ADDENDUM TO THE 2024 GENERAL RULES AND REGULATIONS FOR STUDENTS

IMPLEMENTATION OF THE REVISED UNSATIFACTORY ACADEMIC PERFORMANCE RULE: G20.

1.   Progression rules

1.1   Annual Programmes (mainstream).

1.1.1   In order to register for any level 2 module, the student must have passed 50% of all modules prescribed for level 1.
1.1.2   In order to register for any level 3 module, the student must have passed all level 1 modules and passed 50% of all modules prescribed for level 2.
1.1.3   All pre-requisites and co-requisites modules must be met at all levels of study.

1.2   Annual Programmes (Extended).

1.2.1   In order to register for any level 2 module, the student must have passed 50% of all modules prescribed for level 1.
1.2.2   In order to register for any level 3 module, the student must have passed all level 1 modules and passed 50% of all modules prescribed for level 2.
1.2.3   In order to register for any level 4 module, the student must have passed all level 2 modules and passed 50% of all modules prescribed for level 3.
1.2.4   All pre-requisites and co-requisites modules must be met at all levels of study.

1.3   Semester Programmes. (Mainstream)

1.3.1   In order to register for any (S2) module, the student must have passed 50% of all modules prescribed for (S1).
1.3.2   In order to register for any (S3) module, the student must have passed all (S1) modules and passed 50% of all modules prescribed for (S2).
1.3.3   In order to register for any (S4) modules, the student must have passed all (S2) modules and passed 50% of all modules prescribed for (S3).
1.3.4   All pre-requisites and co-requisites modules must be met at all levels of study.

1.4 Semester Programmes (Extended)

1.4.1 In order to register for any (S2) module, the student must have passed 50% of all modules prescribed for (S1).

1.4.2 In order to register for any (S3) module, the student must have passed all (S1) modules and passed 50% of all modules prescribed for (S2).

1.4.3 In order to register for any (S4) module, the student must have passed all (S2) modules and passed 50% of all modules prescribed for (S3).

1.4.4 In order to register for any (S5) module, the student must have passed all (S3) modules and passed 50% of all modules prescribed for (S4).

1.4.5 In order to register for any (S6) module, the student must have passed all (S4) modules and passed 50% of all modules prescribed for (S5).

1.4.6 All pre-requisites and co-requisites modules must be met at all levels of study.

2. Early identification of underperforming students

2.1 The dropout rates may be minimized by early identification of underperforming students. To this effect, the following measures may be implemented:
At the end of each semester or year, all students should be classified into three categories based on their academic performance.

2.2 **First category**: students who have successfully completed at least 75% of the modules registered. Students falling into this category do not require immediate attention because their performance is deemed acceptable. However, optional interventions can be provided upon request.

2.3 **Second category**: students who have passed at least 50% and up to 74% of the registered modules. Students falling into this category require interventions which should be implemented to prevent further decline in their academic performance. Strategies such as psychological counselling, supplemental instruction, and mentorship programmes should be used.

2.4 **Third category**: students who have achieved below 50% of the registered modules. Students falling into this category should be subjected to strict academic probation. They should receive interventions such as those in the second category and failing to meet the probation requirements could lead to their exclusion from the programme.

2.5 In order for the university to perform an early identification of students who are underperforming and at risk, the HoDs must ensure that assessment/test marks are captured on time on to ITS system as stipulated in the Senate approved MUT procedures for capturing and changing of assessment/test marks.

3. Unsatisfactory Academic Performance

No student may register for the same level more than twice.

3.1   Annual Programmes.

   3.1.1   A student who fails same level twice shall be excluded on academic
           grounds.
   3.1.2   Students must complete a three-year mainstream programme within
           the maximum of 5 years.
   3.1.3   Students must complete a four-year mainstream programme within
           the maximum of 6 years.
   3.1.4   Students must complete a three-year extended programme within the
           maximum of 6 years.

3.2   Semester Programmes.

   3.2.1   A student who fails the same level twice shall be excluded on
           academic grounds.
   3.2.2   Students must complete a four semesters mainstream programme
           within the maximum of six semesters excluding work integrated
           learning.
   3.2.3   Students must complete six semesters extended programme within
           the maximum of eight semesters excluding work integrated learning.

4.   Appeals process for excluded students.

4.1   Excluded students have a right to appeal provided their appeals reach the
        Office of the Registrar within the specified period.
4.2   Each faculty must have a Faculty Appeals Committee which consist of a
4.2.1   Dean of the faculty as the chairperson,
4.2.2   HoDs,
4.2.3   An SRC member as an observer,
4.2.4   Dean's secretary who records the proceedings.

4.3   An appeal shall be considered invalid and will not be considered, if:

4.3.1   Appeal form is not completed.
4.3.2   Submitted after the closing date.
4.3.3   Not properly motivated.
4.3.4   Supporting documents not attached.

4.4   The Faculty Appeals Committee shall sit twice after the conclusion of main
        examination results and after the conclusion of supplementary examination
        results.

4.5   The Faculty Appeals Committee must decide whether there is merit or not in
        the appeal.

4.6   The Faculty Appeals Committee must record reason/s for favourable or
        unfavourable outcomes for the appeal.

4.7   Students who have completed 75% of the total number of modules in a
        qualification shall be considered favourably for a waiver by the Faculty
        Appeals Committee.

4.8   The decisions of the Faculty Appeals Committee are irrevocably final.

4.9   Upon the decisions of the Faculty Appeals Committee, the Office of the Registrar implements the decisions.

4.10   The Faculty Appeals Committee shall submit their decisions to the faculty boards for ratification.

5.   A student who has been excluded on academic grounds and his/her appeal has been unsuccessful shall be refused registration to further studies in the same programme.

6.   The Head of Department (HoD) may consider re-admission of excluded student to the programme provided the student has:

6.1   Passed the previously failed modules with another university and/or

6.2   Done at least a semester substantial work at an industry or internship relevant and related to the field of study and must produce verifiable evidence thereof.

6.3   The HoD must consult the Teaching and Learning Development Centre (TLDC) to draw up an academic support plan before finalizing the re-admission of the student as indicated in 6.1 and 6.2 above.

6.4   After consultation by the HoD, the TLDC must advise and guide the student on the relevant academic support plan to be provided and the student must undertake to participate in the academic support to be provided.

6.5   The HoD must submit evidence of 6.1 or 6.2 and 6.4 to the Faculty Appeals Committee for approval of re-admission of the student.

7.   A student who has been excluded on academic grounds from one programme may apply for admission to another programme which does not include modules that are similar or identical to those modules which the student was unable to complete successfully in the period allowed.