



ACADEMIC QUALITY ASSURANCE

ACADEMIC REGULATIONS

Revised May 2016

PREFACE

The application of the academic regulations is underpinned by College policies and procedures, to which reference is made at appropriate points within the regulations.

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A: The Academic Regulations

A1 The College

These Academic Regulations apply to all internally assessed courses of the Malawi College of Accountancy hereinafter referred to as "the College".

Changes to these regulations may only be approved through processes approved by the Board as recommended by its Education Committee.

These regulations apply to all internally assessed students registered with the College and will be subject to review from time to time.

A2 Powers of the College to Grant Awards

The following powers derive from the mandate of the College as established through a government order entitled "Malawi College of Accountancy (Board of Governors) Order 1980" created by Government Notice number 164 as gazetted in November, 1980.

- A2.1 The College is empowered to grant awards to students who complete courses of study and satisfy the assessment requirements
- A2.2 Awards which may be granted by the College include degrees, diplomas, and certificates
- A2.3 The College may exercise its power to grant awards jointly with other institutions
- A2.4 The College may, for good reason, deprive any student of any award granted to her or him. In the case of an award jointly granted to the student, the College may do so jointly deprive the student of the award with that other institution.
- A2.5 The College, in accordance with the relevant provisions, determines:
 - (i) the courses of study;
 - (ii) the programmes of research;
 - (iii) the assessment appropriate for the grant of any award; and,
 - (iv) the terms and conditions on which the powers to grant awards are to be exercised.

A3 Approval of Courses and Awards by the Board of the College

- A3.1 In fulfilling its responsibilities, the Board authorises its Education Committee to act in accordance with the guidance and provisions of the College and these Academic Regulations.
- A3.2 The College may agree to offer tuition leading to awards by external institutions. In such cases the Academic Regulations of the external institutions take precedence over College regulations in relation to the requirements for conferment of the award.
- A3.3 In extraordinary circumstances, caused by external factors beyond the control of the College, the Board will be responsible for approving special arrangements, if necessary, for the progression and determination of awards.

B: Awards of the College

B1 Principles

- B1.1 All awards conferred by the College are defined by a series of benchmarks relating to the general level of knowledge and skills required to register for the programme, the highest level of study required to achieve the award and the standard time taken to complete the programme.

B1.2 All awards conferred by the College are benchmarked against the Framework for National Council for Higher Education. Individual disciplines may also refer to relevant subject benchmarks.

B1.3 Awards can only be gained by following and successfully completing a course of study leading to an approved award which has been validated by the College.

B1.4 Certificates and transcripts follow an approved style and format.

B1.5 English will be the medium of instruction for all courses.

B2 Awards

B2.1 *Posthumous awards*

The College may confer any of its awards posthumously provided there is evidence of work successfully completed. The award can be accepted on the student's behalf by a parent, spouse or other appropriate individual.

B3 Title of Awards

B3.1 *Bachelor Degrees*

First degree programmes will lead either to the award of the following:

- *Bachelor of Business Management & Entrepreneurship (BBME)*
- *Bachelor of Applied Accounting, Auditing & Information Systems (BAA:AIS)*
- *Bachelor of Marketing & Public Relations (BMPR)*
- *Bachelor of Management Information Systems (BMIS)*

B3.2 *Certificate in Financial Management*

The Certificate in Financial Management is a finance qualification awarded to non-finance managers/students who have successfully completed a tailor-made finance course in Financial Management.

B4 Approval of new programmes

- B4.1 The Board has power to approve new programmes on recommendation from Management.
- B4.2 Any new programme shall be submitted to the National Council for Higher Education (NCHE) for approval and registration.

B5 Certification of Awards

Board awards and official transcripts follow a prescribed style and are all issued by the Office of the Principal. The use of the College crest on certificates is restricted to Board awards.

C: Modular Framework

C1 Modular Framework

- C1.1 All taught programmes of the College are governed by the regulations that apply to the College's Modular Framework unless otherwise specified herein.

C2 Modules

- C2.1 Each module is a self-contained block of learning with defined aims, learning outcomes and assessment.

C2.2 Module descriptions will specify prerequisites and/or co-requisites where these apply.

C2.3 All modules must be passed.

C2.4 Module level

- C2.4.1 Each module will specify a level which indicates the intellectual standard required for successful completion of the module.

C2.5 Module size

- C2.5.1 A standard module is worth 3 credits. However, computation of cumulative Grade Point Average starts from point of entry. (See Section H4)

C3 Mode of Study

- C3.1 The modular framework is flexibly designed to accommodate the convenience of students' attendance on full time, evening, week-end or block release.

C3.2 Changes to mode of study require prior approval from the Principal.

C3.3 A full-time student is defined as any student attending classes in the course of normal working time i.e. Monday to Friday, 07:30 – 17:00 hrs.

C4 Duration of Study

C4.1 The standard duration of study for completing a programme is a minimum of two years, except for the Certificate in Financial Management which takes six months.

C4.2 A student may seek authorisation from the Principal for an interruption in their programme of study. The period of authorised interruption shall normally be up to one year and exceptionally up to two years. Students who wish to interrupt their studies for longer than the

period which can be authorised, or who fail to enrol for an academic year without authorised interruption, must seek readmission if they wish to resume their studies.

C5 Attendance and Absenteeism

- C5.1 Student attendance at timetabled learning activities of courses and modules is required. Notification of short illness must be made to Course Coordinator or exceptional requests for leave of absence must be made to the Principal. Unauthorised absence is not acceptable.
- C5.2 A student shall be required to attend at least seventy-five percent (75%) on aggregate of scheduled classes failing which the student will not be allowed to sit for the examination.
- C5.3 Students with continuous unauthorised absence may be deemed to have withdrawn from the programme. The date of withdrawal will be recorded as the last day of attendance.
- C5.4 Individual modules may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

D: Periodic Review of Programmes

D1 Programme Review

- D1.1 Continued approval of the programme will be determined through the Periodic Programme Review process which shall be conducted every four years or earlier if deemed necessary.
- D1.2 The review process shall follow the guidelines as laid down in the Programme Review Policy document.

D2 Programme Discontinuance

- D2.1 When a decision to discontinue a programme has been made, the College will ensure that adequate standards are maintained for any students remaining on the Programme.

D3 Course Approval, Credit Recognition and Periodic Course Review of courses offered in collaboration with other institutions or other organisations.

D3.1 Forms of relationship

- D3.1.1 The College may form an alliance with other institutions in Malawi or overseas to offer programmes jointly.
- D3.1.2 Whatever form the alliance takes, the College will satisfy itself, through its Programme Approval and Periodic Programme Review procedures, that a learning programme complies with the Academic Regulations and that the related establishment provides a suitable learning environment for students on courses leading to awards of the College.

D3.2 Formal Agreement

- D3.2.1 All collaborative courses, including franchised courses, validated courses, credit recognition and articulation, will be covered by an agreed formal statement of the arrangements (normally in the form of an Institutional Agreement and memorandum of co-operation).

E: The Admission of Students

E1 Principles

- E1.1 The College acknowledges access to educational opportunity as a fundamental human right. The admission of individual applicants is nevertheless at the discretion of the College having regard to the safety and welfare of the College community and the general principles below:

- E1.1.1 The College will admit applicants if there is a reasonable expectation that the applicant can fulfil the learning outcomes of the course and reach the required standard for the award.
- E1.1.2 The procedures for the admission of students are non-discriminatory and embrace the College's commitment to equal opportunities.
- E1.1.3 Responsibility for the selection of students lies with Admissions Committee, operating within the general entry requirements for the award specified by the College and any specific programme based requirements. (Refer to **Appendix A** for selection Criteria)
- E1.1.3.1 Within E1.1.3, the selection of students is based on ability to benefit as demonstrated through prior educational achievement, motivation and commitment.
- E1.1.4 The admission of students with disabilities and/or learning difficulties is based on the academic judgement that the student can be reasonably expected to fulfil the learning outcomes of the course to achieve the award **and** that necessary and appropriate reasonable adjustments can be made.

E1.2 Misrepresentation in the application process

- E1.2.1 Applicants whom the College believes have wilfully or negligently misrepresented information in their application will be denied entry to the College or, if they have already enrolled, the contract will be terminated by the Registrar and membership of the College will cease immediately. In such cases, the applicant (student) will be entitled to appeal against the decision in line with the Admissions Policy and Code of Practice.
- E1.2.2 The College reserves the right to vet any document presented for purposes of admissions.

Admissions Policy and Code of Practice (TO BE DEVELOPED).

E2 General Entry requirements for admission to undergraduate courses

- E2.1 The College's general entry requirements are specified in terms of the standard current qualification operating in Malawi. Equivalent learning from other study or experience will also meet this requirement.
- E2.2 In addition to the general entry requirements, individual programmes may specify particular subjects of study, areas of learning or experience or levels of performance in relation to admission. Programme specific requirements are determined by the Quality Assurance and Standards and approved by the Academic Council.
- E2.3 All students must have sufficient competence in English language to successfully pursue the proposed programme. Competence may be demonstrated by qualification, accreditation of prior learning or separate College examination.

E3 Admission with credit (including Accreditation of Prior Learning)

- E3.1 The College operates procedures to formally recognise prior learning gained elsewhere both for admission to a course and, where appropriate, for admission with credit (the award of credit which can be counted towards the requirements for an identified College award).
- E3.2 Credit for non-College learning towards the requirements for a College award may be gained through articulation agreements, tariff arrangements or the accreditation of prior learning (APL).

- E3.3 Articulation agreements are a form of transfer agreement whereby a specific course delivered in a specific institution elsewhere has been mapped against and is recognised as giving advanced standing onto a named College course.
- E3.4 Tariff arrangements are a form of credit recognition where the prior learning is such that it is frequently presented for recognition by a number of applicants to a specific course. This is approved and recorded within a programme specification and avoids the need for individual students to apply for accreditation of prior learning.
- E4.5 APL is the identification and formal acknowledgement of an individual student's prior learning in order to gain credit towards a specified College award.

F: Student Registration for Programmes

F1 Registration

- F1.1 All students are required to register for a valid programme of the College.
- F1.2 It is a student's responsibility through the enrolment process to register for the programme and award to which they have been admitted and for a valid programme of modules according to the administrative procedures and deadlines which pertain at the time.
- F1.3 Students shall not simultaneously register for more than one programme with the College.
- F1.4 The College may change module provision without notice but will ensure that students who have legitimately registered for an award will be able to follow an appropriate programme of modules to qualify for the registered award within the standard completion period.

G: Assessment

G1 Principles of Assessment

- G1.1 The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the course and achieved the standard required for the award they seek.
- G1.2 Assessment must reflect individual student achievement and relate it to a standard for each award which is recognised and maintained across Universities and other higher education institutions in Malawi.

G2 Module Assessment and Feedback on Assessed Work

- G2.1 All modules will be assessed. Students are expected to attempt all required assessments for each module for which they are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for students with a disability, or extenuating circumstances allowing deferral have been granted.
- G2.2 Each module will specify an assessment strategy by which students can demonstrate the achievement of the learning outcomes for that module.

G2.3 Assessment

Pass Mark is 50%.

The assessment criterion is composed of:

- 40% will come from continuous assessment based on 2 Assignments and 1 Mid Semester Examination.
- 60% will come from the final examination.

G2.4 Warning

If the student fails 50% to 80% of the total subjects in first semester, an ordinary warning will be given. If the student fails more than 80% of the total subjects, a serious warning will be given.

G2.5 Supplementary Examinations

Those students who will get a score of 35% – 49% will be offered a chance to write a supplementary paper which will be administered at the end of the semester. If the student fails the supplementary paper, he/she will REPEAT the subject.

G2.6 Deferring of Examinations

Examinations will ONLY be deferred upon a production of a Medical Report or bereavement of a close relation (where close relation shall mean spouse, child, parent, sibling).

G2.7 Repeat Policy

G2.7.1 If a student fails 50% - 80% of the subjects, he/she will repeat the whole year.

G2.7.2 If the student fails a supplementary paper, he/she will repeat the subject.

G2.7.3 If a student scores 0 – 34%, he/she shall repeat the subject notwithstanding G2.7.1 and G2.7.2 above.

G2.7.4 The student can only repeat a subject once.

G2.7.5 A student will repeat the whole year only once when he/she joins the College in 3rd year, otherwise twice so long as it is a different year from the one repeated previously.

G2.8. Exclusion from the College

If the student fails more than 80% of the subjects, the student will be withdrawn from the programme at the end of the academic year.

G2.9 For all assessments, students will be provided with individual feedback.

G3 Late Submissions of Assignments

G3.1 The College requires students to adhere to submission deadlines for any form of assessment. A penalty of fifty percent of the marks obtained will be applied in relation to unauthorised late submission of work.

G3.2 Late submission of dissertation shall attract a penalty of two percent per day of the marks achieved.

G3.3 Authorisation of late submission of work must be in writing with prior approval of the office of the Principal. The office of the Principal shall give permission for one extension of up to 10 working days where appropriate evidence has been provided and where submission within this timescale would be reasonable taking into account those circumstances.

G3.4 Unauthorised late submissions at resubmission will automatically be awarded a mark of 0% for that element of assessment.

G3.5 Where the circumstances are such that regulation G3.2 cannot be applied, students may submit a case for consideration in accordance with the procedure for Extenuating Circumstances.

G4 Examination Arrangements

G4.1 An examination is defined as a formal, timed assessment of any duration which is subject to continuous invigilation.

G4.2 The College operates a Code of Conduct in relation to the behaviour of examination candidates (see Appendix B).

G5 Students with Disabilities and/or Learning Difficulties

G5.1 Special arrangement for the assessment of students with disabilities and/or learning difficulties will be made where valid supporting evidence has been made available and, where, on the basis of this evidence, special arrangements are deemed necessary and reasonable adjustment is possible.

G6 Assessment Practice

G6.1 The College is committed to the principle of maintaining academic standards through the processes of verification and moderation. (See Assessment Handbook to be developed)

G6.2 Comments made by the first marker on the student's work or performance must be available to the moderator for all assessments other than projects/dissertations.

G6.3 The College requires examination scripts to be anonymised.

G7 Unfair Means to Enhance Performance

G7.1 The College regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence.

G7.2 Unfair means include all forms of cheating, plagiarism, collusion and re-presentation. Students are required to sign a declaration indicating that individual work submitted for assessment is their own.

G7.3 All instances or allegations of the use of unfair means will be investigated. If the allegation is substantiated, the Deputy Principal (or nominee) acting on behalf of the Assessment Committee will implement the appropriate academic penalty in the module and report it to the Assessment Committee.

G7.4 An Assessment Committee will not come to a decision on a candidate's result where an instance or allegation of the use of unfair means has not been resolved.

G7.5 Where evidence of plagiarism or cheating becomes available subsequent to the recommendation of the Assessment Committee, the matter will be re-opened at a subsequent meeting and the original recommendation may be set aside if appropriate.

G7.6 Any appeal against the decision of the board will be handled by the Appeals Committee. An appeal will only be valid if it is based on the following grounds:

- i that there has been administrative error at a stage of the examining process, or that some irregularities have occurred;
- ii that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

G7.7 A student should complete an appeals form shown in Appendix C

G8 Extenuating Circumstances

G8.1 It is the responsibility of students to attend examinations and submit work for assessment as required and to report, in writing, in advance any extenuating circumstances which may have affected their performance prior to, or during, assessment. Any student who takes an examination, submits coursework, or participates in a presentation, practical session or other

form of assessment has deemed him/herself fit to engage, and other than in exceptional circumstances cannot subsequently claim extenuating circumstances.

- G8.2 If a student fails, without good cause, to provide information on time about extenuating circumstances the Assessment Committee has the authority to reject any request on these grounds.

G9 Compensation

- G9.1 Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal.
- G9.2 Assessment Committee may, at its discretion, compensate marginal failure in a module where, in its considered academic judgement, the compensation is fair and reasonable in relation to the learning outcomes of the course and the standard of the student's performance as a whole.

G10 Module Reassessment

- G10.1 The decision to offer reassessment lies with the Appeals and Disciplinary Committee.

G11 Module Attempts

A repeat of a module or an alternative module in a subsequent year or semester is considered to be a separate second attempt.

The following are not considered to be 'separate attempts'

1. where a student is reassessed for a module;
2. re-enrolment for the module in a subsequent semester where a module grade is 'deferred'.
3. Where, because of extenuating circumstances, a student is permitted to repeat a year 'with good cause'. In this situation all module results from the original year will be invalidated and such modules will not count towards the total number of attempts.

- G12.2 In order to repeat a failed module or to attempt an equivalent module to a failed module, the Admissions Committee may allow a student to register for one additional module in the following semester.

- G12.3 Repeat modules must be studied and completed in full. Any passed elements from the previous attempt cannot be carried over.

G13 Exclusion from a programme during an academic session for academic reasons

- G13.1 Where it becomes clear that a student will not meet the academic or other programme specific progression requirements, the Assessment Committee may require a student to interrupt or discontinue their study during the academic session. In such cases the student will have the same rights as apply under the Academic Appeals procedure (see section I).

H: Programme Awards and Results

H1 Principles

- H1.1 Awards are recommended by the Education Committee acting with delegated authority from the main Board.
- H1.2 Assessment Committee will make recommendations for awards through the application of the academic and relevant course regulations using academic judgement to operate discretion within the limits defined in these regulations
- H1.3 No student will be denied an award to which he/she is entitled following application of the regulations, except that results, certificates and formal transcripts may be withheld where a student is indebted to the College. (See also A2.4)

H2 Recommendation for Award

- H2.1 Students are assessed for the registered award on completion of the appropriate module minima.

H3 Grading

- H3.1 Marks will be awarded out of 100 percent. The marks so obtained from different assessment components will be graded as follows:

Serial Number	Score Range	Grade	Definition
1	85-100	A	Distinction
2	70-84	B+	Marginal Distinction
3	60-69	B	Credit
4	50-59	C	Pass
5	35-49	D	Marginal fail
6	0-34	F	Fail

- H3.2 An award shall be given to a student who satisfies the following conditions:
- The student must have successfully completed and passed all modules for which the award is to be granted; and
 - The student has achieved the minimum cumulative grade point average (GPA) equivalent to pass.

H4 Classification of Awards

- H4.1 Grades for different score ranges are assigned points as follows:

A:	5	C:	2
B+:	4	D:	1
B:	3	F:	0

The Grade Point Average (GPA) shall be computed from the credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
First Class	4.4 - 5.0
Upper Second	3.5 - 4.3
Lower Second Class	2.7 - 3.4
Pass	2.0 - 2.6

H4.2 Bachelor's Degrees

H4.2.1 A cumulative grade point average (GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the modules passed.

$$\text{Cumulative GPA} = \sum \frac{PN}{N} \text{ or } \frac{\sum PN}{\sum N}$$

Where P represents a grade point assigned to a letter grade scored by the candidate in a module and N represents the number of credits associated with the module.

H4.2.2 The grade point Average (GPA) shall be computed and rounded to single decimal point.

I: Appeals against Assessment Committee Decisions

I1 Principles

- I1.1 An appeal cannot be made against the academic judgement of the examiner(s) so long as it is properly exercised.
- I1.2 Academic judgement refers to decisions about a student's assessment or progression that must be made by an academic expert. Marks, classifications, the contents of assessment are all examples of academic judgement; and so a student cannot appeal on the basis of a disagreement on the merits of an individual piece of work or overall performance.

I2 Grounds for Appeal against Assessment Committee decisions

- I2.1 A request for an appeal against an Assessment Committee decision shall be valid only if it is based on one or more of the following grounds:
- I2.1.1. that an Assessment Committee has given insufficient weight to extenuating circumstances;
 - I2.1.2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Committee;
 - I2.1.3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
 - I2.1.4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.
- I2.2 The powers of an Appeals Committee are:
- I2.2.1. to determine the validity of the grounds for the appeal. The appeal will not proceed if the panel does not deem the grounds to be valid;
 - I2.2.2 to uphold the appeal based on the evidence presented and to refer the matter back to the Assessment Committee;
 - I2.2.3. to turn down the appeal and to uphold the original decision of the Assessment Committee.
- I2.3 Where an appeal has been turned down and the decision of the Assessment Committee has been upheld, the student has no further right of appeal.

J: Disciplinary Procedures

J1: Principles

J1.1 The College's policies, rules, regulations and standards of conduct are set forth herein. It is incumbent upon every student to familiarize himself/herself with the standards of conduct that the College requires of all members of its community. All conduct that violates those policies, including any conduct that occurs off campus but which, in the College's sole judgement, has a direct and immediate effect on the discipline and general welfare of the College and/or the pursuit of the College's mission, shall be subject to the College's conduct process.

J1.2 Violations of the Law and College's Policies

J1.2.1 College disciplinary proceedings may be instituted against a student charged with a violation of the law that is also a violation of a College's policy, rule, regulation or standard of conduct.

J1.2.2 Disciplinary action at the College may proceed without regard to pending civil litigation or criminal arrest and prosecution. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The College's disciplinary action will not be subject to challenge on the ground that external charges or litigation involving the same incident have been dismissed or reduced.

J2 Code of Conduct

J2.1 All members of the community are required to become familiar with these policies and comply with them. Violations of any of these policies will be dealt with in accordance with the appropriate College procedure. What follows is a listing of the College policies, rules and regulations that prescribe the standards of conduct the College requires of students and members of the College community:

J2.1.1 Academic Integrity

Violations of the Academic Integrity policy include, but are not limited to:

- Academic Misconduct
- Cheating
- Fabrication
- Plagiarism
- Collusion
- Impersonation

The intent to violate this policy also represents a violation of this policy.

J2.1.1.1 Academic Misconduct

Academic misconduct includes other dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or unadministered examination/assignment.

Examples include, but are not limited to:

- Stealing, buying, or otherwise obtaining all or part of an administered or unadministered examination
- Selling or giving away all or part of an administered or unadministered examination including questions and/or answers

- Bribing any other person to obtain an administered or unadministered examination or any information about the examination
- Any unauthorized action taken for the purpose of changing a grade or grade record
- Changing, altering, or being an accessory to the changing and/or altering of a grade, on an examination, a “change of grade” form, or other official academic record of the College that relates to grades
- Continuing to work on an examination or project after the specified allotted time has elapsed
- Buying or otherwise acquiring a theme, report, term paper, essay, computer software, other written work, or drawing and submitting it as the student’s own to fulfill academic requirements
- Selling, distributing, or otherwise supplying in any way a theme, report, term paper, essay, computer software, other written work, or drawing to another student for use in fulfilling academic requirements

J2.1.1.2 Cheating

J2.1.1.2.1 Cheating is an act or an attempted act of deception in an examination or other assessment by which a student seeks to misrepresent that he/she has mastered information or a skill on an academic evaluation instrument that has not in fact been mastered.

Examples include, but are not limited to:

- Copying from another student’s examination answer script
- Allowing another student to copy from an examination answer script
- Unauthorized use of a course textbook or other materials, such as a notebook to complete an examination or other assignment
- Collaborating on an examination or other project with any other person(s) without authorization
- Using or processing specifically prepared materials during an examination such as notes, formula lists, notes written on the student’s clothing, etc. that are not authorized
- Taking an examination for someone else or permitting someone else to take an examination for you

J2.1.1.3 Fabrication

Fabrication is the use of invented information or the falsification of research or other findings.

Examples include, but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials
- Listing sources in a bibliography not used in the academic product

- Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence
- Submitting as student's own written work, printing, etc. prepared totally or in part by another

J2.1.1.4 Plagiarism

Plagiarism is the inclusion of someone's previously documented words, ideas, or data in one's own new and original work. When a student submits work for credit that includes the words, ideas or data of others, including student's own previously submitted work, the source of that information must be acknowledged through complete, accurate and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student must obtain permission from the current lecturer, prior to submission, to use his or her previously submitted work in a new and original work.

Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words, without acknowledgment of the source
- Using facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source
- Copying another student's essay examination
- Copying, or allowing another student to copy, a document or computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- Collaborating on an assignment or sharing computer files and/or programs, and then submitting individual copies of the assignment as one's own individual work
- Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

J3 Sanction Guidelines for Violating the Academic Integrity policy

J3.1 First or all violations

If an act of academic dishonesty is determined to have occurred, one or more of the following sanctions will be imposed, depending on the severity of the offence:

- Reduction of a course grade
- A fail for the assignment or examination
- Failure for the entire course
- Other action deemed appropriate by the College
- Any of the above sanctions with the inability to withdraw

Examples of other action deemed appropriate include, but are not limited to, requiring the student to re-take the exam, re-complete an assignment, or complete an assigned exercise. The decision of the College's member and the department head shall be reported to the

Office of the Registrar, which is responsible for maintaining student conduct records. The incident will result in an official conduct record for the student(s).

J3.2 Second violation

Suspension or expulsion, in addition to any sanction issued from the list above.

Withdrawal of a Degree: The College reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

J4 Aiding/Abetting

J4.1 Attempting, encouraging, assisting, conspiring, hiring, or being an accessory to any behaviours prohibited herein shall be considered a violation of the College's policies, rules, and regulations and standards of conduct to the same extent as if a student had engaged in the prohibited conduct him/herself.

J5 Alcohol

J5.1 The consumption, distribution, or service of alcoholic beverages must be in compliance with the Malawi liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution or service of alcoholic beverages must also comply with College regulations and policies (QUOTE RELEVANT ACT).

Violations of the College alcohol policy include, but are not limited to:

- Possession or use of alcohol by persons under the age of 18.
- Disruptive conduct due all or in part to being under the influence of alcohol.
- Providing alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
- Possession of an open alcohol container in a public area regardless of the individual's age.

J5.2 The College expects that all of its students, whether on or off campus, will abide by the College's regulations concerning alcohol and other drug use. When a student engages in conduct off campus that violates the College's regulations concerning alcohol and drug use and such violation results in behaviour which, in the College's sole judgment, is destructive, abusive or detrimental to the College's interests, the College's conduct process shall apply and such matters will be processed accordingly.

J6 Sanction Guidelines for Violating the Alcohol Policy

J6.1 Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed. The College considers the sanctions listed below to be guidelines for the use of College's responsible officer when adjudicating alcohol violations:

J6.1.1 First Violation: Warning and/or monetary fine equivalent to the replacement cost of damaged property; and parental notification.

J6.1.2 Second Violation: Eviction from College accommodation and/or suspension, parental notification, and serious warning.

J6.1.3 Third Violation: Expulsion from the College.

J7 Detrimental Behaviour

J7.1 All members of the College community are expected to uphold standards that reflect credit to themselves and the institution and abide by all College policies, rules, regulations, and standards of conduct while on and off campus. Should the conduct or action of a student, or group of students, be so severe as to cause a material or substantial disruption of the College's ability to function as an educational institution, or of an individual's ability to access the full benefits or opportunities of an education, such student or group of students shall be subject to disciplinary action in accordance with the College's conduct process.

J7.1.1 Discrimination

J7.1.1.1 The College prohibits discrimination and harassment against individuals based on prohibited categories. These prohibited categories include, but are not limited to, race, colour, religion, gender (sex), pregnancy, national origin, age, disability, identity and expression, and veteran status. All complaints of discrimination, harassment and retaliation should be reported to the Office of the Registrar.

J7.1.2 Dishonesty

J7.1.2.1 Any student who furnishes false information to the College or to College officials or who is aware of false information being furnished by others with the intent to deceive (and does not correct that false information), or any student who withholds information pertinent to student misconduct, or who alters or misuses any official documents or College resources including, but not limited to, grade change forms, academic transcripts, course change forms, course withdraw forms, evaluation forms or electronic resources may be in violation of this policy and separated from the College. Lying to a College official is a violation of this policy.

J7.1.2.2 Sanction Guidelines for Violating the Dishonesty Policy

- Dishonesty related to disclosure in any suspension-level case, including drug cases, is grounds for suspension.

J8 Disruption

J8.1 Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, residence hall or other setting is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, repeatedly dominating online discussion boards or forums, or resorting to physical threats or personal insults. Students are responsible to comply with a request from lecturer/instructor, supervisor or other official regarding appropriate behaviour.

J8.2 Conduct that interferes with, impairs or obstructs the orderly conduct, processes and functions of the College or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited. Such conduct includes, but is not limited to, excessive noise, public intoxication, loud or indecent conduct; interference with the ability of others to enter, use or exit any College facility, service or activity; intentionally interfering with the freedom of expression or movement of others; interfering with College activity such as teaching, research, recreation, meetings, and public events; physical violence, reasonable apprehension of harm, or threat of violence against oneself or others.

K: Extraordinary Circumstances Governing the Assessment Process

K1. Principles:

K1.1 The guiding principle of the College's response to extraordinary circumstances will be to maintain the academic standards of its programmes, the credibility of its awards and its own reputation. Subject to the maintenance of this principle, every reasonable step will be taken to expedite the determination of awards and the progression of students.

K1.2 Extraordinary circumstances may be caused by external factors beyond the control of the College, which interfere with normal assessment processes or procedures and create a risk that the determination of awards or the progression of students will be delayed, though the functioning of the College is not radically or lastingly affected. Episodes of industrial action, or disruptive natural events such as epidemics or flooding, are examples.

K2 Process

K2.1 There will be a formal declaration by the Principal of the beginning, anticipated duration (where this can be estimated) and end of any episode of extraordinary circumstances.

K2.2 The responsibility for approving special arrangements for the determination of awards and progression in the light of K1.1 above lies with the Board.

K2.3 The decisions open to the Board are:

K2.3.1 to delay recommendations until full information is available;

K2.3.2 to allow recommendations to be made on a basis of less than complete profiles of marks. These recommendations must be decisive but may be partial, e.g. the award of a qualification but with the award of merit/distinction delayed; progression to the next year but with the possibility of one or more modules required to be reassessed or retaken.

K2.4 Where the operation of the approved modes of assessment within a module or course has been disrupted by extraordinary circumstances, the Board may authorise the use of modes of assessment different from those set out in approved course documentation, provided that

K2.4.1 such alternative modes of assessment provide evidence sufficient for a judgement that specified learning outcomes have or have not been achieved; and

K2.4.2 such alternative modes of assessment are approved by relevant external examiners.

APPENDICES

A. ADMISSIONS REGULATIONS

REGULATIONS FOR THE ADMISSION OF STUDENTS

The College accepts nationally recognised Malawi School Certificate of Education (MSCE) qualification for entry to higher education, and gives equal consideration to academic and professional qualifications for all programmes of study. The College may also take into consideration skills and expertise gained from work experience or vocational training.

The specific entry criteria for each programme are specified in the table below:

YEAR OF ENTRY	PROGRAM	CRITERIA
3	BAA: AIS Mature	<ol style="list-style-type: none"> 1. Full MSCE or equivalent with credits in Maths & English 2. 2 years of work-related experience 3. ICAM Diploma or ACCA Skills Level (up to F6) 4. CAT/FIA with Skills Level 1 (i.e., from F1 to F6)
3	BBME mature	<ol style="list-style-type: none"> 1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. Graduate Diploma ABE (Level 6) 4. ICAM Diploma but will do ENTR200, MKT200, MIS200, FIN200 (for those who did TC6 before December 2014) 5. ACCA Affiliate but will do ENTR200, MKT200, MIS200, BS200, BIS200
3	BMIS Mature	<ol style="list-style-type: none"> 1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. Higher Diploma IMIS or equivalent
3	BMPR Mature	<ol style="list-style-type: none"> 1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. Postgraduate Diploma in Marketing (CIM) or equivalent
2	BAA: AIS Mature	<ol style="list-style-type: none"> 1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. Foundations in Accountancy(FIA) or equivalent (will be exempted CA200, FIN200 and A200 for those who did FAU) 4. ABE Level 6 (will be exempted FIN200, CA200, ECON200, MKT200 and ENTR200 for those who did Entrepreneurship & Business Development) 5. ABE Level 5 (will be exempted FIN200 and CA200 if they did Managerial Accounting)
2	BBME mature	<ol style="list-style-type: none"> 1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. ABE Level 5 or equivalent

		In addition the following can be considered
		a) Advanced Diploma (ABMA) Secretarial Certificates City & Guilds should go to BBME year 2 but do FIN100, BLW100,
		b) Advanced Diploma in HRM Level 6 (ABE) should go to BBME year 2 but do FIN100, BLW100,
		c) Level 3 Group Diploma in Marketing (LCCI) should go to BBME year 2 but do FIN100, BLW100,
		d) Postgraduate Diploma in Marketing (CIM) should go to BBME year 2 but do FIN100, BLW100,
		f) Higher Diploma (IMIS) should go to BBME Year 2 but do BLW100
		g) Advanced Diploma in Bus. Admin. (ABMA) should go to BBME Year 2
		h) Advanced Diploma Mrktg Mgmt (ABMA) should go to BBME Year 2 but do FIN100, BLW100
		i) Advanced Diploma (ABMA) Secretarial Certificates City & Guilds should go to BBME year 2 but do FIN100, BLW100,
		j) Dip. In Public Relations (ABMA) & Prof. Cert. Level 4 (CIM) should go to BBME year 2 but do FIN100, BLW100,
		k) Advanced Diploma in Bus. Admin (ABMA) should go to BBME year 2 but do FIN100, BLW100,
2	BMIS Mature	1. Full MSCE or equivalent with credits in Maths & English 2. 2 years work-related experience 3. Diploma in IMIS or equivalent depending on the submitted transcript
2	BMPR Mature	1. Full MSCE or equivalent with credits in Maths & English 2. 2 years' work experience in related fields

		3. Diploma in Marketing (CIM) or equivalent 4. Diploma in Journalism/Public Relations or equivalent
1	BAA: AIS, BMIS, BMPR & BBME MATURE	1. 4 Credits including English and Mathematics 2. 2 years' experience 3. ALL Other Qualifications

1	BBME, BAAIS, BMPR & BMIS FULL TIME	1. 6 Credits including English and Mathematics & 30 aggregate points maximum 2. 0 years' experience
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Where an applicant's first/second language is not English they will be required to demonstrate evidence of spoken and written English to the equivalent of achievement in the International English Language Examination Scheme (IELTS).

APPENDIX B EXAMINATION RULES

EXAMINATION SITTING

DO	DO NOT
Arrive 20 minutes before your exam.	Arrive just as your exam is scheduled to start.
Read carefully the instructions on the front of your exam paper.	Leave the examination room within the first or last 30 minutes.
Write in black or blue ink	Write in pencil
Cross through your rough notes	If you DON'T cross through your rough notes they may be marked by an examiner.
Complete the question numbers you have answered on the front page of the script booklet in the order you have answered them.	Complete the marks awarded section on the front page of the script booklet. Write your name on the script booklet
Complete your details on the front of your script booklet: examination date, candidate Number, course, exam paper subject title.	Take, or attempt to take, into an examination any unauthorised material (including revision notes), item or device (including a mobile telephone or any other device capable of receiving or communicating information) or equipment relevant to the examination nor use or attempt to use such material, item or device.
	Cheat or act dishonestly, or attempt to do so, in any way so as to obtain or seek to obtain an unfair advantage in an examination.
	Remove any paper from the answer book

EXAMINATION CONDUCT

DO	DO NOT
Raise your hand to attract the attention of an invigilator if you have a question.	Communicate with any person during the exam, other than the invigilator.
Raise your hand if you suspect there is a mistake on the exam paper.	Ask if you do not understand a word or phrase on the exam paper, neither examiner nor invigilator is permitted to answer.
Raise your hand and wait for an invigilator if you need to leave the room, e.g. in the case of illness or visiting the toilet.	Leave or re-enter the exam unless permitted by an invigilator.
You must remain silent in the exam room until all scripts have been collected and you are told to leave the room.	
You must remain quiet in the campus after your exam – there will be other exams still being sat – and keep a good record of the schedule of your exam papers.	
Unruly, disruptive or anti-social behaviour at the end of your exam will be reported to management and you may be disciplined.	

The Appeals process

1

*Exam results are released
and decisions communicated*

2

*Student has problem and needs to appeal.
He/she obtains and fills form MCA03
sends to the Principal within 10 working days of results being released*

3

*The Principal requests for a meeting of Appeals and Disciplinary Committee
The Committee checks nature and grounds of appeal
If there is a case they make decision or ask for remark
Committee submits results to the office of the Principal*

4

*The Principal convenes Education Committee of the Board.
The Board deliberates the appeal; makes decision and orders releases the
decision.*

5

*Student communicated.
Files updated or documents filed.*