

REGULATIONS FOR AWARD OF CERTIFICATES, DIPLOMAS, UNDERGRADUATE DEGREES, MASTERS, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

General

- i. Alterations to the programmes offered in any scheme of study in these Regulations may be made by the Academic Council without prior notice on the recommendation of the relevant Board of Studies.
- ii. The Academic Council may, on the recommendation of the Board of Studies concerned and after due notice, cancel a scheme of study for a particular Academic Year.
- iii. Certificates, Diplomas, Undergraduate Degrees, Masters, Postgraduate Diplomas and Postgraduate Certificates may be obtained by either full-time or part-time or distance study irrespective of the mode of delivery.

The Credit System

All Programmes of Studies at JSSAHERM are structured on a credit system. Each course is awarded credits based on an estimate that learners will complete a certain number of hours of academic study. Academic study is deemed to be time spent:

- a. In lectures and/or tutorials/seminars/laboratory/field work,
- b. Online reviewing content and participating in online activities,
- c. Reading articles and other academic materials,
- d. Completing assignments, papers and research,
- e. Producing a coursework project,
- f. Placements

A. Credit Equivalence

1. (i) 1 credit = 15 hours of lecture
(ii) 1 credit = 30 hours of practical/tutorials/seminars
(iii) 1 credit = 60 hours of Professional Placement (*programme specific*)
(iv) 1 credit = 75 hours of Work Placement (*Generic*)
2. Project / Dissertation at Undergraduate Level shall be of 6 to 9 credits.
3. Project / Dissertation at Postgraduate Level shall be of 9 to 12 credits.

B. Credits per Level

Each level shall constitute of the following number of credit subject to the required number of credits for award:

Level 1	(Certificate)	:33 - 53 credits
Level 2	(Diploma)	:33 - 48 credits
Level 3	(B.Sc/BBA)	:33 - 58 credits
Level 4	(B.Engg / B.Pharm)	:33 - 52 credits
Level M	(M.Sc / MBA)	:33 - 39 credits
Level M	(PG – 6 years Ex. Pharm.D)	:28 - 30 credits

Class of Award of Qualifications

A. For undergraduate programmes: The class shall be awarded on the basis of CGPA as follows:

Classification of Award	CGPA
First Class with Distinction	7.00 and above
First Class	6.00 to 6.99
Second Class	5.00 to 5.99
Third Class	4.00 to 4.99
No Award	less than 4.00

B. For Postgraduate programmes: The class shall be awarded on the basis of CGPA as follows:

Classification of Award	CGPA
Distinction	7.00 and above
Merit	6.00 to 6.99
Pass	4.00 to 5.99
No Award	less than 4.00

Award of Certificates

- i. In order to qualify for the award of a certificate, a candidate must:
 - a. Pay the required approved fees unless granted an exemption or other arrangements have been made,
 - b. Have completed the prescribed Programme of Study in accordance with the Scheme of Study approved by the Academic Council and
 - a. Pass the examinations and other forms of assessment prescribed in the Scheme of Study
- ii. The Certificate shall be awarded on the results of the final assessment which shall be based on performance in the final examination and on such other forms of assessment as may be prescribed in the scheme of study. In order to obtain a Certificate, a candidate must satisfy the examiners in all parts of the final assessment.
- iii. The names of candidates who, in the opinion of the examiners have obtained in the final assessment either Pass or Pass with Distinction, shall be published by the Registrar with the approval of the Academic Council on the recommendation of the Board of Studies in separate lists. The names of candidates shall be arranged in alphabetical order

Requirements to be fulfilled for the Award of the JSSAHERM Certificate

- i. Students may resit up to a maximum of three failed modules, which will be assessed through resit exams.
- ii. A module not taken through absence will be counted as a failed module and will be taken as a resit.
- iii. Students who have up to three failed modules on a one-year full time programme will take the resits after the end of the level at a special sitting.
- iv. Students who have up to three failed modules over two-year part time programme will
 - a. carry up to three failed modules from year one over to year two, unless otherwise prescribed by Academic Council on the recommendation of the Faculty Board for a specific programme. These failures may be taken as a resit with the next first-year cohort provided the programme is available / practical, and/ or
 - b. take up to three failed modules of the second year after the end of the second year at a special sitting
- v. Students who fail to correct their failures shall be given a maximum of three chances to clear same before they become eligible for the final award. When resat and passed, they will be eligible for the award of the minimum pass mark
- vi. Students who have failures in any single level in more than three modules of the programme shall be withdrawn. Students who are withdrawn may choose to repeat the level with exemptions, provided the programme is available
- vii. Students who repeat a level will be eligible for exemption for modules in which they have an original overall score of at least 50% and will be credited with the original mark in these modules. When repeating a level, students will be awarded the marks they gain when retaking the modules for which they are not exempted
- viii. Specific Regulations for individual programmes are provided under the programme requirements

Award of Diplomas

- i. In order to qualify for the award of a diploma, a candidate must:
 - a. Pay the required approved fees unless granted an exemption or other arrangements have been made,
 - b. Have completed the prescribed Programme of study in accordance with the Scheme of Study approved by the Academic Council and
 - c. Pass the examinations and other forms of assessment prescribed in the Scheme of Study.
- ii. A candidate shall take semester examinations during the period of study, at such time and in such subjects as the Academic Council, on the

- recommendation of the Faculty Board, may determine, and shall undergo such other forms of assessment as may be prescribed by a scheme of study.
- iii. If a candidate who has completed the scheme of study but has been prevented from taking the whole or part of an examination and has presented evidence of ill-health, supported by a medical certificate issued by a State Medical Practitioner or other urgent cause which has been approved by the Registrar, the Academic Council may, on the recommendation of the Faculty Board concerned, permit the candidate to take a special examination at the second sitting.
 - iv. The award of the diploma is based on the criteria prescribed in the scheme of study.
 - v. The names of the candidates who, in the opinion of the examiners have obtained in the final assessment either Pass or Pass with Distinction, shall be published by the Registrar with the approval of the Academic Council on the recommendation of the Board of Studies, in separate lists. The names of candidates shall be arranged in alphabetical order.

Requirements to be fulfilled for the Award of the JSSAHERM Diploma

- i. Students may carry up to a maximum of three failed modules for each level of the programme, over to the next level, unless otherwise prescribed by Academic Council on the recommendation of the Faculty Board for a specific programme.
- ii. These failures may be taken as a resit in the next level with the next cohort provided the programme is available. Exceptionally, on the recommendation of the Faculty Board, Academic Council may give permission to students to take a resit module earlier if it is available or take an alternative to a failed module, where appropriate, in another programme.
- iii. A module not taken through absence will be counted as a failed module and will be taken as a resit at the next level with the next cohort.
- iv. Students who fail to correct their failures shall be given a maximum of three chances to clear the same before they become eligible for the final award.
- v. Students who have failures in more than 3 modules in any level of the programme shall be withdrawn. Students who are withdrawn may choose to repeat the level they are currently in with exemptions, provided the programme is available.
- vi. Students who repeat a level will be eligible for exemption for modules in which they have an original overall score of at least 50% and will be credited with the original mark in these modules. When repeating the level, students will be awarded the marks they gain when re-taking the modules for which they are not exempted
- vii. Specific Regulations for individual programmes are provided under the programme requirements.

Award of Undergraduate Degrees

- i. In order to qualify for the award of a first degree, a candidate must:
 - a. Pay the required approved fees unless granted an exemption or other arrangements have been made
 - b. Have completed the prescribed Programme of Study in accordance with the Scheme of Study approved by the Academic Council and
 - c. Pass the examinations and other forms of assessment prescribed in the Scheme of Study.
 - d. Satisfy supplementary regulations which govern individual degrees, if any.
- ii. In each Degree, there shall be three grades of Honours denominated respectively the First, Second and Third Class. The names of the candidates in the Second Class shall be arranged in two divisions. The names of the candidates in the First and Third Classes and in each division of the Second Class shall be arranged in alphabetical order. The Board of Examiners may recommend the award of a Pass Degree to a candidate who cannot be placed in any of the three grades of Honours, but whose performance the Board of Examiners deem to be worthy of the award of the degree.
- iii. A student who passes all modules of a level, but chooses to leave the programme may be awarded a Certificate or a Diploma provided he/she has accumulated credits that may be considered for the award of Certificate or Diploma as applicable
- iv. Any first-year degree programme may be discontinued if there are only 10 students enrolled 10 days after the starting date

Requirements to be fulfilled for the Award of the JSSAHERM's First Degrees

- i. Students may carry up to a maximum of three failed modules for each level of the programme, unless otherwise prescribed by the Academic Council on the recommendation of the Faculty Board for a specific programme
- ii. These failures in the modules may be taken as a resit in the next level with the next cohort, provided the programme is available. Exceptionally, upon approval of the Head of Faculty, the students may take a resit module earlier if it is available / practical or take an alternative to a failed module, where appropriate, in another programme.
- iii. A module not taken through absence will be counted as a failed module and will be taken as a resit
- iv. Students who are on the final level may take resits after the end of the final level at a special sitting.
- v. Students who fail to correct their failures shall be given a maximum of three chances to clear the same before they become eligible for the final award
- vi. Students who have failures in more than 3 modules in any level of the programme shall be withdrawn from the programme. Students who are

- withdrawn may choose to repeat the level they are currently in, provided the programme is available
- vii. Students who are granted permission to repeat a level will be eligible for exemption for modules in which they have an original overall score of at least 50% and will be credited with the original mark in these modules
 - viii. A student who fails in a Final Level Project/Dissertation and subsequently resubmits it, will only be eligible for the award of the Pass Degree (without Honours)
 - ix. Specific Regulations for individual programmes are provided under the programme requirements

Award of Master's Degree, Postgraduate Diplomas and Postgraduate Certificates

- i. In order to qualify for the award of a Master's Degree, Postgraduate Diplomas or Postgraduate Certificates, a candidate must:
 - a. Pay the required approved fees unless granted an exemption or other arrangements have been made,
 - b. Have completed the prescribed Programme of Study in accordance with the Scheme of Study approved by the Academic Council and
 - c. Pass the examinations and other forms of assessment prescribed in the scheme of Study.
- ii. The Master's degree, Postgraduate Diploma or Postgraduate Certificate shall be awarded on the results of the final assessment, which shall be based on performance in the final examination and on such other forms of assessment as may be prescribed in the scheme of study. In order to obtain a Master's Degree, Postgraduate Diploma or a Postgraduate Certificate, a candidate must satisfy the examiners in all parts of the final assessment.
- iii. For each individual programme of study, the modules required shall be specified and may include assignments with no credit value, which must be completed by the candidate for the award of the degree.
- iv. The programme of study for a Master's Degree by examination, coursework and/or dissertation/ projects as appropriate shall be not less than one academic year for a full-time candidate and not less than one and a half years for a part-time candidate
- v. A candidate who is awarded the required number of credits as per the specified programme documents shall pass the Examination either for a Post Graduate Certificate or Postgraduate Diploma or a Master's Degree.

Requirements to be fulfilled for the Award of the JSSAHERM's Master Degree or Postgraduate Diploma or Postgraduate Certificate

- i. Students may resit up to a maximum of three failed modules for the level of the programme.
- ii. A module not taken through absence will be counted as a failed module and will be taken as a resit.
- iii. Students who have up to three failed modules on one-year full-time programmes will take the resits after the end of the level at a special sitting. Students who have up to three failed modules over a two-year part-time programme will
 - a. carry up to three failed modules from year one over to year two, unless otherwise prescribed by Academic Council on the recommendation of the Faculty Board for a specific programme. These failures may be taken as a resit with next first-year cohort provided the programme is available, and/or
 - b. take up to three failed modules of the second year after the end of the second year at a special sitting
- iv. Exceptionally, on the recommendation of the Faculty Board, Academic Council may give permission to students to take a resit module earlier if it is available, or take an alternative to a failed module, where appropriate another programme
- v. Students who fail to correct their failures shall be given a maximum of three chances to clear the same before they become eligible for the final award
- vi. Students who have had a failed module will not be eligible for the award of a Masters' Degree with Distinction
- vii. Students who have failure in more than 3 modules shall be withdrawn
- viii. A student who fails a Masters' Project / Dissertation and subsequently passes it, will only be eligible for the award of a Postgraduate Diploma
- ix. Specific Regulations for individual programmes are provided under the programme requirements.