Any student who scored Five "F"s on courses with more than 12 total CP or a student who scored more than Five "F"s per semester, or
3. Any student whose semester GPA falls below 1.75 or who fails to maintain a

CGPA of 2.00, or

4. A newly admitted student or a student joining the University at advanced level who earns a GPA of less than 1.50 at the end of his first semester, or
5. A newly admitted student at the end of the first year who fails to achieve a CGPA of at least 1.75 shall be dismissed.

3.14.2. Graduate Program

- A student in the graduate program could be assigned either of the following academic status:-

3.14.2.1. Promoted:-For a student who scored Semester GPA and/or CGPA of greater or equal to 3.00 is promoted.

3.14.2.2. Probation and Academic Dismissal

1. A first year graduate student is subject to dismissal without first being put on probation if his performance falls below 2.50 in his first semester results.
2. Any first year graduate student with a first semester GPA between 2.50 and 3.00 shall be placed on probation and will be subject to dismissal if he fails to achieve a semester GPA of 3.00 in the next semester.
3. If, however, a student on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but his CGPA still falls below 3.00, the relevant Graduate Council may place the student on final probation if it finds that there is reason to believe that the student will attain a CGPA of 3.00 or above in the third semester.
4. A graduate student may be put on probation for a second time provided it is ascertained that s/he has successfully come out of the previous probation. However, where a student who has been placed on a second probation fails to achieve a CGPA of 3.00 in the next semester, s/he shall be dismissed.
5. No candidate subject to dismissal may expect discretionary probation as a matter of right.

3.16. Graduation

- In order to graduate, the students must:

3.16.6. Achieve a minimum cumulative average score of 3.00 and 2.00 respectively for all graduate and undergraduate programs courses.

3.16.7. Score “B” /”C” and above in each course, at graduate and undergraduate programs respectively.

3.16.8. Take all required courses in each term, otherwise exempted.

3.17. Awards

3.17.6. Graduating students with the highest cumulative grade point average shall be awarded.

4. Student Services, Rights, Responsibilities and Code of Conduct

4.1. Guidance and Counseling Service

- Students, especially newly admitted students, shall be well informed about the College's social life, problems related to examinations and academic performance, psychological and personal problems, as well as how to solve other problems through contacting the Head of Student Services Office and other staff members.

4.2. Student Rights

A student admitted to New Vision College has the following rights:

- 4.2.1. No discrimination shall be made on the basis of nationality, sex, religion, color and physical disabilities.
- 4.2.2. The rights to express opinions ask questions, argue and participate in discussion in any education process and other related activities.
- 4.2.3. The right to use libraries and other facilities according to the regulations set by the College.
- 4.2.4. The right to participate in educational and research related activities under the umbrella of their organization.
- 4.2.5. The right to assemble, to exercise freedom of speech, press and publication and distribution of educational materials.
- 4.2.6. The right to participate in committees such as discipline, recreation, part-time jobs, etc. through the coordination of the Head of Student Services.
- 4.2.7. The right to bring evidences and complaints against cases they are accused of or penalized for.
- 4.2.8. The right to be readmitted to the College on the basis of its regulations after quitting education due to different reasons.
- 4.2.9. The right to be evaluated on the basis of their academic performance and ability without any discrimination and obtain a copy of their grades at the end each academic term.
- 4.2.10. The right to apply for a re-evaluation of an examination paper on the basis of the regulation of the University College.

- 4.2.11. The right to obtain an official document verifying the completion of the program of the University College.
- 4.2.12. The right to acquire administrative support, guidance and counseling services in cases of academic or personal problems.

4.3. Student Responsibilities

- A student of New Vision College will bear but not limited to the following responsibilities.
 - 4.3.1. A student is responsible to fulfill all the necessary requirements based on the program set for every course through IGS/tutorials, workshops, seminars, etc.
 - 4.3.2. A student is required to complete all class activities, assignments, examinations, etc. given by the tutor/advisor according to the schedule.
 - 4.3.3. A student must present in person in the College so as to register and fulfill the necessary requirements before normal classes begin.
 - 4.3.4. A student is responsible to take the advice of academic advisors, administrators, faculty and staff of the College.
 - 4.3.5. A student is responsible for carefully handling and utilizing properly all educational materials and other properties of AC.
 - 4.3.6. A student is responsible for respecting the orders and advices of the administration.
 - 4.3.7. A student is responsible for respecting the rights of others.
 - 4.3.8. A student is responsible to replace lost or damaged materials for which he/she has signed.
 - 4.3.9. A student is responsible to report to the appropriate authority about facts within his knowledge, which would appear to violate this code of conduct.
 - 4.3.10. A student is responsible to participate in all types of activities when required for the betterment of the College.
 - 4.3.11. A student must keep his/her ID card and show or return it to the authorities on request.
 - 4.3.12. A student is responsible not to keep commonly used material for his/her personal use only.
 - 4.3.13. A student is responsible for respecting the rules and regulations regarding, library, and classrooms/conference rooms and others.
 - 4.3.14. A student is responsible to protect all New Vision College properties.
 - 4.3.15. A student is responsible not to offend other members of the New Vision College through unacceptable dressing styles, ways of expression and other gestures.
 - 4.3.16. A student is responsible for returning all the property of New Vision College and

obtains official clearance before leaving the campus at the times of withdrawal and graduation.

4.3.17. A student is responsible to report upon the request of concerned authority of the College.

4.3.18. A student is responsible to report for any abuse of his/her freedom.

4.4. **Breach of Code of Conduct (Misconduct)**

- The following are some of the activities that could be considered as misconduct.
 - 4.4.1. Misappropriation or destruction of material and property of the College or the community.
 - 4.4.2. Breach of any regulation issued by the authorities of the College.
 - 4.4.3. The spread or dissemination oral or written means a defamatory material concerning the College or other members of the community.
 - 4.4.4. Disorderly conduct, assault, threatening or incitement thereto.
 - 4.4.5. Dishonest conduct such as theft, cheating or lying.
 - 4.4.6. Cheating in exams, plagiarism and related offenses.
 - 4.4.7. Disrupting regularly scheduled and legal education processes as an individual or a group.
 - 4.4.8. Posting and distributing unauthorized and illegal pamphlets and other written materials.
 - 4.4.9. Failure to keep faculties (like library, classroom ...etc.) clean and orderly or transferring accommodation faculties to others or changing rooms without the knowledge of the concerned authorities.
 - 4.4.10. Failure to use the books of the College properly such as removing some pages, writing on them, hiding them, etc.
 - 4.4.11. Writing on tables, walls, chairs, bulletin boards, and other equipment of the College, and tearing notices from bulletin boards.
 - 4.4.12. Allowing unauthorized person to use identification cards/ student password to gain access to the facilities of the College.
 - 4.4.13. Attempting to assault students, or other members of the College community.

4.5. **Disciplinary Actions**

- Students Disciplinary Committee will make the following penalties for breach of the above codes of conducts:
 - 4.5.1. For repeated minor offenses, students shall be made to conduct self-criticism.

- 4.5.2. Students shall be given warnings verbally or in a written form.
- 4.5.3. Officially post on bulletin boards the name of the student and the disciplinary measures considered for the violation.
- 4.5.4. Students shall be made to replace materials demolished or lost or pay the estimated cost.
- 4.5.5. Students shall be suspended for one academic year.
- 4.5.6. Students shall be completely suspended from the College for repeated and serious offenses.
- 4.5.7. The Head of Student Services in consultation with other members of the Disciplinary Committee shall penalize students for violation of additional rules issued by the College.

4.6. Students' Disciplinary Committee

4.6.1. The student disciplinary committee consists of

1. Head of student services – Chairperson
2. Staff Member of the College – Secretary
3. A member of the executive committee – member
4. The Guidance and Counseling Officer – member
5. Representative of students (one male and female) – member
6. The committee is accountable to the executive committee and will serve for two years. If necessary, the members can be assigned for one more term.

4.6.2. Decision Making and Responsibility of the disciplinary committee

1. Decision can be made if more than 50% of the committee members are available.
2. All decisions, apart from warnings, should be given to the defendant in a written form. Those decisions shall also be approved by the AC, Executive Committee.
3. The Head of Student Services shall follow up the effectiveness of the decisions of the Disciplinary Committee.
4. It is the responsibility of every member of the College, whether a student or a staff member, to report to the appropriate authority any fact within his/her knowledge which would appear to show a serious violation of the code of conduct.

4.7. Violation of Examination Administration

- Any one of the following shall be interpreted as an act of violation of examination

regulations in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and on the determination of the academic status of students.

4.7.1. Cheating on Examination

- 4.7.1.1. Cheating is a violation of academic integrity. Academic integrity means being honest in distinguishing between thoughts and reflections that are one's own and those borrowed from the work of others.
- 4.7.1.2. Students are required to familiarize themselves with the rules that apply to exam, term paper and research support materials and the use of sources and citation.
- 4.7.1.3. If a student violates such rules, you may be suspected of cheating or attempted cheating and you will be punished academically if proven positive. You may be suspected of cheating on exam if:
- 4.7.1.4. Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted;
- 4.7.1.5. Working on or being found in possession of examination papers other than one's own;
- 4.7.1.6. Exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted;
- 4.7.1.7. Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own;
- 4.7.1.8. Sitting for an examination in a module/course for which one has not been registered;
- 4.7.1.9. Taking an examination by proxy;
- 4.7.1.10. Submitting a work or works for which it can clearly be established that the work or part thereof is not produced by the student claiming authorship or production;
- 4.7.1.11. Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator;
- 4.7.1.12. Being caught in the act of avoiding to sign attendance sheets in an examination or trying to leave examination halls without submitting answer

sheets in ways that could lead to claiming absence from the hall;

- 4.7.1.13. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination. Having access to illegal support materials can also be considered cheating, even if they are not used.
- 4.7.1.14. If used forbidden supports like mobile phones and other electronic equipment which must be turned off and packed away, unless explicitly allowed to use.

4.7.2. Actions that could be by invigilators related to cheating on exams

- 4.7.2.1. An invigilator who apprehends a student in the act of cheating in an examination or exercise shall forthwith inform the student concerned of the fact that his/her behavior will be reported. The invigilator shall make as detailed and complete note of the incident(s) as possible in a form designed for the purpose. The shall collect all evidences of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors).
- 4.7.2.2. Where the act of cheating has been committed in an examination hall, the decision of allowing or not allowing the perpetrator to continue working on the examination shall be made by the instructor of the course, if the instructor is also on supervision duty, or by the chief invigilator. The instructor or the invigilator shall, after making a determination of the matter, prepare a short report describing the grounds for his decision.
- 4.7.2.3. Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the examination, but shall be told that his behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.
- 4.7.2.4. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the examination or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on any of the test or a term paper due to cheating or plagiarism, that should not constitute ground for a grade of "F" or for disqualification from the course as a whole.

4.7.3. Plagiarism

- Plagiarism is failure to cite sources or highlight quotes in any assignments that are handed in is considered as cheating. Therefore,
 - 4.7.3.1. You must cite the sources you use in an assignment, regardless of the study level and subject.
 - 4.7.3.2. You must cite the source if you obtain data, reasoning and arguments from literature, the syllabus, lecture notes, web pages, other students' papers or your own previously submitted papers.
 - 4.7.3.3. Short or long pieces of text quoted verbatim from other sources must be italicized so that it is obvious that it is a quote.
 - 4.7.3.4. The different subject areas use different styles for citing and referring to sources and for providing references. Information regarding rules that apply at New Vision College written assignment, term paper and thesis can be obtained from the New Vision College postgraduate and Undergraduate Seminar and Thesis Guidelines'.
 - 4.7.3.5. Together with „Thesis Report“ and with most „writing assignments“ and/or „term papers“ students are required to hand in a declaration that declares the proper use of sources, quotations and the originality of the work.

4.7.4. Disciplinary actions related to Cheating on Exam and Plagiarism

- 4.7.4.1. Cheating on exam or plagiarism for the first time will lead to „zero marking“ in that particular exam, assignment or term paper.
- 4.7.4.2. Cheating on exam or plagiarism for the second time it is treated as a disciplinary case, and will lead to „fail or F“ grade in that particular exam, term paper or assignment and a dismissal from the college.
- 4.7.4.3. The Academic Commission is the body that will decide the decision that is to be applied based on the evidences and testimonies provided by an invigilator or concerned academic staff that could be a course teacher, advisor or related other.

4.8. Make-up Examinations

- 4.8.1. A student unable to sit for a final examination for reasons beyond his control, such as hospitalization, psychological problems or other accidents, and therefore has an "I" (incomplete) grade in a module/course may be allowed to sit for a make-up

examination in the module/course.

- 4.8.2. Any such student, or a person representing the student, shall submit application for make-up examination in writing with valid and documented reasons for not having sat for the final examination to the department head or program coordinator within six weeks after the start of the subsequent semester.
- 4.8.3. Where the AC finds that the student did not have valid reasons for not sitting for a final examination, the "I" grade on the student's record shall be automatically changed to "F". GPAs shall be calculated and the status of the student shall be determined accordingly.
- 4.8.4. Dates for make-up examination will be announced by the Dean or Head of Department or program coordinator. The date may range from six weeks to a year from the date a decision by AC was made.
- 4.8.5. A student allowed to sit for a make-up examination shall register for the examination at least one month (the dates to be announced by the Office of the Registrar) before the final examination in the module/course is scheduled to be administered.
- 4.8.6. A student who has Five or more "I" grades in a semester and would therefore sit for a make-up examination shall, irrespective of his academic status, withdraw from the University for Academic Reasons and apply for make-up examination. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the makeup examination are known.
- 4.8.7. A student who has less than Five (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue his studies in subsequent semester if he is in good academic standing (Semester GPA greater than 1.75 and CGPA greater than 2.00 for a student in an undergraduate program level and SGPA greater than 2.75 and CGPA greater than 3.00 for a student in a graduate program level). For such a student, GPA shall be calculated and his academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for a make-up examination in incomplete courses.
- 4.8.8. If a student has less than Five "I" grades but is not in good academic standing, he will withdraw and apply for make-up exam. GPAs will not be calculated and status will not be given for such a student until he takes the make-up examination.

- 4.8.9. Unless otherwise decided by the academic council, any “I” grade not removed within a semester shall be converted to an “F” grade.

4.9. Re-marking of Examinations

- A student who is aggrieved by the marks he had obtained in a course shall have the right to petition for remarking of his exam paper as follows.
 - 4.9.1. Any petition for re-marking shall be initiated after the grades are officially released from the department/center/school or the Registrar and Admissions Office;
 - 4.9.2. A petition for re-marking of first semester grades shall be submitted within two weeks after the grade is officially released from the department, center, school or the Office of the Registrar;
 - 4.9.3. A petition for re-marking of second semester grades shall be submitted anytime before the registration date of the next academic year;
 - 4.9.4. Any student petitioning for re-marking shall fill and submit the standard application form to be delivered by the academic unit concerned.
 - 4.9.5. **Petition for Re-marking shall be entertained in the following manner:**
 1. Department and/or program coordinators shall be in possession of the standard application forms to be filled out by students who petition for remarking. Such forms shall require of the student to specify the reasons for disputing the grade he has earned;
 2. Remarking application forms will be prepared by colleges;
 3. Upon receipt of the petition for remarking, the head of the academic unit concerned shall inform the instructor of the course and shall:
 - A. Obtain the grade distribution scale employed by the instructor; and
 - B. Obtain the answer sheets or/and sample papers written by other students in the section to which the petitioning student belongs.
 - C. The head of the department or program coordinator shall then assign two academic staff, who can make the re-marking impartially. They shall do the remarking separately and report separately to department head or program coordinator with a recommended grade;
 - D. The department head or program coordinator shall then approve an average of the two grades submitted;
 - E. If the remark result is a grade lower than the one previously obtained, the

previous grade shall stand;

- F. The department head or program coordinator shall: Sign and send the original to the Office of the Registrar; and keep one copy at the department or program coordinator's office file.
- G. If, at the end of the remarking process, there is a conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intent on harming the student academically, the department head or program coordinator shall take up the matter through proper channels for disciplinary action against the member of staff in question;
- H. If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly marked his papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the head of the concerned department or program coordinator exonerating him of the allegations.

4.10. Re-examination

- 4.10.1. A student may be allowed to take re-examinations for modules/courses he scored D or even C-. However, such opportunities should be decided by the Academic Commission in consultation with the academic advisor of the student.
- 4.10.2. A graduating class student may be allowed for re-examination of a maximum of two modules/courses.
- 4.10.3. A student may sit for a re-examination of four modules/courses for which the possibility of repeating is non-existent due to program discontinuity.
- 4.10.4. Re-examination may be allowed for a student whose CGPA must be such that when an input of a minimum of 2.00 or "C" grade for undergraduate student and 3.00 or "B" grade for graduate student on the module/course is made enables him to qualify for graduation or promotion.
- 4.10.5. The grade obtained for re-exam shall be recorded as it is for the module/course.
- 4.10.6. Re-examinations shall be administered any time within Five weeks after the commencement of the subsequent semester.
- 4.10.7. If the time of examination extends into the next period of training, a student shall be allowed to undertake a temporary registration.
- 4.10.8. Depending on the results, the registration may be cancelled or retained as soon

as hisstatus is determined.

4.11. Transcripts, Diplomas, Degrees and masters

4.11.1. Transcripts

- Transcripts are records of students' academic performance. They are the most valuable private and sensitive documents. Utmost care is taken in their recording, storing and issuance. The following is a set of regulation governing issuance of transcripts.
 - 4.11.1.1. No student records are shown or given to a third party without the written consent of the student. The college may make discretionary exceptions to this.
 - 4.11.1.2. No transcripts will be issued for requests made through third parties, that is, representatives, friends or relatives, agencies, etc.
 - 4.11.1.3. In exceptional cases transcripts are given to third parties if the third party meets the following conditions:
 1. The third party must carry a power of attorney.
 2. The third party does not demand that the transcripts be given to him/her
 3. The third party must sign an affidavit to the effect that it assumes full responsibilities for any disputes arising from the possibility that the Registrar's Office is misled into sending transcripts to persons who have no legal claims over the document.
 4. The third party will be required to put his/her thumb impression on the said affidavit.
 - 4.11.1.4. All students who have dropped out, withdrawn or graduated from the college must present an official clearance sheet to get transcripts and other services. Third parties of such students must present clearance sheets of students they represent. The official clearance form or its equivalent clears the students from all their financial and other obligations to the college.
 - 4.11.1.5. Transcripts given by the Registrar and Admissions Office are of two kinds: student copy and official copy. Official copies carry the Registrar's seal and signature and are directly sent to institutions or organizations upon the request and/or the consent of the individual. There is a charge on each of them.

4.11.2. Degrees and Diplomas

- 4.11.2.1. Degrees and Diplomas are issued by the Registrar's Office.
- 4.11.2.2. Following graduation or approval to graduate by each Faculty's Academic

Commission, students are, upon presentation of clearance papers, issued temporary certificates of completion.

- 4.11.2.3. Temporary certificates of completions are later on replaced by the original degrees and diplomas.
- 4.11.2.4. The concerned individual has to pay the required charges for the original degrees or diplomas.
- 4.11.2.5. Degrees are given to the individual and not to a third party.
- 4.11.2.6. Degrees and diplomas not collected in time will be destroyed. No new degrees or diplomas will be issued.
- 4.11.2.7. Degrees and diplomas are issued when candidates produce clearance of their responsibilities to AC.

4.11.3. **Others**

- 4.11.3.1. Upon the request by the student, the Registrar's Office issues letters of attendance and other certificates.
- 4.11.3.2. All such letters take longer to prepare than transcripts and there is a charge on each of them.