



FIJI NATIONAL
UNIVERSITY

University Academic & Student Regulations

Revised 2017

The Fiji National University acknowledges Fiji Higher Education Commission's approval for adopting sections from the Policy on the Registration of Qualifications on the Fiji Qualifications Framework. These were included in Part III (Awards of the University) of the University Academic and Student Regulations.

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PART 1 PRELIMINARIES

1.0 Preamble

- 1.1 The University Academic and Student Regulations of the Fiji National University are prepared by and under the hand of the University Council under the powers prescribed by the Fiji National University Act 2009. These regulations shall also henceforth be known in abbreviated form as the UASR. This version supersedes all the previous versions of UASR.
- 1.2 The University Academic and Student Regulations are intended to advance the objectives of the University as stated in the University's enacting laws, and to regulate and protect students' learning interests.
- 1.3 These Regulations shall apply to all awards granted by the University. The purpose of the UASR is to prescribe the conditions under which awards of the University shall be granted, and to regulate the conduct of students at the University.
- 1.4 Where a programme of study leads to an award of an external body, that programme must also satisfy the requirements of the University Academic and Student Regulations.
- 1.5 Where a programme is subject to regulations by both the University and another authority, and there is conflict between those regulations, then the regulation of the Authority under whose seal an award is granted shall prevail.
- 1.6 All new programmes shall comply with these Regulations, and shall have the formal approval of the Senate.
- 1.7 All new as well as pre-existing student-related processes shall comply with these Regulations unless otherwise specified.
- 1.8 All existing programmes shall have a grace period of 12 months from 01 January 2018 to comply with these Regulations.

2.0 Definitions

- 2.1 In these Regulations, unless the context otherwise requires:
 - 2.1.1 *University Academic and Student Regulations (UASR)* refers to all the regulations contained in the document herein and titled 'University Academic and Student Regulations'.
 - 2.1.2 *Academic Conduct* refers to the conduct of the student that relates directly to an academic matter.
 - 2.1.3 *Academic Freedom* is as defined in s3.2, Part I of the UASR.
 - 2.1.4 *Academic Misconduct* is misconduct by a student as it relates to any academic matter.
 - 2.1.5 *Aegrotat Pass* is an assessment grade given to a student who meets the requirements as per the provisions of the UASR.
 - 2.1.6 *Auditing of Courses/Units* refers to, on approval, attending lectures in a course/unit without submitting oneself to any assessment for the unit(s).
 - 2.1.7 *Author, Creator, Inventor, Developer, Discoverer* refer to the same contextual meaning as defined in the Intellectual Property Policy of the University.



- 2.1.8 *Awards of the University* refer to all the awards as provided for under these Regulations.
- 2.1.9 *Award Programmes* refer to the programmes of study that lead to an award of the University.
- 2.1.10 *Centre* is used in the following contexts:
- 2.1.10.1 A fully fledged training entity such as the National Training & Productivity Centre which sits on the same Level as the Colleges.
 - 2.1.10.2 A smaller FNU entity responsible for delivering some FNU programmes in designated locations outside the bigger urban areas, for example, Rakiraki Centre or Sigatoka Centre.
 - 2.1.10.3 Semi-autonomous units set up for specific purposes such as the Centre for Water Engineering, Centre for Sustainable Development and so forth.
 - 2.1.10.4 Schools in particular locations which are far away from FNU campuses and/or centres, but which temporarily assume the notion of a centre for academic purposes and where the school facilities are used to deliver FNU courses over a specified period.
- 2.1.11 *Cohort* is a group of students who work through the same programme structure together to achieve the same academic qualification.
- 2.1.12 *College* refers to a division of the University that provides education and grants awards such as Certificate, Diploma or a Degree.
- 2.1.13 *Competency Based Assessment* is a process where an assessor works with a student to collect evidence of competence using benchmarks provided by course standards that comprise national qualifications.
- 2.1.14 *College Academic Appeals Committee* is the committee established by the College to consider appeals from students against any decision made on their academic performance, under procedures prescribed in these Regulations.
- 2.1.15 *College/Centre Academic Board* refers to the Academic Board of the respective College/Centre.
- 2.1.16 *College/Centre Examination Board* refers to the Examination Board of the College/Centre as established by the College/Centre.
- 2.1.17 *Compassionate Pass* is an assessment grade given to a student who meets the requirements as per the provisions of the UASR.
- 2.1.18 *Contact Hours* are the hours spent in direct contact with lecturers/instructors such as in lectures, tutorials, workshops and practicals and formal student face-to-face consultations.
- 2.1.19 *Continuing Student* refers to a student continuing from the previous term at the University in the same programme.
- 2.1.20 *Council* is the University's governing body conferred via the Fiji National University Act 2009.
- 2.1.21 *Course* refers to a series of related topics in a subject taught and assessed within a time-specific period, usually a given term. A course is also known as a unit.

- 2.1.22 *Credit Points* refer to the points commensurate with classroom contact hours and specified self-directed learning. One credit point comprises 10 hours of such classroom studies and specified self-directed learning.
- 2.1.23 *Credit Transfer* refers to a course/unit that is taken at the same Level within the University or at another institution, which the University recognises and accepts as fulfilling the requirements of a programme at the University.
- 2.1.24 *Department Academic Board* refers to the Academic Board of the respective Department.
- 2.1.25 *Department Examination Board* refers to the Examination Board of a Department within a College as established by the College or the Centre.
- 2.1.26 *Distinct Headcount* refers to a count of enrolled students in which each student, regardless of their Level of instructional activity, counts as one student.
- 2.1.27 *Enrolled student* refers to a student who has paid the prescribed fee as per the University's Fee Policy in any programme or course of study whether on a full-time or part-time basis.
- 2.1.28 *Enrolment* is the process of choosing correct courses as per approved programme structure and registering either online or manually, generating invoice and paying any compulsory enrolment fee as set out by the University.
- 2.1.29 *Equivalent Full-Time Student (EFTS)* value is a measure of the amount of study or the workload involved in undertaking a course. For example, if a student takes a course in a semester mode which has a credit point of 15 then its weighting is 0.125 (i.e. 15 divided by 120); if a student takes a course in trimester mode which has a credit point of 15 then its weighting is 0.111 (i.e. 15 divided by 135).
- 2.1.30 *Expulsion from University* refers to the prohibition from all further studies in any programme or removal of the student from University due to misconduct.
- 2.1.31 *External Cross Credit* refers to the process of granting cross credit to students for educational experiences or courses undertaken at another institution with their current programme of study or when cross credits are sought for courses which were taught in institutions prior to the merger of the University in 2010. Cross credits may also be granted for equivalent units done in another programme. External Cross Credits are shown as Credit Transfer (CT) on the students' transcript.
- 2.1.32 *External Examiner* refers to a person or persons appointed by the Dean of a College or the Director of a Centre to examine and advise on any component of an assessment within the provisions of policies that may regulate this.
- 2.1.33 *External Reviewer* refers to a person or persons from outside the University appointed by the Vice Chancellor to review one or more programmes or courses of the University.
- 2.1.34 *External Moderator* refers to a person or persons duly appointed by a College or Centre to provide a report on an examination paper to the examiner before or after the paper is administered to students.



- 2.1.35 *Final Examination Script* refers to the written material submitted by a student for assessment to a lecturer-in-charge, in response to an examination conducted under the authority of the lecturer-in-charge following the Examination Regulations.
- 2.1.36 *FNUSA* refers to the Fiji National University Students Association.
- 2.1.37 *Formal Assessment* is a standardised method for measuring how well a student has achieved the learning outcomes.
- 2.1.38 *Franchised Programme* refers to a University programme run by another organisation under a franchise agreement with the University.
- 2.1.39 *Full Time Student* is a student that enrolls for at least 135 credit points per year for trimester mode and 120 credit points per year for other modes of study. To be classified as a full time student within one term, a student enrolls for a minimum of 60 credit points per semester, 45 credit points per trimester, 30 credit points per quarter, 30 credit points per summer or 3 credit points per block. To be classified as a full-time student over a year, a student must be enrolled for 2 semesters per year, or 3 trimesters per year, or 4 quarters per year or 1 summer per year or 45 blocks per year.
- 2.1.40 *Grade Point Average (GPA)* is calculated as the average grade point, weighted by the credit point in each course included in the calculation of the GPA. For courses which students have repeated, the grades in all the attempts shall be included in the calculations. Courses that the students have attempted but failed shall be included in the calculation of the GPAs.
- 2.1.41 *Hardship* refers to any situation within the control of the University, but which is beyond the control of a student and which places the student in an adverse position in terms of an outcome of an assessment.
- 2.1.42 *Higher Education* refers to a Level of study which is based on theoretical knowledge and skills within an aspect(s) of a specific field of study. The entry to this is usually a successful completion of Fiji Year 13 Certificate Examination (13 years of continuous progression) or equivalent.
- 2.1.43 *Industrial/Work Experience* refers to the requirement that a student be attached to a relevant industry as part of his/her study and training before graduation in any given programme.
- 2.1.44 *Informal Assessment* involves observing learners as they learn and evaluating them from data gathered.
- 2.1.45 *Internal Cross Credit* refers to the process of transferring credits and grades for same courses done within the University from one programme to another if it is required according to the approved programme structure.
- 2.1.46 *Internship* refers to the requirement that a student be attached to a relevant industry as part of his/her study and training before graduation in any given programme.

- 2.1.47 *Lecturer/Trainer-in-charge of a Course* refers to the person who has been duly appointed under the authority of a Dean or a Centre Director or the Vice Chancellor to be responsible for teaching/training and assessment for the course.
- 2.1.48 *Learning Hours* are the prescribed contact hours and self-directed learning for a topic, a course or a programme.
- 2.1.49 *Misconduct* is conduct on the part of a student or staff and which is seen to impair the reasonable freedom of others to pursue their studies, research, duties and other lawful activities at the University or on-site or to participate in University life, or which hinders the pursuit of academic excellence by circumvention of duly established procedures in relation to student assessment or research; or which amounts to improper use of University facilities or information or improper use of the property of others on-site; or is a breach of any rules, regulations, policies and procedures of the University; or is conduct that is disallowed by University regulations.
- 2.1.50 *Modified Assessment* is an assessment given to a student when a student is able to complete an assessment but not in the form set out in the course guide or programme document, but where the assessment meets the requirement as described in Part V: Academic Regulations.
- 2.1.51 *New Student* refers to a student who has enrolled in a programme for the first time between 1 January and 31 December of a given year.
- 2.1.52 *Official Records* are all records of the University that deal with any matter relating to the operation or functioning of the University.
- 2.1.53 *Part Time Student* is a student who enrolls for less than 120 credit points per year. To be classified as a part time student within one term, a student enrolls for less than 60 credit points per semester, 45 credit points per trimester, 30 credit points per quarter, 30 credit points per summer, or 3 credit points per block. To be classified as a part time student over a year, a student is enrolled for less than 2 semesters per year, or 3 trimesters per year, or 4 quarters per year, or 1 summer per year or 45 blocks per year.
- 2.1.54 *Participant* refers to the number of times a learner is enrolled in Short Courses per year.
- 2.1.55 *Pass Terminating* is a grading terminology for an award given to a student in exceptional circumstances where the student has failed a particular course which is not in the major area of the student's programme and is the last course required for graduation.
- 2.1.56 *Personal Conduct* refers to the conduct of a student or a staff that is not related to academic conduct.
- 2.1.57 *Plagiarism* refers to submitting or presenting someone else's work, writing, invention or other creative work, as his/her own work, writing, invention or other creative work.



- 2.1.58 *Programme Completion* refers to successful completion of all academic and other necessary requirements of a programme which are specified in the Senate approved programme document. Academic requirements include all assessable components and practicum/internship/industrial attachments.
- 2.1.59 *Programme Validation* refers to all the processes that are necessary for the development of new academic programmes to the point of submission of the programme proposal for consideration by the University Senate.
- 2.1.60 *Programmes* refer to a set of courses that lead to an award of the University in the named programme such as Certificate, Diploma or Degree.
- 2.1.61 *Recognition of Current Competencies* refers to the recognition by the University of competencies that a person has acquired through education, training, work, and/or life experience. Sometimes, this is also referred to as recognition of prior learning.
- 2.1.62 *Recognition of Prior Learning* refers to the recognition by the University of a person's abilities, skills and knowledge acquired through training, education, work experience and/or life experience prior to attempting to join the University and/or a related programme of the University, and that recognition is processed for credit points at the University.
- 2.1.63 *Registrar* refers to the person appointed by the University to be the University Registrar.
- 2.1.64 *School Academic Board* refers to the Academic Board of the respective School. It is interpreted to include the Academic Board of a specialised Centre that offers award programmes.
- 2.1.65 *School Examination Board* refers to the Examination Board for a School within a College as established by the College. It includes the Examination Board of a specialised Centre that offers award programmes.
- 2.1.66 *Self Directed Learning (SDL)* refers to learning a student undertakes through formal/structured study by one's self as per the course prescription.
- 2.1.67 *Senate* is the University Senate as established by s32 of the Fiji National University Act 2009.
- 2.1.68 *Short Course* refers to a special course in some specified area of study, or could be components of course that are offered as part of an established programme.
- 2.1.69 *Sponsored Research* refers to research carried out by a staff member of the University and which is funded by an entity outside the University.
- 2.1.70 *Student* refers to any person enrolled in any programme or course of study whether on a full-time or part-time basis. For definitive purposes, to be 'enrolled' means that the student has paid the prescribed fee as per the University's Fee Policy.
- 2.1.71 *Student Grievance* refers to a point or item of dissatisfaction that a student may have over any matter concerning his/her studentship at the University.

- 2.1.72 *Students' General Disciplinary Committee* is the Committee established by the University to deal with breaches of this policy by a student, other than a breach concerning examinations and assessments.
- 2.1.73 *Students' Academic Disciplinary Committee* is the Committee established under these regulations for each College to deal with breaches of these policies by students where such breaches concern examinations and assessments.
- 2.1.74 *Students' Appeals Committee* is the Committee established by the University to consider appeals from the Students' General Disciplinary Committee, the College Appeals Committees, and any other appeal from students not covered by any other provision and as allowed under these regulations.
- 2.1.75 *Student Retention* is a measure of academic progress of a cohort of students from one term or year to the next.
- 2.1.76 *Student Retention rate* is calculated as the percentage of students in the cohort who return the following term or year. Retention Rate is equal to total enrolled divided by total cohort multiplied by 100.
- 2.1.77 *Supplementary Assessment* refers to an assessment that may take the form of an assignment, an oral examination, a full re-sit of an examination, or any other appropriate assessment instrument within a particular discipline, with the proviso that the supplementary assessment task(s) must be equivalent, though not necessarily identical, to the initial assessment task(s).
- 2.1.78 *Suspension* refers to either prohibiting a student from either (i) continuing any form of study and/or (ii) gaining access to any specified University's premises and/or (iii) utilizing facilities including accommodation/hostel for a specified period.
- 2.1.79 *Technical and Vocational Education & Training (TVET)* refers to an education, training or learning activity which provides knowledge, skills and attitudes relevant for employment or self-employment.
- 2.1.80 *Term* is the division of an academic year during which all learning and assessments take place.
- 2.1.81 *Termination from Programme* refers to the discontinuation of a student from continuing in a programme due to unsatisfactory progress or misconduct.
- 2.1.82 *Unclassified Study* refers to enrolment in a University course/unit by a student, who is not enrolled in a defined University programme.
- 2.1.83 *Unit* refers to a series of related topics in a subject taught and assessed in a time-specific period, normally in a given term. A unit is also known as a course.
- 2.1.84 *Unsatisfactory Progress* refers to a situation where a student fails the same course twice, and/or fails 50% or more of the enrolled programme load for the relevant teaching period; and/or fails to comply with a conditional enrolment agreement set by the Academic Adviser, Programme Coordinator, Dean, or any committee that is established under the authority of the Dean.

3.0 Academic Freedom

- 3.1 **Obligation:** The University is to ensure that academic freedom is preserved and enhanced at the University.
- 3.2 **Definition:** Academic freedom means the freedom of the University, within the best traditions of academia and the highest ethical standards:
 - 3.2.1 To determine the content of subjects taught at the University, and to establish the mode of teaching and assessment that best promotes learning.
 - 3.2.2 To allow staff and students to question and test received wisdom, to put forward new ideas and to state controversial or unpopular viewpoints within the best traditions of advancing such ideas.
 - 3.2.3 To engage in research and publication; and to employ and to determine the terms and conditions of its staff.
- 3.3 **Exercise of Academic Freedom:** In exercising academic freedom, staff and students are to, at all times, exercise academic responsibility. This requires them to faithfully perform their academic duties and undertake obligations according to the demands, and within the traditions of scholarship.

3.4 Academic Freedom for Staff

- 3.4.1 For academic staff, the objective of academic freedom is to promote and protect freedom of inquiry, research and publications, and the freedom of teaching so that these contribute to the objective of advancing knowledge.
- 3.4.2 The objective of academic freedom is not to enable staff and students to be empowered over and above the ordinary citizen but only for the purpose of expressing opinions, or expressing in class or through publications, views supported by academic research.
- 3.4.3 The fundamental objective of bestowing this freedom is to allow the University to carry out the mission of knowledge advancement in the best traditions of scholarship.

3.5 Academic Freedom for Students

- 3.5.1 For students, academic freedom requires the University to create an environment at the University that encourages students, through physical, financial and human resources provided by the University:
 - 3.5.1.1 To learn.
 - 3.5.1.2 To engage in free inquiry and exchange of ideas.
 - 3.5.1.3 To critically examine, analyse and enter into discourse amongst themselves or with their teachers on matters that may be sensitive or controversial.
 - 3.5.1.4 To advance in the classrooms, laboratories, workshops, farms and through all teaching facilities, a wide range of interpretations, views, and results in accordance with the best standards of scholarly inquiry and professional ethics.

3.5.1.5 In carrying out the above, to be judged fairly and transparently by the content of their knowledge rather than on the basis of any extraneous motivation or the demeanour or conduct of the student and/or on his/her ethnicity, gender, colour, sexual orientation, views on religious beliefs, mother-tongue, political opinions, nationality, origins, or tribal/clan affiliation.

3.6 Qualification: The University recognises that the best traditions of scholarship require that the teaching, research and publication activities of the University's teaching and professional staff be evaluated through the processes established by the University for such purposes.



PART II ADMINISTRATIVE STRUCTURE

1.0 Senate, Boards and Committees

- 1.1 The University shall establish the Senate of the Fiji National University in accordance with the Fiji National University Act 2009.
- 1.2 The membership of the Senate shall be as determined by the Fiji National University Act, 2009.
- 1.3 To aid in its decision making, the Senate shall establish sub-committees, College Academic Boards, and may establish such other Boards and guidelines for their operation as may be necessary to effectively and efficiently work on the directions given by the Senate, and in meeting the objectives of the University that the Senate is entrusted with.

2.0 Senate

- 2.1 The Senate is responsible to the Council, through the Vice Chancellor, for all academic matters of the University, including academic direction, academic development and academic policies of the University.
- 2.2 The Senate shall regulate and control:
 - 2.2.1 All aspects of programmes, courses/units of study at the University, and establish the conditions necessary to get the awards of the University;
 - 2.2.2 the types, balance, placement and priorities of programmes and courses;
 - 2.2.3 the development, conduct, validation and quality standards of programmes of studies;
 - 2.2.4 the introduction of new programmes and withdrawal of existing programmes;
 - 2.2.5 the admission of persons and categories of persons to the University for the purpose of pursuing any programme of study;
 - 2.2.6 the continuation of students in programmes of study, their transfers to other programmes, and their withdrawal from the University;
 - 2.2.7 all examinations, assessments, tests, or other methods of evaluating student performances that are necessary for the granting of any award by the University, including appointment of examiners, assessors and moderators;
 - 2.2.8 approval of results of students;
 - 2.2.9 the granting of awards by the University;
 - 2.2.10 the recommendation for the granting of academic distinctions, including Honorary Degrees, by the Council and acting on the Council's decisions on granting such distinctions;
 - 2.2.11 the recommendation to the Council of the terms and conditions under which any institution may affiliate with the University, and the terms and conditions of any association or co-operation between the University and any institution, and also the terms and conditions of agreement for the incorporation of any institution in the University;
 - 2.2.12 the discipline of students of the University, including considering appeals from students on any matter of discipline;

- 2.2.13 the provision of academic support services such as but not limited to Library, Information Communication Technology, and Audio-Visual facilities;
 - 2.2.14 the development of appropriate quality assurance processes relating to academic matters;
 - 2.2.15 the development of priorities for resource allocation which is related to the development or delivery of programmes;
 - 2.2.16 such other matters as are assigned to the Senate by the Vice Chancellor or/ and the Council of the University; and such other matters as are incidental to the functions listed above.
- 2.3 The Vice Chancellor shall chair the meetings of the Senate. In the absence of the Vice Chancellor, the Acting Vice Chancellor, and in his/her absence, the Deputy Vice Chancellor shall chair the meetings.
- 2.4 The Vice Chancellor is an ex-officio member of all committees established by the Senate.

3.0 Academic Boards

- 3.1 College/Centre Academic Boards are responsible to the Senate for:
- 3.1.1 Ensuring that the curriculum is continuously developed and maintained as relevant to the objectives of the programme(s).
 - 3.1.2 Ensuring the development and maintenance of quality standards of teaching, learning and student performance.
 - 3.1.3 Providing advice on procedures and criteria for recruitment, selection and admission of students.
 - 3.1.4 Providing advice on resource requirements for effective delivery of the programmes.
 - 3.1.5 Submitting proposals on new programmes of study and withdrawal of existing programmes, for the Senate's consideration.
 - 3.1.6 Any other matter as required by the Senate or the Vice Chancellor.
- 3.2 The membership of College/Centre Academic Boards shall include, but need not be limited to:
- 3.2.1 The College Dean or Centre Director who shall chair each Academic Board;
 - 3.2.2 Member of the Quality Office;
 - 3.2.3 Associate Dean of the respective College;
 - 3.2.4 Programme Leaders;
 - 3.2.5 Head of School;
 - 3.2.6 Head of Department;
 - 3.2.7 Director ICT or nominee;
 - 3.2.8 Director NTPC or nominee;
 - 3.2.9 University Librarian or nominee;
 - 3.2.10 Registrar or nominee;
 - 3.2.11 Three members nominated from the ranks of Professors, Associate & Assistant Professors within the College;



- 3.2.12 Representatives from other Colleges;
- 3.2.13 One elected student representative from each school. FNUSA to supervise the elections and train the students elected as members for the Academic Board meeting.
- 3.3 When a review of a programme is due, an Academic Board may require the services of one or more External Assessor(s) to assess the programme and make recommendations or give advice to the Board. The role and function of the Industry Advisory Committee shall be articulated in a separate manual.
- 3.4 Each College/Centre Academic Board shall establish a College/Centre Examination Board. The College/Centre Academic Board may also establish School and/or Department Examination Boards that shall be accountable to the College/Centre Examination Board.

4.0 Examination Boards

- 4.1 Each College/Centre Examination Board shall be responsible, through the respective College/Centre Academic Board, to the Senate, for all matters relating to examinations and assessments.
- 4.2 The functions of a College/Centre Examination Board are to:
 - 4.2.1 Approve the results of all units/courses and programmes that are offered through the College/Centre for release.
 - 4.2.2 Report to the Senate through the College/Centre Academic Board on examination and assessment outcomes for each academic term.
 - 4.2.3 Bring to the Senate's attention, through the College/Centre Academic Board, any issue relating to examinations and assessments on which the Senate needs to deliberate.
- 4.3 The membership of College/Centre Examination Boards shall include, but need not be limited to:
 - 4.3.1 The College Dean or Centre Director, who shall chair each Examination Board.
 - 4.3.2 The Associate Dean Learning and Teaching for the respective College.
 - 4.3.3 The Head of the academic/training division (School and/or Department) responsible for the programme or groups of programmes.
 - 4.3.4 The leader(s) of the programme(s) covered by the Examination Board if the programme does not report to any specific department or school.
 - 4.3.5 The Registrar or a nominee of the Registrar.
- 4.4 A College/Centre Academic Board may establish School and/or Department Examination Boards. Any Examination Board so created shall be given specific programmes, and the respective Board will be primarily responsible for examinations in the allocated programmes.
- 4.5 The functions of a School or a Department Examination Board are:
 - 4.5.1 To recommend to the College Examination Board the approval and release of all results in the programmes for which each is responsible, including grades and credits, for all units/courses and programmes offered by the School/Department.

- 4.5.2 To recommend to the College Examination Board any matter concerning standards in granting credits in the School/Department.
- 4.6 The membership of School/Department Examination Boards shall include, but need not be limited to:
 - 4.6.1 The College Dean or Centre Director or their respective nominees, who shall chair each Examination Board.
 - 4.6.2 The head of the School/Training division and/or Department.
 - 4.6.3 The leaders of the programmes whose results are being considered by a particular Examination Board.
 - 4.6.4 All teaching staff of the School/Department whose results are being considered.
 - 4.6.5 The Registrar or a nominee of the Registrar.
- 4.7 The minutes of each School/Department Examination Board shall be tabled at each College Academic Board, and the minutes of each College Academic Board shall be submitted to the Senate as a paper for information.

5.0 Student Academic and General Disciplinary Committees and Appeals Committees

- 5.1 All matters relating to student conduct shall conform with the regulation on Part VII: Student Personal and Academic Conduct and Grievance Policy.
- 5.2 The following Committees are established to deal with general student conduct and grievances at the University:
 - 5.2.1 Students' Academic Disciplinary Committee
 - 5.2.2 Students' General Disciplinary Committee
 - 5.2.3 College Academic Appeals Committee
 - 5.2.4 Students' Appeals Committee
- 5.3 The membership and functioning of these Committees are provided for in these regulations.

6.0 Meetings, Membership, Secretariat and University Records

6.1 Meetings

- 6.1.1 At all meetings of the Boards and Committees established under these Regulations, other than the Students' General and Academic Disciplinary Committees, College Academic Appeals Committees and the Students' Appeals Committees:
 - 6.1.1.1 A quorum shall consist of one-half of the number of members.
 - 6.1.1.2 If no person is authorised by these Regulations to chair the meeting, or if the chairperson is absent, then those present shall elect one of their members to take the chair.
 - 6.1.1.3 All resolutions shall be proposed by one member and seconded by another; and any such resolution shall be passed or rejected according to the voting of the members present, and the voting shall be by show



of hands, or by affirmation, unless the Chair, in consideration of all matters before him/her, decides that the objective of the matter at hand shall be best achieved by a secret vote.

6.1.1.4 The chair of a meeting shall have a deliberative vote, and in the case of an equality of votes, also have a casting vote.

6.1.1.5 The proceedings and resolutions of every meeting shall be recorded in a minute book kept for the purpose.

6.1.2 Subject to this section and any other Regulations of the Council in this regard, or directive of the Council or Senate creating a Board of Committee, each Board or Committee shall regulate its own procedures, provided that all such procedures allow for rules of natural justice to prevail.

6.2 Membership

6.2.1 Membership of Boards and Committees established under these Regulations, if not by virtue of staff office or position, shall be for a term of upto two years unless determined earlier by resolution of the Council, or the Board to which the Board or Committee is responsible.

6.2.2 Any conflict of interest of a member shall be dealt with as per the University's UASR, and/or the principles established by the University's Corporate Governance Policy, or where such policies do not provide for the matter, then the generally acceptable conduct in cases of conflict of interest.

6.3 Secretariat

6.3.1 The Office of the Registrar shall be the University's Secretariat.

6.3.2 Except for meetings of the Council and the Senate, any reference to the 'Registrar' in these regulations includes any office holder who may be duly, and in writing, delegated by the Registrar to handle the particular matter under consideration.

6.4 Official Records and Representations

6.4.1 The Secretary of each committee must keep minutes of all proceedings, as well as maintain a full record of the proceedings, including a recording of the entire proceedings of the Committee. For clarity, records include electronic records.

6.4.2 Unless otherwise provided for by any regulation, or decided by the Council and/or the Senate, all official records:

6.4.2.1 Involving records on student enrolment, grades obtained, and graduation shall be maintained in perpetuity;

6.4.2.2 Involving minutes of committees, including decisions of the University Council, the Senate, University Council committees, University Senate committees, and Academic Boards shall be maintained in perpetuity; and

6.4.2.3 Involving proceedings of committees, student assessments, and examinations shall be maintained for a period of at least seven years.

- 6.5 No record provided to or kept by the University shall be released to any person or organisation outside the University, other than Fiji Higher Education Commission and recognized sponsors such as Tertiary Scholarships and Loans Board, and law enforcement officers duly seeking such records on the strength of a court order, or unless authorised in writing by the person whose record is so kept.
- 6.5.1 No staff and/or student records shall be released to any person other than the staff or the student concerned, provided that if the person requesting the record is a former staff or student of the University requesting his/her own records, the request shall be made in writing, upon which the records shall be released.
- 6.5.2 If a third person or if any organisation requests for records kept on a former staff or an ex-student of the University, the records shall only be released upon a written authorisation by the respective former staff or ex-student. Such a request ought to be witnessed by a notary public.
- 6.6 To avoid any doubt, communication by a student through email using the official email account of a student, or using the official name of a student in the email address, or using any email address which the student logged with the Office of the Registrar during the time of his/her enrolment at FNU (which a student can periodically update as per the procedures for this), shall be treated as official communication.
- 6.7 Representations and communications from a current student to the University will only be accepted from the student, parent, legal guardian or sponsor unless specified otherwise in the UASR. The University is not obliged to act on any communication to the University from any person or entity other than the student, parent, legal guardian or sponsor.

PART III AWARDS OF THE UNIVERSITY

1.0 Awards Offered

- 1.1 Qualifications awarded by the University shall be:
 - 1.1.1 Certificates at Levels I, II, III, IV, V, VI & VII as described in s4.8
 - 1.1.2 Diplomas at Levels V, VI & VII as described in s4.9
 - 1.1.3 Degrees of Bachelor as described in s4.10
 - 1.1.4 Degrees of Bachelor with Honours as described in s4.11
 - 1.1.5 Graduate Certificates as described in s4.12
 - 1.1.6 Graduate Diplomas as described in s4.13
 - 1.1.7 Postgraduate Certificates as described in s4.14
 - 1.1.8 Postgraduate Diplomas as described in s4.15
 - 1.1.9 Degrees of Master as described in s4.16
 - 1.1.10 Degrees of Doctorate as described in s4.17
- 1.2 The document for the above awards shall be sealed with the University's seal certifying that the requirement for the award of the respective qualification has been completed. The Certificate of Craft Apprenticeship presented by the National Training & Productivity Centre shall also be an award of the University.
- 1.3 The University's awards shall be granted upon the successful completion of an approved programme determined by the accumulation of the required number of credits at a defined Level or Levels and other necessary requirements which are specified in the Senate approved Programme Document.
- 1.4 The University's awards shall be classified by Levels 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 according to the number of credits accumulated at these defined Levels.
- 1.5 The Office of the Registrar shall publish a list of the University's awards at each graduation of the University.

2.0 Programmes

- 2.1 The Fiji National University is a dual sector University. It shall offer Technical and Vocational Education and Training programmes at Certificate and Diploma Levels, and higher education programmes at the Advanced Diploma, Bachelor Degree and Postgraduate Levels, as determined by the Senate. The University's Diploma and Advanced Diploma programmes straddle the TVET and the Higher Education sectors, and provide the necessary bridge between TVET and Higher Education.
- 2.2 The University utilises Levels 1-10 programme structure as per the University Qualifications Framework.
- 2.3 The University shall offer programmes at the first three Levels only if the University establishes that there is a credible unfilled gap in education and training at this Level in the country in terms of quality and quantity.
- 2.4 Each programme shall have an industrial/work experience or internship component ranging from **three months to one year** or more for students to qualify for graduation. The Senate may, however, grant specific exemption from the requirement of industrial/work experience or internship required for specific

programmes. Individual students may, upon written applications to the Dean, be granted exemption on the basis of their continuing or prior work experience in the industry/sector that normally absorbs attachees/interns from the respective programme. Industrial/work experience or internships may be supervised, in which case this period would attract credits. Unsupervised industrial/work experience and/or internships shall not be granted credit points. Assessing employer reports on attachments that are not supervised by the instructor does not comprise supervised attachment. Supervision of industrial experience attachment /internship involves:

- 2.4.1 Organising student placements in industry;
- 2.4.2 Ongoing structured monitoring of student work and progress, which may include instructor site-visits, and/or the instructor organising industry supervisors to supervise, monitor and guide the student; and final assessment of student learning and performance during the placement.

3.0 University Credit Recognition

- 3.1 All courses/units offered by the University that are used for any certification of attainment shall have associated credit points.
- 3.2 The University recognises that learning takes place both, in class and outside class.
- 3.3 Self Directed Learning (SDL) is learning that a student undertakes through formal/structured study on one's own. This could be from reading prescribed materials, carrying out prescribed homework or assignments or determined practical work. None of these would require an instructor to be present. It is, as the title suggests, self-directed. Other than SDL, a student also learns outside the formal structure. For calculation of credit points, only self-directed learning as prescribed in the course outline or programme document shall be considered.
- 3.4 Total hours recognised for calculation of credits, therefore is the total hours spent in contact with the instructor (for example, in laboratories or workshops and in private instruction/consultation) and the total hours required to be spent in self-directed learning.
- 3.5 Each programme of study will specify the total credit points that are needed for a person with the minimum entry requirement to successfully complete the programme at the required Level of competency/achievements. For all qualifications, the total credit points required for award of a qualification is to be taken as the minimum and the maximum except where a specific exemption is given by Senate based on evidence of an accreditation requirement.
- 3.6 The total credit points for a programme of study shall normally be divided into a number of courses or units, with clear specification of the total credit points for each course. As the credit point system depends on the time necessary to successfully complete a course, credit points may differ for different courses within a programme.

- 3.7 Education and training is concentrated in a number of terms within a year. Classes may be offered in the following terms at the University:
- 3.7.1 Semester, which requires fourteen (14) weeks of classroom instruction.
 - 3.7.2 Trimester, which requires twelve (12) weeks of classroom instruction.
 - 3.7.3 Quarter, which requires seven (7) weeks of classroom instruction.
 - 3.7.4 Summer, which requires six (6) weeks of classroom instruction.
 - 3.7.5 Block, which is one (1) week of classroom instruction.
- 3.8 Students may enrol in more than the minimum necessary to be classified as a full-time student. A student may enrol in a combination of terms if the programme permits this.
- 3.9 Over an academic year, a full-time student is expected to spend 1200 hours on learning, including studying and training. For trimester mode of study, a full-time student is expected to spend 1350 hours on learning, including studying and training.
- 3.10 One credit point is allocated for 10 hours of learning. Table One provides credit points for various terms at the University.

	Semester	Trimester	Quarter	Summer	Block
Weeks of Classroom Instruction	14	12	7	5	1
In-term breaks (weeks)	1	1	0	0	0
Pre-exam Study (weeks)	1	1	0	0.6	0
Exam Period (weeks)	2	1	1	0.4	0
Total Weeks Available for Study	18	15	8	6	1
Maximum No. of Terms possible per year	2	3	4	1	45
Credit Points per term	60	45	30	30	3
Credit Points required per year for full time students	120	135	120	30	120

- 3.12 Course/unit size for all undergraduate programmes shall comprise 15 credits each. Multiples of 15 credits could be used to accommodate semester-length internships (60 credits) or dissertations and projects (30 credits).
- 3.13 Colleges may offer a small number of popular courses in a six-week summer school, where all assessments and examinations are completed within this period. Summer school courses are completed at three times the intensity of semester-based courses (so that contact hours per week are three times higher than normal). The maximum number of courses a student can take in summer school is two (30 credits, which is 50 learning hours per week). For Colleges where Summer is used for industrial attachment, the duration may be more than six weeks.

- 3.14 Prerequisites for courses at Level X must be restricted to courses at Level X-1. For example, prerequisites for courses at Level 6 must be restricted to courses at Level 5. This is to allow students to take courses from a given level in any sequence to take advantage of the summer school, without having to offer all courses in every teaching period.
- 3.15 Students will not be allowed to take more than a full-time load, unless they are retaking a failed course with approval of the Dean or Dean authorized teaching staff.
- 3.16 For Quarter (4 terms of 8 weeks with 30 credit points) mode of teaching Certificates III and IV, each course shall be tagged at 5 credits. This will allow for 6 courses of 5 credit points per quarter and at least 50% or 3 courses shall be fully coursework based ensuring that only 3 courses have full end point examinations.
- 3.17 To be classified as a full-time student within one term, the student needs to enrol for 60 credit points per semester, or 45 credit points per trimester, or 30 credit points per quarter, or 30 credit points per summer, or 3 credit points per block.
- 3.18 Credit points measure only the learning hours, not the Level of difficulty of the course. An examination ascertains whether the effort invested by the student has been successful.
- 3.19 Credit points are awarded on the all-or-nothing principle, which means that there would be no distinction on the credit points awarded in a course on the basis of grades obtained in the course.
- 3.20 Grade Point Average (GPA) is calculated as the average grade point, weighted by the credit point in each course in the calculation of the GPA. For courses which students have repeated, the grades in all the attempts shall be included in the calculations. Courses that the students have attempted but failed shall be included in the calculation of the GPAs.

4.0 Academic Standards of the University Programmes

- 4.1 This section describes the academic standards of programmes which include characteristics, minimum entry requirements, credit points and the relationship of the programme to other qualifications.
- 4.2 The purpose of minimum entry requirement for programmes shall be that the student in the course should be able to achieve the standards required for that award.
- 4.3 For all programmes, the University reserves the right to set threshold marks and subject requirements. This information shall be available from Colleges and Academic Office.
- 4.4 Other than for fresh school leavers, if the entry requirement for each respective programme as described below is not met then alternative entry criteria may be considered by the Dean or Dean authorized teaching staff. This includes applicants being able to demonstrate their ability to succeed in programmes at these Levels on the basis of maturity, work experience or prior learning. The



Dean or Dean authorized teaching staff may require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

- 4.5 Students shall normally be of 18 years of age at enrolment into programmes.
- 4.6 The general minimum entry requirements may also include particular threshold marks and subject requirements.

4.7 Characteristics of Short Courses

- 4.7.1 Short courses are designed to meet the specialised educational training needs of an individual, community or industry.
- 4.7.2 The duration of a short course shall range from 1 to 21 days; offered in block mode.
- 4.7.3 Short courses may comprise of 1 to 10 credit points.
- 4.7.4 Short courses may be competency based training.
- 4.7.5 Attendance of more than 75% is mandatory in order to be awarded a certificate of participation or attainment.
- 4.7.6 A combination of short courses may be recognised to qualify a student to gain entry into an award programme.

4.7.7 Certificate of Attainment

- 4.7.7.1 A Certificate of Attainment may be awarded on the successful completion of a defined short course which refers to course(s) that is/ are formally assessed and the learner has to pass or attain competence in all components of the assessment.
- 4.7.7.2 The certificate awarded shall specify any course completed, including the Level and number of credit points awarded for each course.

4.7.8 Certificate of Participation

- 4.7.8.1 The University shall offer ongoing courses as part of industrial or on-the-job education and training, and/or adult/continuing education.
- 4.7.8.2 Where courses build towards or attract certificates of attainment, they shall be credited, and thus regulated through the policies prescribed in these Regulations.
- 4.7.8.3 Where courses do not attract any certificate of attainment, or where courses are unrelated to any accreditation, certificates of participation shall be offered to participants.
- 4.7.8.4 Students enrolled for certificates of participation shall pay the required fees for the course, but shall not gain any credit towards a certificate of attainment.

4.8 Characteristics of Certificates

- 4.8.1 Certificates may be used in a wide range of contexts across all Levels up to and including Level 7, and are often used to prepare students for both employment and further education and training.

- 4.8.2 Distinguishing between Certificates at different awarding Levels may be achieved by the inclusion of the Level in the title.
- 4.8.3 Certificates may be an integral component of a degree and/or diploma and/or may be a stand-alone qualification. Qualifications carrying the name Certificate generally recognise ability or preparedness for both employment and further education and training. Such qualifications recognise proven ability in a coherent cluster of outcomes of learning pertinent to a work role or a recognisable and meaningful milestone on an education and training pathway.
- 4.8.4 Where Certificates are awardable at a Level in advance of the Level of certification of a Bachelor's degree or Postgraduate Certificate, such qualifications often recognise on-going professional development or continuing professional development in the same subject as an earlier degree. Such qualifications broaden, extend and/or deepen currently recognised knowledge and skills.
- 4.8.5 For Certificates III and IV there shall be common Communications (COM) and Ethics (ETH) courses. These will be at Level 3 with 5 credit points each and will only be done once by the students. Exceptions would apply to programmes where Ethics is embedded in courses. Communications will still be standalone course in such programmes.

4.8.6 Minimum Entry Requirements (MER)

- 4.8.6.1 For Certificate at Levels 1 and 2 the MER is successful completion of studies up to Fiji Year 10 Certificate Examination (10 years of continuous progression), or equivalent/appropriate experience.
- 4.8.6.2 For Certificate at Level 3 the MER is successful completion of 11 years of education with continuous progression, or equivalent/appropriate experience.
- 4.8.6.3 For Certificate at Level 4 the MER shall be a pass in Fiji Year 12 Certificate Examination (12 years of continuous progression), or equivalent.
- 4.8.6.4 For Certificate at Level 5 the MER shall be a pass in the Fiji Year 13 Certificate Examination (13 years of education with continuous progression), or its equivalent, with at least 50% in subjects designated in the relevant programme regulations. Minimum Entry Requirement to Higher Education Certificate programmes are the same as the requirement for admission into a Bachelor's degree in the area.
- 4.8.6.5 For Certificate at Level 6 the MER shall be:
- 4.8.6.5.1 A pass in the Fiji Year 13 Certificate Examination, or its equivalent, with at least 50% in subjects designated in the relevant programme regulations.



4.8.6.5.2 Successful completion of Higher Education Certificates/
Certificate at Level 5 or equivalent.

4.8.6.6 For Certificate at Level 7 the MER shall be successful completion of a Bachelor's Degree in any field other than the subject of Graduate Certificate.

4.8.7 Credit Requirements

4.8.7.1 All Certificates at Level 3 shall have 90 credit points with at least 45 credits at the respective Level.

4.8.7.2 All Certificates at Level 4 shall have 120 credit points with at least 60 credits at the respective Level.

4.8.7.3 For students with Certificate III proceeding to Certificate IV, 50% of their courses (i.e. 45 credit points) including the common Ethics (ETH) and Communication (COM) courses may be cross credited.

4.8.8 Relationship with other Qualifications

4.8.8.1 A person, who holds a Certificate, depending on the Level, may enrol for the next Certificate Level or Diploma Level although this is not necessarily a requirement.

4.9 Characteristics of Diplomas

4.9.1 Diplomas often prepare learners for self-directed application of skills and knowledge. These qualifications often build on prior qualifications or experience and recognise capacity for initiative and judgment across a broad range of educational and vocational areas in technical, professional and/or management roles.

4.9.2 The knowledge, understanding and skills recognised in a Diploma qualification are generally an extension of that recognised in prior qualifications or experience.

4.9.3 'National Diplomas' (Diplomas that are approved to use the word 'National') recognise skills and knowledge meeting nationally set standards. Some National Diplomas may automatically recognise credit from provider qualifications as outlined by the qualification regulations.

4.9.4 Structure:

4.9.4.1 Most qualifications consist of compulsory standards that represent essential skills and knowledge, and elective requirements for complementary or specialist skills. Electives, including strands, allow and encourage depth and breadth, the development of specialisation, and the recognition of different knowledge and skills in the qualification.

4.9.4.2 Credits for elective standards may be required from a specified list of standards, or outcomes from a specified subfield or subject area, or from anywhere on the Fiji Qualifications Framework, or from a combination of these.

4.9.5 Strands are included in a qualification where clearly identified sets of skills and knowledge represent different pathways through the qualification. A qualification with strands must have core requirements.

4.9.5.1 Strands:

4.9.5.1.1 must specify and recognise a distinct skill set in the qualification, unique to each strand;

4.9.5.1.2 may be of different credit size, Level, and structure;

4.9.5.1.3 may have requirements that include compulsory and/or elective sets;

4.9.5.1.4 may be elective, which means one of the strands is required for award of the qualification (the core components and the elected strand represent one qualification);

4.9.5.1.5 may be optional, which means that none of the strands are required for award of the qualification (the core components and the elected strand are sufficient to meet the qualification definition).

4.9.6 For Diplomas at Level 5, there shall be common Communications (COM) and Ethics (ETH) courses taught at Level 4 which will each comprise of 12 credit points for Trade Diploma programmes and 15 credit points for Foundation programmes. Exceptions would apply to programmes where Ethics is embedded in courses. Communications will still be standalone course in such programmes.

4.9.7 Minimum Entry Requirements

4.9.7.1 Diploma at Level 5:

4.9.7.1.1 The minimum entry requirement for fresh school leavers to a Diploma at Level 5 programme shall be a pass in the Fiji School Leaving Certificate Examination (12 years of education with continuous progression), or its equivalent with at least 50% mark(s) in the subject(s) designated in the relevant programme regulations.

4.9.7.1.2 Applicants who have successfully completed Certificates at Level III may also meet the minimum entry criteria for admission to the Trade Diploma programmes in the respective subject areas.

4.9.7.2 Diploma at Level 6:

4.9.7.2.1 The minimum entry requirement for admission to a Diploma at Level 6 shall be a pass in the Fiji Year 13 Certificate Examination (13 years of education with continuous progression), or its equivalent with at least 50% in subjects designated in the relevant programme regulations except in



case of a Diploma at Level 6 with 360 credit points. For a Diploma at Level 6 with 360 credit points, the entry level shall be as for a Diploma at Level 5.

4.9.7.2.2 For Diploma with 360 credit points, the entry level shall be as for Diploma at Level 5.

4.9.7.2.3 Successful completion of a Higher Education Certificate also meets the entry requirement criteria for a Higher Education Diploma in the respective subject area.

4.9.7.3 Diploma at Level 7:

4.9.7.3.1 Requirement is a Bachelor's Degree in any field other than the subject of Graduate Diploma.

4.9.8 Credit Requirements

4.9.8.1 A Diploma must be registered at Level 5, 6, or 7, with the top 72 credits defining the Level at which it can be registered.

4.9.8.2 A Level 5 Diploma must have credits contributing to the qualification at Level 4 and above.

4.9.8.3 A 2-year Level 6 Diploma must have credits contributing to the qualification at Level 5 and above.

4.9.8.4 A 3-year Level 6 Diploma must have credits contributing to the qualification at Level 4 and above.

4.9.8.5 A Level 7 Diploma must have credits contributing to the qualification at Level 6 and above.

4.9.8.6 Diplomas shall have a minimum of 240 credit points except for 3-year Diplomas which shall have 360 credit points.

4.9.9 Relationship with other Qualifications

4.9.9.1 A person who holds a Diploma may be permitted to enrol for the next Level or a Degree programme although this is not necessarily a requirement.

4.9.9.2 Distinguishing between diplomas certificated at different Levels may be achieved by the inclusion of the Level in the title. Diplomas may be an integral component of a Degree and/or stand-alone from any other qualification.

4.9.9.3 The knowledge, understanding and skills recognised in a Diploma qualification are generally an extension of that recognised in prior qualifications or experience.

4.10 Characteristics of a Bachelor's Degree

4.10.1 A Bachelor's degree is a systematic and coherent introduction to the knowledge, ideas, principles, concepts, chief research methods, and problem-solving techniques of a recognised major subject (or subjects, in the case of a double degree or a double major) and associated basic techniques of self-directed work and learning. It requires meeting specified requirements,

as set down in the relevant degree regulations, and involves at least one sequential study programme in which content is progressively developed to the point where a student is prepared for postgraduate study and supervised research. It prepares a student for advanced study as well as directed research and scholarship in the major subject(s) of the degree. Bachelor's degree programmes are taught mainly by people engaged in research; and emphasise general principles and basic knowledge as the basis for self-directed work and learning.

4.10.2 A graduate of a Bachelor's degree programme is able to:

- 4.10.2.1 demonstrate knowledge and skills related to the ideas, principles, concepts, chief research methods and problem-solving techniques of a recognised major subject (or subjects, in the case of a double degree or a double major);
- 4.10.2.2 demonstrate the skills needed to acquire, understand and assess information from a range of sources;
- 4.10.2.3 demonstrate intellectual independence, critical thinking and analytic rigour; engage in self-directed learning; and demonstrate communication and collaborative skills;
- 4.10.2.4 Engage in self-directed learning; and
- 4.10.2.5 Demonstrate communication and collaborative skills.

4.10.3 Minimum Entry requirements

- 4.10.3.1 Admission to Bachelor's degree programme shall be a pass in the Fiji Year 13 Certificate Examination (13 years of continuous progression) or equivalent.

4.10.4 Credit Requirements

- 4.10.4.1 A Bachelor's Degree must comprise a minimum of 360 credits from Levels 5 to 7, including 120 credits at Level 7. Some Bachelor's degrees, notably in professional fields such as engineering, the health sciences, and law, encompass additional credits and may require a longer period of study.
- 4.10.4.2 A three year Bachelor's degree shall comprise a minimum of 360 credit points with a minimum of 120 credit points at Level 7.
- 4.10.4.3 A four year Bachelor's degree shall comprise a minimum of 480 credit points with a minimum of 240 credit points at Level 7.
- 4.10.4.4 A five year Bachelor's degree shall comprise a minimum of 600 credit points with a minimum of 240 credit points at Level 7.
- 4.10.4.5 A six year Bachelor's degree shall comprise a minimum of 720 credit points with a minimum of 240 credit points at Level 7.



4.10.5 Relationship with other Qualifications

4.10.5.1 A person who holds a Bachelor's degree and fulfills entry requirements may be permitted to enrol for the Postgraduate Diploma or the Master's degree.

4.11 Characteristics of Bachelor's Degree with Honours

4.11.1 A Bachelor Honours Degree recognises distinguished study at Level 8. It may either be a degree in itself, or a discrete postgraduate degree following a Bachelor's Degree. A Bachelor's degree may be awarded with honours to recognise advanced or distinguished study in advance of a Level 7 Bachelor's degree. This may occur by:

4.11.1.1 recognising outstanding achievement in a 480 credit (or more) Bachelor's degree especially in relation to work of a research nature (typically at Level 8); or

4.11.1.2 achieving 120 credits at Level 8 following a Level 7 Bachelor's degree (either as part of an integrated honours degree or as a separate qualification).

4.11.2 Table 2 shows the Criteria for Honours Award:

Class	GPA	Marks
First Class	4.33 - 5.00	90 - 100
Upper Second	4.00 - 4.27	85 - 89
Lower Second	3.67 - 3.93	80 - 84
Third Class	3.33 - 3.60	75 - 79
Pass	1.67 - 3.27	50 - 74

4.11.3 Minimum Entry Requirements

4.11.3.1 University recognises dual entry to honours study.

4.11.3.1.1 For the traditional Honours degree at Level 8, the requirement is achievement of above average performance in the credits within the Bachelor Degree that are relevant to the proposed honours study.

4.11.3.1.2 For entry into 4 year Honours degrees, students must achieve a pass with minimum threshold marks in the Fiji Year 13 Certificate Examination or equivalent as approved by the Senate.

4.11.4 Credit Requirements

4.11.4.1 A Bachelor's Degree with Honours Degree may be either a 480 credit degree, or a discrete 120 credit degree following a Bachelor Degree. The degree has a minimum of 120 credits at Level 8, with a research component that represents at least 30 credits at that Level.

4.11.5 Relationship with other Qualifications

- 4.11.5.1 A Bachelor's Degree with Honours Degree shall prepare graduates for admission to further postgraduate study. The latter shall be determined by the University's requirement for postgraduate studies.

4.12 Characteristics of Graduate Certificates

- 4.12.1 The purpose of Graduate Certificates is to act primarily as a vehicle for degree graduates to pursue further study at an advanced undergraduate Level. A holder of at least a Bachelor's degree in one field may enrol for studies in a different field.
- 4.12.2 A Graduate Certificate shall be characterised by study in a discipline for which a significant body of knowledge is available and develop graduates capable of utilising the knowledge gained in the certificate to complement the professional skills they possess from a degree in another field. Graduates should also be able to enrol in the Graduate Diploma programme in the same subject. A Graduate Certificate shall be characterised by an emphasis on independent knowledge.
- 4.12.3 Graduate Certificates are awarded at Level 7.

4.12.4 Minimum Entry Requirements

- 4.12.4.1 An admission to a Graduate Certificate shall be a successful completion of a Bachelor's Degree in any field other than the subject of Graduate Certificate.

4.12.5 Credit Requirements

- 4.12.5.1 A Graduate Certificate shall normally have a minimum of 120 credit points including at least 60 credits at Level 7.

4.12.6 Relationship with other Qualifications

- 4.12.6.1 A Graduate Certificate may provide the basis for postgraduate study.

4.13 Characteristics of Graduate Diplomas

- 4.13.1 The purpose of Graduate Diplomas is to act as a vehicle for degree graduates to pursue a significant body of study at an advanced undergraduate Level.
- 4.13.2 A Graduate Diploma shall normally have a minimum of 240 credit points including at least 120 credits at Level 7 in a subject area that is different from that in which a student already has a Bachelor's Level qualification.
- 4.13.3 A Graduate Diploma shall be characterised by study in a discipline for which a significant body of knowledge is available and develop graduates capable of utilising the knowledge gained in the certificate to complement the professional skills they possess from a good degree in another field.
- 4.13.4 A Graduate Diploma shall be characterised by an emphasis on independent knowledge.
- 4.13.5 Graduate Diplomas are awarded at or above Level 7.



4.13.6 Minimum Entry Requirements

4.13.6.1 Entry requirements into Graduate Diploma Level courses is usually a Bachelor's Degree.

4.13.7 Credit Requirements

4.13.7.1 A Graduate Diploma shall normally have a minimum of 240 credit including at least 120 credits at Level 7.

4.13.8 Relationship with other qualifications

4.13.8.1 A Graduate Diploma may provide the basis for postgraduate study.

4.14 Characteristics of Postgraduate Certificates

4.14.1 A Postgraduate Certificate is designed to extend and deepen an individual's knowledge and skills.

4.14.2 A Postgraduate Certificate involves credits from a specified subject and cognate areas. It recognises continuing professional development or academic achievement in advance of a Bachelor's degree in the same area as the individual's original degree or Graduate Certificate or Graduate Diploma.

4.14.3 Minimum Entry Requirements

4.14.3.1 Postgraduate Certificates require either a Bachelor Degree or Graduate Certificate or Graduate Diploma in a cognate subject, or skills and knowledge acquired through appropriate work or profession.

4.14.4 Credit Requirements

4.14.4.1 Postgraduate Certificates shall normally have a minimum of 120 credit points including a minimum of 80 credit points at Level 8.

4.14.5 Relationship with other Qualifications

4.14.5.1 Postgraduate Certificate provides the basis for further postgraduate study.

4.15 Characteristics of a Postgraduate Diploma

4.15.1 A Postgraduate Diploma is designed to extend and deepen an individual's knowledge and skills by building on attainment in the principal subject(s) of the qualifying degree, graduate diploma or graduate certificate.

4.15.2 A Postgraduate Diploma prepares an individual for independent research and scholarship in the principal subject of the diploma.

4.15.3 Minimum Entry Requirements

4.15.3.1 An individual for the Postgraduate Diploma in a specified subject or, where appropriate, a related area will normally have completed all requirements of the relevant Bachelor's Degree or Graduate Certificate or Diploma, or who is deemed to have acquired the relevant skills and knowledge through appropriate work or professional experience, at an additional Level.

4.15.4 Credit Requirements

- 4.15.4.1 Postgraduate Diploma shall normally have a minimum of 120 credit points at Level 8.

4.15.5 Relationship with other Qualifications

- 4.15.5.1 A person who holds a Postgraduate Diploma may be eligible to enrol in a Master's Degree.

4.16 Characteristics of a Master's Degree

- 4.16.1 A Master's Degree shall be characterised by study in a discipline for which a significant body of knowledge is available and developed.

- 4.16.2 A Master's Degree shall be characterised by greater emphasis on independent knowledge. Students are expected to acquire skills of research, critical analysis and constructive synthesis and application to be able to demonstrate independent thinking in their area(s) of specialisation.

- 4.16.3 Master's Degrees are awarded at Level 9. In general, these programmes:

- 4.16.3.1 Provide the ability to do research of publishable quality, and a basis for a doctorate degree.

- 4.16.3.2 Provide students with a systematic and high standard of knowledge in the selected area of study.

- 4.16.3.3 Provide students with a systematic and coherent exposure to the principles, concepts and analytical foundations of the subject matter.

- 4.16.3.4 Provide students with a systematic and coherent basis to problem solving and associated techniques of self-directed work and learning.

- 4.16.3.5 Develop the academic skills and attitudes needed to comprehend and evaluate new information, concepts and evidence from a range of sources so that students can continue to review, consolidate, extend and apply what they have learnt in their undergraduate studies.

- 4.16.3.6 Equip students with the practical skills and techniques needed to apply their knowledge effectively in a professional and managerial context.

- 4.16.3.7 Develop high ethical standards and values in the graduates.

4.16.4 Minimum Entry Requirements

- 4.16.4.1 The minimum entry requirement for admission to a degree of Master shall be the completion of a Bachelor's degree programme in the subject with a minimum GPA of 3.0, or equivalent.

- 4.16.4.2 Applicants may also be admitted to the Master's degree programme who may not meet the requirement above, but who are able to demonstrate their ability to succeed in the programmes at this Level on the basis of maturity, work experience, or prior learning. The Dean may place any relevant prerequisite requirement for such a student to progress, or require such an applicant to sit for any specific



or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

4.16.5 Credit Requirements

- 4.16.5.1 A Master's Degree shall comprise a minimum of 240 credit points with at least 120 credit points at Level 8 and 120 credit points at Level 9.
- 4.16.5.2 Credits awarded at Level 9 can be acquired either through classroom courses, independent study, or a written thesis.
- 4.16.5.3 A Master of Philosophy Degree shall comprise a minimum of 240 credit points at Level 9.

4.16.6 Relationship with Other Qualifications

A person who holds a Master's Degree may be eligible to enrol in a Doctorate Degree. A Master of Philosophy degree is normally a terminating qualification.

4.17 Characteristics of a Doctorate Degree

- 4.17.1 A Doctorate Degree shall be characterised by study in a discipline for which a significant body of knowledge is available. It shall be characterised by greater emphasis on independent knowledge. Students are expected to acquire skills of research, critical analysis, constructive synthesis and application to be able to demonstrate independent thinking in their area of specialisation.
- 4.17.2 Doctorate Degrees are awarded at Level 10. In general, these programmes:
 - 4.17.2.1 Require students to produce original research of publishable quality.
 - 4.17.2.2 Provide students with a systematic, coherent and detailed examination of a body of knowledge.
 - 4.17.2.3 Provide students with a systematic, coherent and detailed approach to problem solving and associated techniques of self-directed work, learning, research and publication.
 - 4.17.2.4 Develop the academic skills and attitudes needed to comprehend and evaluate new information, concepts and evidence from a range of sources so that students can continue to review, consolidate, extend and apply what they have learnt in their undergraduate studies.
 - 4.17.2.5 Equip students with the practical skills and techniques needed to apply their knowledge effectively in a professional and managerial context.
 - 4.17.2.6 Develop high ethical standards and values in the graduates.

4.17.3 Minimum Entry Requirements

- 4.17.3.1 The minimum entry requirement for admission to a degree of Doctorate shall be the completion of a degree of Master or equivalent in the subject of the doctorate. A Bachelor's with Honours obtained at Level 8 may qualify a student to be admitted to study for a degree

of doctorate. Students with Master of Philosophy degrees shall normally not be admitted into the doctorate programme.

- 4.17.3.2 Applicants may also be admitted to the Doctorate degree programme who may not meet the requirement above, but who are able to demonstrate their ability to succeed in the programmes at this Level on the basis of maturity, work experience, or prior learning. The Dean may place any relevant prerequisite requirement for such a student to progress, or require such an applicant to sit for any specific or general examination as a prerequisite for any such enrolment, or may restrict enrolment only to certain prescribed courses that must be passed to progress further.

4.17.4 Credit Requirements

- 4.17.4.1 A Doctorate Degree shall comprise a minimum of 360 credit points worth of advanced study at Level 10.

4.18 Unclassified Studies

- 4.18.1 Unclassified studies refer to enrolment in the University courses/units by students who are not enrolled in a defined University programme. These are formal units/courses that may be offered in isolation from any full programme. Transcripts and records of study will be given to those successfully completing the course/ unit(s).
- 4.18.2 A student may apply to take courses under Unclassified Studies.
- 4.18.3 The normal admission regulations for the respective programme to which the course belongs, shall apply. Alternatively, the applicant must meet the prerequisites of the course to be granted admission to the course.
- 4.18.4 The regulations on assessment, fees and academic services shall apply to students admitted in unclassified studies.
- 4.18.5 A student who has passed a course/unit under Unclassified Studies may at a later date, have this course/unit credited towards a degree, diploma, or certificate, provided the necessary conditions for admission into the relevant programmes are fulfilled.
- 4.18.6 There is no limit to the number of courses/units a student may take under Unclassified Studies.

4.19 Bridging Courses

- 4.19.1 Bridging courses are courses generally designed for secondary school students entering tertiary studies and who do not meet the entry requirements of programmes. Preliminary and Foundation programmes are such two programmes equivalent to Year 12 and Year 13 Level of studies respectively.
- 4.19.2 Deans may also prescribe certain courses from a lower Level programme as bridging courses for students to gain entry into a programme. These courses are not considered when deciding Programme Completion.



4.20 Independent Study

- 4.20.1 Colleges may make provision to provide the opportunity to students to study independently under supervision of a nominated staff; such study may be listed as “Independent Study”.
- 4.20.2 At undergraduate Level, no more than one course at Level 7 shall be used by Independent Study.
- 4.20.3 For Postgraduate Level, Independent Study would be an elective and no more than 25% in the form of credit points shall be used.

4.21 Auditing of Courses/Units

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

4.22 Credit Transfer, Recognition of Prior Learning, Recognition of Current Competencies

- 4.22.1 Students may be admitted to any appropriate point of the programme through exemption of course/unit or programme requirements if they are granted Credit Transfer, Recognition of Prior Learning credit, or Recognition of Current Competencies (RCC) certification. Specific criteria for RCC shall be:
 - 4.22.1.1 Written reference from employer or community leader.
 - 4.22.1.2 Evidence of skill or demonstration.
 - 4.22.1.3 For RCC, a student needs to do at least 30% of one’s studies at FNU to obtain credits for a competency based course (refer to s8.3, page 43).
- 4.22.2 Courses allowed for cross-crediting will be reflected in the transcripts. If the same course code is transferred then the grade and credit points associated with it are also reflected in the transcript. If a course or a combination of courses is credited to an equivalent course then it will have a CT grade reflected in the transcript.

4.22.3 Credit Transfers

- 4.22.3.1 Applications for credit transfers are to be made to the Academic Office through the submission of the Credit Transfer Application Form. The Academic Office will then dispatch the forms to College Deans for processing. The applications for credit transfer shall be submitted at the beginning of the term or when the programme is changed.
- 4.22.3.2 The College Dean shall establish the processes through which credit transfer applications shall be processed. The processes, or any amendment to these, shall be submitted to the Senate for approval. The consideration of applications for credit transfers shall always be within the FNU's Qualifications Framework.
- 4.22.3.3 The University shall provide for a flexible environment for students to obtain quality qualifications. While a College has full authority on awarding credit transfers within the provisions of the FNU's Qualifications Framework, a student needs to do at least 50% of one's studies at the University to obtain a University Qualification.

4.23 Honorary Degrees

- 4.23.1 An honorary degree is awarded for the recognition of exceptional contributions made by an individual to a profession, or to society at large, whether at local, national or international Level.
- 4.23.2 Honorary degrees include honorary degree of Master, honorary degree of Doctorate, and such other honorary degree as the Council may determine.
- 4.23.3 The Council shall establish the procedures for determining the award of honorary degrees.

5.0 Conferment of Awards

- 5.1 A student shall qualify for an award after the formal clearance of the application for graduation as per Senate set processes. The first letter for completion of an award shall be provided upon formal clearance of graduation.
- 5.2 Every certificate, diploma, advanced diploma or degree shall be conferred or awarded in pursuance of the decision of the University Senate of such conferment or award.
- 5.3 Every award of a Short Course certificate shall be confirmed by resolution of the appropriate School/Centre or Department Academic Board.
- 5.4 In order to receive a Short Course certificate, a student shall apply to the office of the respective School or Department. The School/Department shall submit the list of students selected to the Office of the Registrar for release of certificates and maintenance of official records. No student shall be allowed to participate in any short course without the payment of the necessary fee.



- 5.5 In order to receive a certificate, diploma, advanced diploma or a degree, either in person or in absentia, a student shall apply to the Office of the Registrar. The University reserves the right to set the graduation dates and venues.
- 5.6 Any qualified person wishing to have the certificate, diploma, advanced diploma or a degree presented at a scheduled graduation ceremony shall apply to the Office of Registrar no later than the date advertised for such applications to be made. Students must apply for graduation after successfully completing the programme requirements as per Senate approved programme document.
- 5.7 Subject to the provisions of these regulations, every student who has qualified and applied for the presentation of a certificate, diploma, advanced diploma or degree shall receive a document, sealed with the University's seal certifying that the requirements for the award of the respective certificate have been completed.
- 5.8 The Senate may withdraw or refuse to grant any academic award if it is satisfied that the student made an untrue or misleading statement or was guilty of any breach of regulations or dishonest practice in relation to the award. This authority of the Senate cannot be delegated.
- 5.9 The name on the certificate shall be that contained in the official University records maintained by the Registrar. It is the responsibility of the students to ensure that their names are correctly spelt and other personal details in the official records are correct.
- 5.10 In case of the death of a student:
- 5.10.1 If the student has, before death, applied to receive the award, then the award shall be granted posthumously unless the student's personal representative or next-of-kin has withdrawn the application.
- 5.10.2 In any other case, the student's personal representative or next-of-kin may apply and the award shall thereupon be granted.

5.11 Replacement Certificates

- 5.11.1 This policy shall apply to all graduates of FNU and former graduates of the Fiji Institute of Technology (FIT), Fiji School of Medicine (FSM), Fiji School of Nursing (FSN), the Fiji College of Agriculture (FCA), Fiji College of Advanced Education (FCAE), Lautoka Teachers College (LTC), and the Training and Productivity Authority of Fiji (TPAF) who request replacement certificates.
- 5.11.2 Replacement certificates may be issued by FNU under the following circumstances:
- 5.11.2.1 If the original certificate was destroyed in a natural disaster or a human disaster beyond the control of the student.
- 5.11.2.2 If the original certificate was stolen in a burglary.
- 5.11.2.3 If the original certificate was mutilated or damaged.
- 5.11.2.4 If the original certificate was lost.
- 5.11.3 For any of these grounds to be considered, the applicant is required to submit an original statutory declaration stating clearly the reason for the request of a replacement certificate. Where reasons are destruction through natural

disasters or theft/burglary, or fire/arson, the declaration must also provide details of the event (for example the date of the flood, reports from authorities on the impact of the flood generally and specifically on the applicant, or a police report for theft or fire). For certificates that are mutilated or damaged, these need to be submitted together with the statutory declaration. For certificates that are lost students must advertise in the major newspapers where the certificate is considered lost, under the 'Lost and Found' section. The application for replacement certificate request shall be made at least four weeks after the advertisement.

- 5.11.4 All replacement Certificates issued by FNU in respect of the Fiji Institute of Technology, Fiji School of Medicine, Fiji College of Agriculture, Fiji School of Nursing, Lautoka Teachers College, Fiji College of Advanced Education, and the Training and Productivity Authority of Fiji, must state clearly that it is not a certificate of Graduation from FNU and that it is a Replacement Certificate for the formerly existing institution but shall have the seal of the Fiji National University.

5.11.5 Reissued Certificate

- 5.11.5.1 The name appearing on a replacement certificate shall be the same name which appeared on the original certificate and/or under which the student enrolled and graduated from FNU, FIT, FSM, FSN, FCAE, LTC, and FCA.
- 5.11.5.2 No change of name shall be allowed in the certificate.
- 5.11.5.3 The reissued certificate shall state the following in the certificate: "This is a Replacement of the Certificate No. [Insert No., if numbered] Issued on..... [Insert date] under the formerly existing..... [insert name of institution] which since.... [insert month] 2010 merged to form the University."

5.11.6 Replacement Certificates for incorrect names

- 5.11.6.1 All certificates shall be issued in the name as recorded in FNU's official student record and that includes the records of all constituent institutions.
- 5.11.6.2 If it is established that FNU issued the student a certificate with an incorrect name then the student would be issued a replacement certificate.
- 5.11.6.3 No replacement certificate would be issued where a student has changed his/her name subsequent to graduation.
- 5.11.7 The Replacement Certificate shall be a clean certificate, with no endorsement on it.

5.11.8 Academic Record

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



5.11.9 Application and Fee

- 5.11.9.1 Applicants for replacement certificates shall fill in the form 'Application for Replacement Certificate'.
- 5.11.9.2 An appropriate fee shall be paid for all applications other than those made for correction of incorrect names. The FNU shall periodically review the application fee for a replacement certificate.

6.0 Academic Dress

- 6.1 Graduands shall appear for the University graduation ceremonies in the academic dress proper to their respective qualification as described in Schedule II, Page 75.
- 6.2 Graduates of the University attending or taking part in public ceremonies may choose to wear the academic dress appropriate to their qualification.

PART IV PROGRAMME APPROVAL AND REVIEW

1.0 New Programme Validation

- 1.1 Each College/Centre Academic Board must develop and propose to the Senate for its adoption, the processes necessary for the development of new academic programmes for the College/Centre and the submission of proposals for new programmes to the College Academic Board.
- 1.2 No programme shall be offered by any College unless such programme has been approved by the Senate. In considering the proposal for a new programme, the Senate shall give regard to the report from the College Academic Board on the programme.
- 1.3 The Senate shall determine whether or not to approve programmes, having regard to the following:
 - 1.3.1 Compliance with the UASR.
 - 1.3.2 Compliance with the University Learning, Teaching and Training Policy and Procedures.
 - 1.3.3 The appropriateness of the programme's aims and objectives to the industry or profession for which the programme prepares the students, including the constitution, size, effectiveness and representative nature of the bodies consulted in the development of the new programme.
 - 1.3.4 Programme structure.
 - 1.3.5 The Level of the award(s) and the criteria for recommendation of the award(s).
 - 1.3.6 Admission requirements and time-limits for completion of the programme.
 - 1.3.7 The appropriateness of the teaching and learning methods, including attendance and practical work requirements.
 - 1.3.8 The appropriateness of the methods used for student assessment, and reconsideration of assessments.
 - 1.3.9 The adequacy of staffing Levels, staff qualifications, staff development plans, and methods for appraising staff performance.
 - 1.3.10 Quality control measures, including the appropriateness of mechanisms established for internal and external reviews of the programme.
 - 1.3.11 The appropriateness of the resources (financial, human, and physical resources) to deliver a quality programme, and the resource impacts on the University.
 - 1.3.12 Potential risks and threats, and sustainability of the proposed programme.
 - 1.3.13 Any other matter considered necessary for ensuring quality standard of the programme.
- 1.4 When there is conflict between the UASR and the programme regulations the provisions of the UASR shall apply.

2.0 Programme Review and Monitoring

- 2.1 Every programme shall be monitored internally through appropriate processes established by the College Academic Board.



- 2.2 The internal review report shall be presented to the Senate within three months of it being considered by the respective College Academic Board.
- 2.3 Programmes shall normally be reviewed one year after the first graduation. For programmes which are externally accredited, reviews shall also be conducted as per accreditation requirements.
 - 2.3.1 The external reviewer(s) shall be appointed by the Vice Chancellor in consultation with the respective College Dean.
 - 2.3.2 The report of the external assessor(s) shall be presented to the Senate, together with the comments from the College, within four months of the report being completed by the external assessor.
- 2.4 On the basis of the review report and the comments, the Senate may:
 - 2.4.1 require further examination of the report(s);
 - 2.4.2 maintain or withdraw the validation of a programme; and
 - 2.4.3 take all actions necessary to ensure quality standing and sustainability of the programme.
- 2.5 After validation and before enrolment of students, the College offering a programme shall enter the details of the programme in the College Handbook.

3.0 External Examiners

- 3.1 As and when necessary, the College Dean/Centre Director may decide to appoint External Examiners for any or all programmes or for any or all units/courses leading to the award of a University Certificate, Diploma, Advanced Diploma or Degree.
- 3.2 The terms of reference of the external examiners shall be established by the University.

4.0 External Moderation

- 4.1 A College may have student assessments in one or more specific programme(s) moderated externally.
- 4.2 The terms of reference for external moderation shall be drawn by the College.
- 4.3 Where there are Appeals, the Registrar may, in consultation with the Vice Chancellor, require the assessment for programme/course to be externally moderated.

5.0 Franchising University Programmes

- 5.1 The University may franchise its programmes to approved institutions within and outside Fiji.
- 5.2 The University shall develop and adopt a Franchise Policy that would regulate franchising of its programmes and courses.

PART V ACADEMIC REGULATIONS

1.0 Admission

- 1.1 To gain admission into any programme at the University, a student shall provide evidence of meeting any criteria for entry to the course or programme as specified in the programme regulations.
- 1.2 To gain admission, students must apply to the University through the prescribed form. This form could be submitted either electronically or in hardcopy.
- 1.3 An applicant shall provide the following certified true copies of the documents with a signed copy of the Application for Admission Form or apply through Online Application System:
 - 1.3.1 Birth Certificate
 - 1.3.2 Secondary School Results
 - 1.3.3 Tax Identification Number (TIN letter) (if applicable)
 - 1.3.4 Passport size photo
 - 1.3.5 Copy of Bio data page of passport (for regional/international applicant)
 - 1.3.6 Medical Certificate and/or disability support letter (if applicable)
 - 1.3.7 Any other supporting documents that the University may require, for example, Police Clearance.
- 1.4 For mature age applicants/alternative entry all of the above shall be submitted with the following documents:
 - 1.4.1 Tertiary or other Qualification Result(s) if any
 - 1.4.2 Letter from employer and Curriculum Vitae (CV)
- 1.5 Quota based programmes are those where due to the nature of specialization, limited places are available in a course or programme to accommodate the number of applicants. For such programmes the number of admissions shall be controlled.
 - 1.5.1 Where there are insufficient places available in a unit/course or programme to accommodate the number of applicants, selection shall be as follows:
 - 1.5.1.1 For programmes that only the University offers and for which Pacific Island governments have no option other than outside the Pacific, places remaining after allocation to Fiji Government-sponsored students and students sponsored by Pacific island governments, as determined by the Council from time to time, shall be allocated strictly on academic merit.
 - 1.5.1.2 For programmes that other institutions in the Pacific also offer and for which Pacific island governments have an option within the Pacific, places remaining after allocation to Fiji Government-sponsored students shall be allocated strictly on academic merit.
- 1.6 The University reserves the right to decline admission to applicants who may have the necessary academic qualifications, but who may lack any necessary physical or medical attribute that may, in the University's view, limit them in acquiring or performing in the required profession or vocation.



2.0 Enrolment, Discontinuance and Transfer

- 2.1 Students must comply with the relevant admission, registration into course(s), exemption and transfer procedures applying to each programme or course.
 - 2.1.1 Students are to ensure that the prerequisite and any other criteria as per approved programme structure are met prior to enrolling in a course.
 - 2.1.2 Students are to ensure that all fees is paid and ID cards validated within the timelines stipulated in the University Fee policy.
 - 2.1.3 Students who are registered and have paid their enrolment fees shall have their names in the Student Management System generated class list which teaching staff shall follow.
 - 2.1.4 Students shall enrol in the given timeframe for enrolment.
 - 2.1.5 The teaching staff shall not accept assessments and shall not allow students whose names are not on the class list to participate in any teaching and learning activity.
 - 2.1.6 Students are to ensure that they have a copy of an approved programme structure.
 - 2.1.7 When the Senate has approved a major change in a programme and a student enrolled in the previous programme structure fails a course that is no longer offered in the new programme structure, the student may apply to the Dean for permission to substitute a similar course at the same level and normally with at least the same credit points from the new programme structure.
 - 2.1.8 New programme structures or any major changes shall apply at the beginning of the term to the new students or to new intakes in the year as per Senate approved dates.
 - 2.1.9 Continuing students who have taken a leave of absence from their studies for any number of term(s), whether approved or not, or those who are returning after any University imposed suspension on their studies shall follow the new Senate approved programme structure if this is in place. Students with all “Did Not Complete” (DNC) grades in a term after they have started the programme will be considered to have taken a leave of absence. Such students may continue in the programme structure in which they enrolled if they have returned to studies within the Senate approved phasing out period of the programme.
 - 2.1.10 Some programmes may state the maximum duration for completion. For such programmes, if students exceed these timelines, the University reserves the right to decide whether the student can continue within the same programme.
 - 2.1.11 Students shall submit application for cross credits to the Academic Office as soon as they are admitted to a programme.
- 2.2 The University reserves the right to cancel or withdraw admission or enrolment if there is evidence that an applicant or student made a willfully untrue representation or misled the University.
- 2.3 A student may transfer from one programme to another following the processes established by the University for change of programmes.

- 2.4 A student may change units/courses undertaken following the processes established by the University for change of units/courses.

3.0 Fees

- 3.1 The Council shall establish the fees and charges for studying in any programme or course at the University.
- 3.2 No student shall be enrolled for a course or programme contrary to the policy on fee payment as established by the Council.

4.0 Withdrawal

- 4.1 A student may withdraw from a course/unit or a programme within a term by submitting an application for withdrawal to the Academic Office.
- 4.2 Students who discontinue a course without submitting the application for withdrawal to the Registrar in accordance with s4.1 above shall be recorded as having not completed the course, with his/her academic record showing a result of “DNC” as “Did Not Complete” for the course.
- 4.3 Students withdrawing from a course(s) would be entitled to fee refunds as prescribed, from time to time, by the Senate.
- 4.4 Any withdrawal from a course or programme shall be without prejudice to the student’s right to apply for re-enrolment in the future except for any cases of termination or any University imposed restrictions such as suspension or expulsion.

5.0 Granting of Credits

- 5.1 Credits shall be granted to students by the Examination Board responsible for the programme on the basis of assessments.
- 5.2 The responsibility for determining whether or not a student has accumulated the required number and Level of credits for an award, and whether or not other programme requirements have been fulfilled, lies with the Examination Board responsible for the programme.

6.0 Student Assessment

- 6.1 Each programme of study shall specify the forms and methods of student assessment and progression. This may include specifying the conditions to be met to pass a course, minimum mark requirements to qualify for end-point assessment, and minimum attendance at workshops, tutorials, etc. Minimum attendance at lectures may not normally be specified for a course, unless the College can demonstrate that the student learning outcomes can only be achieved via attendance in this mode of study (e.g. if the lectures use a ‘flipped classroom’ pedagogy) or it is an explicit requirement of the professional accreditation body.
- 6.2 Work presented by a student for assessment must be the work of the student.

7.0 Student Progress

- 7.1 The University reserves the right to monitor the progress of students through various stages of any defined programme of study. The University’s approach to



monitoring progress places students at the centre of the process and encourages them to work together with staff to reflect upon their progress in a purposeful and critical way. In doing so, students are encouraged to own their learning experience so that they can shape supportive strategies best suited to meet their personal objectives. Student progress monitoring is premised upon the principles of early identification of students not making satisfactory progress, responsive communication and supportive intervention, tracking and reporting of student progress, and open and fair processes and transparent decision making.

- 7.2 A College Dean and/or Centre Director, as the case may be, shall put in place procedures for monitoring student progress in each programme and course. The Dean/Director is responsible for all matters involving the administration, monitoring and management of student progress. Deans/Directors shall provide an enabling environment that gives students every opportunity to make satisfactory progress and ensure that students receive timely feedback on performance and progress. The University expects students to take responsibility for monitoring their own progress and understand the structure of their programme and the requirements for satisfactory progress.
- 7.3 Any decision made or action taken shall, wherever possible, take into account the individual circumstances presented by the student. Relevant student records and evidence of previous results and supportive interventions shall be available at every stage of the process. Student progress procedures shall incorporate reasonable provisions for appeal of decisions. The principles of natural justice will apply in all formal unsatisfactory progress proceedings. Non-compliance with, or non-attendance at, proceedings by a student shall not be grounds for delay or invalidation of decisions. Where formal unsatisfactory progress proceedings are implemented, these shall allow for student representation at all stages of the process by a person nominated by the student other than a currently practicing solicitor or barrister.
- 7.4 A student is considered to have made unsatisfactory progress in a programme of study, if that student:
- 7.4.1 fails the same course twice; and/or
 - 7.4.2 fails 50% or more of the enrolled programme load for the relevant teaching term; and/or
 - 7.4.3 fails to comply with a conditional enrolment agreement set by the Academic Adviser, Programme Coordinator, the Dean or Dean authorized teaching staff, or any committee that is established under the authority of the Dean.
- 7.5 The lecturer-in-charge of a course shall inform students directly of their continuous assessment marks. Assessment marks shall not be posted publicly by student names. It is also the responsibility of students to monitor their own progress through consultation with relevant lecturers and/or counsellors.
- 7.6 It is the responsibility of the lecturer-in-charge to ensure that at least 40% of all coursework assessment for a course is completed by the mid-term, and that a report on all students who fail to meet the pass mark in this portion of the internal assessment is provided to their Dean through the reporting structure no later



than one week after the mid-term. Students with unsatisfactory progress in the continuous assessment shall be notified of this by the Registrar. The sponsor of a student may also be advised of the unsatisfactory performance of the sponsored student.

- 7.7 Each programme shall have noted in its programme document specific procedures for the monitoring and tracking of students performing poorly.
- 7.8 The University reserves the right to require students with unsatisfactory progress to undergo counselling. The University reserves the right to suspend from the programme of study, students whose performances continues to be unsatisfactory in the programme despite counselling. The period of suspension shall be determined by the Dean, in consultation with the Registrar.
- 7.9 A student may be terminated from a programme if he/she fails to meet the progress required for continuing studies in a programme.
- 7.10 Neither a suspension nor a termination from a programme of study prevents the student from changing programmes and continuing in another programme of study, or from getting cross credits in another programme for the courses passed in the programme(s) from which the student was suspended or terminated.

8.0 Recording of Assessment

- 8.1 **Result Notations:** For all award programmes, results shall be specified in terms of marks obtained, letter grades, and grade points for each course. The result sheet issued to the students shall also contain notes on the equivalence of the letter grades with marks and other forms of notations used. Table 3, Page 44 shows these equivalences.
- 8.2 The internship/industrial attachment/work experience component of a programme shall be given a Pass (P) or Not Passed (NP) grade or grading may apply.
- 8.3 For all competency based training, results shall be specified in terms of competencies obtained as shown below:

Result Notation	Description
Comp	Competent
NComp	Not Competent

8.4 Pass Terminating

- 8.4.1 The student shall apply to the College Examination Board responsible for the programme who may at its discretion grant a “Pass Terminating” (PT) grade. Where the course applied for is serviced by another College then the College Examination Board responsible for the course shall make a decision.
- 8.4.2 There shall be only one PT granted per programme.
- 8.4.3 Some programmes may not allow pass terminating for a course which is practicum/clinical/industrial attachment based even though it is the last course.
- 8.4.4 When a PT is granted for a particular course, the student cannot enrol in a course for which a pass in that particular course is a prerequisite.



Table 3: Result Notations

Grade	Marks	Description	Grade Points
A+	90-100	High Distinction	4.33-5.00
A	85-89	Distinction	4.00-4.27
A-	80-84	Distinction	3.73-3.93
B+	75-79	High Credit	3.33-3.60
B	70-74	Credit	3.00-3.27
B-	65-69	Credit	2.67-2.93
C+	60-64	Pass	2.33-2.60
C	55-59	Pass	2.00-2.27
C-	50-54	Pass	1.67-1.93
D+	45-49	Fail	1.33-1.60
D	40-44	Fail	1.00-1.27
D-	35-39	Fail	0.67-0.93
E	Below 35	Fail	0
DNQ	Did Not Qualify: Student received over 50% of total marks but did not meet other specified conditions for a pass	Fail	0
CT		Credit Transfer	0
NV		Null & Void for Dishonest practice	0
I		Result withheld/Incomplete assessment	0
X		Continuing course	0
DNC		Did Not Complete	0
CP		Compassionate Pass	0
Aeg		Aegrotat Pass	0
PT		Pass Terminating	0
P		Pass	0
NP		Not Passed	0
Comp		Competent	0
NComp		Not Competent	0

Note:

- The exam result sheet shall record the % mark of the student, the respective grade point, and the cumulative grade point to the time of the result notification.
- The conversion from a mark to a grade point is as follows: for each mark less than 100, from 5 subtract the following: *100 less the mark obtained, multiplied by a factor of 0.066667*. (For example: $5 - ([100 - \text{mark obtained}] * 0.066667)$). Thus, for a mark of 90%, the $GP = 5 - ([100 - 90] * 0.066667) = 4.33$. Or for a mark of 54, the $GP = 5 - ([100 - 54] * 0.066667) = 1.933$). Appendix page 77 provides the full conversions for all marks.
- The formula for calculating Grade Point Average (GPA) is: $\frac{\sum_{i=1}^n X_i Y_i}{\sum_{i=1}^n Y_i}$ where X_i is grade point in course i , and $Y_i =$ (credit point in course i as % of total credit points for courses done to the time of calculation of the GPA, irrespective of whether passed or failed).
- GPA's, calculated as the sum on the grade points weighted by the credit points in each unit/course, include all units/courses that record a mark (%) or a letter grade ranging from A+ to E and including DNQ.
- Grade points for credits transferred shall not be included in the calculation of GPA's.

9.0 Special Consideration

- 9.1 Students who are prevented from sitting end-point assessment(s) through no fault of their own, or consider that their performance in the examination(s) will be or was seriously impaired, may make written applications to the Chair of the College/Centre Examination Board, for consideration of the award of an aegrotat pass, compassionate pass, or to sit a special examination.
- 9.2 The application should be made on the prescribed form, as soon as possible, and normally prior to the examination or examinations being held. Evidence shall support the application as the Dean shall require.
- 9.3 Applications for aegrotat and/or compassionate pass would only be considered where options for alternative assessments in lieu of the originally scheduled end-point examination are not available within eight weeks of the scheduled examination.
- 9.4 In order to be eligible for Special Consideration, the student must submit the application on the prescribed form. Where this application relates to a specific assessment task, it must be submitted within three working days of the due date for the assessment task, unless prevented by circumstances beyond the student's control. Under exceptional circumstances, the Dean may waive these time requirements.
- 9.5 Provisions for Special Consideration will be consistent across all programme at the University.
- 9.6 Situations that may lead to an application for Special Consideration could include:
 - 9.6.1 Sudden ill health or injury of the student as certified by an approved medical practitioner.
 - 9.6.2 An adverse event relating to the student, a family member or close associate of the student.
 - 9.6.3 Curtailed period of time for an assessment task, such as late arrival at an examination, through no fault of the student.
 - 9.6.4 Less than optimal conditions while attempting an assessment task that significantly disadvantaged the student, where these conditions could not be improved.
 - 9.6.5 A situation where an application for modified assessment is successful but arrangements could not be made before the assessment was conducted.
- 9.7 Applications for special consideration must be accompanied by relevant supporting documentary evidence (e.g. police report, death notice or certificate, or statutory declaration) or a written document/certificate from a relevant approved professional practitioner that explicitly articulates that special consideration is warranted.
- 9.8 In order to protect the privacy of the student, the information provided about the event/condition will remain confidential to those involved in assessing and processing the application.
- 9.9 The Dean shall action the application within five days of its receipt if the applications are received before the School/Department Examination Board is held. For applications received after the School/Department Examination Board

meeting, the Dean shall determine the most efficient way of proceeding with this. The Examination Board may consider alternative assessment options, including, but not limited to, a pass terminating, extension of time to complete an assessment, supplementary assessment or an alteration to the mark or grade allocated to the course.

- 9.10 A student who fails to present work for assessment due to lack of familiarity with the assessment requirements of any courses shall not have grounds for making an application for special consideration.
- 9.11 Aegrotat Pass:** Students who are prevented by illness or injury from presenting themselves at the end-point assessment(s), or who consider that their performance in the examination(s) will be or was seriously impaired by illness or injury, may apply for an aegrotat pass. An aegrotat pass, which is ungraded, is given with the approval of the Examination Board where the student presents a Certificate from an approved medical practitioner that states the date that the practitioner examined the student, the practitioner's opinion that the student was unable through illness or injury to sit for the examination(s), that the student's performance was likely to have been seriously impaired by illness or injury, and the nature of the illness or injury in sufficient detail to make it clear that the student was not responsible for the said disability. The student's lecturer(s) in charge of the course(s) under consideration is required to certify that the quality of the student's work in the relevant course(s) was, in his/her (their) opinion, clearly worthy of a pass, where 'clearly worthy of a pass' shall mean the student having achieved a mark normally equivalent to a grade of "C+" in continuous assessment. In considering applications under this regulation, it will also be permissible to take into consideration the effect of any illness or injury on the student's performance during the Course.
- 9.12 Compassionate Pass:** Students who are prevented from attending classes or from sitting an examination(s) by exceptional circumstances beyond their control, other than their own illness or injury, or who consider that their performance in the examination(s) will be or was seriously impaired by the same circumstances may apply for a compassionate pass. A compassionate pass, which is ungraded, is given with the approval of the Examination Board. Such applications are considered in exceptional circumstances only and these provisions are expected to be rarely implemented.
- 9.13 Special Examinations:** Students may sit a special examination(s) where students apply to sit for a special examination(s) rather than be considered for the award of an aegrotat or a compassionate pass, subject to compliance with the conditions entitling the students to apply for an aegrotat or compassionate pass, or where the Examination Board upon considering applications for aegrotat pass or compassionate pass, requires the student to sit for such an examination(s). If a student is permitted to sit for a special examination(s), the Examination Board shall decide on the date(s) of the examination. When a student sits for a special

examination(s) under these provisions, he/she cannot be subsequently considered for an aegrotat or compassionate pass for that course in that term. Where a student sits for a special examination(s) under these provisions, the student shall pay an appropriate examination fee per examination before the examination can be arranged. The final assessment of students sitting a special examination(s) will be based on both the continuous and end-point components of the summative assessment, so that the score awarded for the special examination(s) is combined with the other components of the summative assessment in the calculation of a final course grade.

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

10.0 Confirmation of Grades and Notification of Results

- 10.1 Students can view their official results from the Online Student Services web link at www.fnu.ac.fj using their Student ID; student accounts shall remain active for this purpose for a total of 4 weeks after the term. If a student cannot view the result within four weeks of the end-of-course assessment, it becomes the responsibility of the student to contact the Academic Office to find out the status of his/her results. The University may email the official results to the official student email address. It is the responsibility of the student to inform the Academic Office of any change in one's email contact information before leaving at the end of the academic year. The University does not normally provide result printouts other than the official transcript provided with the graduation certificate.
- 10.2 Results shall not be released to any party other than the student or, if required as a condition of sponsorship, to the student's sponsor.
- 10.3 A list of students graduating in each programme may be posted on the University's website. Students enrolled for studies at the University are deemed to have given permission for posting the list of graduating students on the University's website.

11.0 Errors in Published Results

- 11.1 If it is found after publication of results that an error has been made in the recording of a result, the error will be corrected.
- 11.2 In all cases where errors are noted by a student or teaching staff, the errors shall be brought to the attention of the Registrar who shall refer it to the Examination Board, which shall consider the errors and make appropriate recommendations in correcting the errors to the Academic Office.
- 11.3 The Academic Office shall ensure that the student(s) affected are notified in writing of any change of result.



12.0 Final Examination Scripts

- 12.1 A student may obtain a copy of his/her assessed final exam script(s) upon application on the prescribed form and upon the payment of the prescribed administration fee(s).
- 12.2 A student may view the marking guide for the final exam paper.
- 12.3 No access to exam scripts shall be permitted after 3 months of the release of results for any course.

13.0 Reconsideration of Assessment and Course Grades and Appeals

- 13.1 A student may apply for reconsideration of the final (end-point) assessment.
- 13.2 Applications for reconsideration shall be made only after a student has viewed his/her exam script and the marking guide under the provisions of s12 above, and remains unsatisfied with the results obtained. The application for reconsideration shall specify the question(s) which he/she is seeking a reconsideration of and the basis for this.
- 13.3 Applications for reconsideration shall be made within five working days of the result being released if the student wishes to pursue a course to which the course(s) under reconsideration is a prerequisite, or 21 working days of the date of release of the results otherwise. Applications need to be made by lodging a duly completed 'Reconsideration of Assessment' form, together with the necessary fees for the reconsideration, to the Academic Office, which shall submit the application to the respective Dean.
- 13.4 The Dean, or the Head of the Academic Section authorised by the Dean to deal with applications for reconsideration of grades shall ensure the reconsideration is done expeditiously and independently.
- 13.5 Reconsideration of course grades shall comprise:
 - 13.5.1 a careful check that the referred to examination question and part question was read by the examiner and given an appropriate mark;
 - 13.5.2 a careful remarking of the question(s) being asked for reconsideration;
 - 13.5.3 a careful check that the total examination mark has been accurately transposed within the proportions (% coursework vs. % final examination) previously established by the examiner;
 - 13.5.4 a careful computation of all the marks awarded for the coursework; and
 - 13.5.5 a careful check that the coursework mark has been accurately transposed within the proportions previously established by the examiner.
- 13.6 The application shall be considered and a decision communicated to the Academic Office within 15 working days of the receipt of the application for reconsideration from the Academic Office.
- 13.7 The outcome of the reconsideration shall be communicated to the student by the Academic Office within two days of the receipt of the report from the Dean.
- 13.8 If the student is dissatisfied with the outcome of the application, the student may apply to the College Academic Appeals Committee for reconsideration of the grade/result. Appeals shall be made within five working days of the date of the

- notification of the outcome of the application for reconsideration. Applications shall be made by lodging a duly completed form prescribed for this purpose to the Academic Office, which then shall be sent by the Academic Office to the College Appeals Committee within one working day of its receipt. The Appeals Committee shall cause a careful reconsideration of the documents as listed in s13.5 above, as well as cause to be carried out a careful examination of all or a sample of other scripts (with such sample determined by a specified process by the Academic Office) for the course to ensure consistency of marking and assessment.
- 13.9 The College Academic Appeals Committee shall advise the Academic Office of the outcome of the appeal within five working days from the date of the receipt of the application from the Academic Office if the course is a prerequisite to a course that the student would need to do in the term immediately following to complete a programme or within 15 working days otherwise. The Academic Office shall advise the student within 24 hours by email or phone.
- 13.10 A grade may be unchanged, raised or lowered following reconsideration under this section.
- 13.11 A student who is dissatisfied with the award of the College Academic Appeals Committee may appeal further to the Students' Appeals Committee for reconsideration of the decision by the College Academic Appeals Committee. This appeal must be lodged within two working days from the date of the notification if the course under reconsideration is a prerequisite to a course that the student is required to undertake in the term immediately following to complete his/her programme or within ten working days otherwise.
- 13.12 Appeals against the decision of the College Academic Appeals Committee shall be made by lodging the prescribed application form ['Appeal: Reconsideration of Assessment'] to the Academic Office.
- 13.13 The Students' Appeals Committee shall advise the Academic Office of the outcome of the appeal within five working days of the date of the lodgement of the appeal if the appeal concerns a prerequisite to another course that the student needs to do, in the term immediately following, to complete the programme, or 20 working days otherwise.
- 13.14 A student may be given provisional admission into a course if the course whose grade is under reconsideration or is under appeal, is a prerequisite. The admission would be confirmed if the student's application succeeds. If the application fails, the student shall be deregistered from the course, with no loss of fee paid for the course.
- 13.15 Any and all fees paid for reconsideration of a course grade, including the fees to get a copy of the script and to view the marking guide, shall be refunded to the student, if, as a result of the reconsideration or appeals, the grade for the course is raised.
- 13.16 The decision of the Students' Appeals Committee shall be final.



14.0 Supplementary Assessment

- 14.1 Supplementary assessment may be offered when a student scores at least 45% and less than 50% in a course, or where a student receives a DNQ grade with a final total mark of 50% and over. Where students pass a supplementary assessment, the letter grade awarded is “C-”, with associated credit points.
- 14.2 Supplementary assessment may take the form of an assignment, an oral examination, a full re-sit of Examination or any other appropriate assessment instrument within the particular discipline, on the proviso that the supplementary assessment task(s) must be equivalent, though not necessarily identical, to the initial assessment task(s). Students who are given Supplementary Assessment by College Examination Board may sit the same examination prepared under s9.13 but the grades applicable will be as in s14.1.
- 14.3 Where Supplementary Assessment is offered for DNQ, the specified criteria that is not met shall be assessed. Where student has not met any minimum attendance requirement, the student will be required to successfully complete the assessment tasks related to the attendance component.
- 14.4 Supplementary assessment shall be available as a norm in all courses of study. Where supplementary assessment is not made available, students must be advised of it through the course outline or the programme document.
- 14.5 Students who are attempting a course for the second time will not be offered supplementary assessment in that course. Students who are repeating a year of a programme will not be offered supplementary assessment in any course for that year. Where students do not pass the supplementary assessment, they would be required to repeat the course. Approved quota based programmes upon Senate’s approval may apply a no repeat policy to first year courses. Students in these programmes will not be allowed to repeat first year courses except on the successful outcome of an appeal as provided for in these Regulations.
- 14.6 Students will be formally advised as soon as is practicable that they have been offered supplementary assessment and of the form of the supplementary assessment task(s). If the supplementary assessment takes the form of an examination, the time and place of the examination will be provided within a minimum of 5 working days before the examination takes place. Where the supplementary assessment takes another form, the course Examination Office of the University will provide information to the student on the assessment task and its required completion date as approved by the College Examination Board.
- 14.7 The number of supplementary assessments permitted in a programme shall be defined in each programme document but may not exceed the number of courses equivalent to one third of the total credits for the programme.
- 14.8 Supplementary assessment results should be reported in a timely manner so as not to disadvantage student progress. The Examination Board should ensure that the whole process of assessment, progress meetings/hearings and appeals are conducted as quickly as possible and, in other than exceptional circumstances,

are completed early enough not to prejudice a student's ability to properly enrol for the subsequent teaching period.

15.0 Modified Assessment

- 15.1 Occasions may arise when a student is able to complete an assessment but not in the form set out in the course guide or programme document. In such a case, the course coordinator, with the endorsement of the Head of the Academic section that the programme falls in and the College Dean, may make provision for a modified assessment.
- 15.2 In order to be eligible for modified assessment, the student must apply in the prescribed manner within the first 3 weeks of the commencement of the academic term and before any assessment of the task that is proposed to be modified. Where a condition that requires a modification in an assessment task is established later in the term, a later application will be accepted if it takes place at least one week before the assessment task begins and there is enough time for appropriate arrangements to be put in place.
- 15.3 The application for modified assessment must be supported by suitable documentation from a relevant authority. It should explicitly address the need for modification of the assessment and the nature of modifications that are proposed to address the problem with the normal assessment.
- 15.4 Departmental provisions will normally involve consideration of applications by the relevant course and programme co-ordinators and any other individual as required by the Head of the academic section in which the programme falls to ensure that any proposed modification of assessment will not compromise assessment of the learning outcomes that the task is designed to assess.
- 15.5 Modification of assessment tasks must not have any impact on judgments about the merits of the student's performance, neither penalising nor advantaging the student. Modification of assessment tasks is at the discretion of those nominated to make such decisions within the relevant departmental provisions (e.g. the Programme Coordinator) and, if allowed, must be reported to the Examination Board.
- 15.6 Suitable adjustments might include:
 - 15.6.1 The use of special equipment.
 - 15.6.2 The support of a scribe.
 - 15.6.3 The provision of a rest room.
 - 15.6.4 The provision of supervised break periods outside an examination venue.
 - 15.6.5 Variation in communication mode, for example, an oral process instead of a written one.
 - 15.6.6 Any modification(s) suggested as suitable for a particular student by a suitable or relevant authority.
- 15.7 The student must be informed in writing about the outcome of an application for modified assessment as soon as possible. Appropriate documentation concerning the application and outcome should be attached to the student's file.



16.0 Application for the Relief of Hardship

- 16.1 Students may apply for relief of hardship to the Registrar:
- 16.1.1 Where it is shown that an alteration or amendment of a regulation involving a programme, or a change in examination requirements has caused undue hardship to a student.
 - 16.1.2 Where it is determined that the student would benefit from time off from studies in which case a student may apply to the Academic Office for a special leave of absence for up to three years.
 - 16.1.3 Where it is determined that an exception to a regulation is required to provide for any exceptional circumstance not otherwise provided for in the University's Rules and Regulations.
 - 16.1.4 There shall be a procedure for relief of hardship.

17.0 Examination Regulations

- 17.1 The University Senate shall provide for Examination Regulations for the University, and which shall detail the processes and policies for the conduct of examinations. For clarity, the Examination Regulations shall be consistent with and give effect to the provisions on examinations provided for in the UASR.
- 17.2 Examinations conducted by the University shall be held at the places and times specified in the examination timetables published on the University webpage.
- 17.3 No student shall be allowed in the exam venue without producing a valid ID card to the Supervisor(s) appointed for the examination at the respective location. Any exception should be authorised by the Registrar.
- 17.4 Students shall display their University identification cards on their examination desks in order to allow supervisors to verify their identities when collecting attendance slips. Over time this process may be replaced by electronic identification of students.
- 17.5 The examinations shall comprise written, oral or practical examinations as are prescribed in the course outline of the course provided to the students at the commencement of the term.
- 17.6 No student may be examined in any subject or part of a subject at any time other than what has been set down for him/her in the timetable except with the permission of the Registrar.
- 17.7 No student shall be allowed to enter an examination room later than 45 minutes after the beginning of the writing time of the examination or leave the examination room until one hour has elapsed from the beginning of the examination or during the last 15 minutes of the examination.
- 17.8 No student is to bring with him/her into the examination room any written or printed matter except as authorised by the examiner, or where such written or printed material has been authorised for use in an approved open book examination.
- 17.9 For courses in which the programme documents allow for open book examinations, students may bring in materials as specified by the examiner.

- 17.10 Unless authorised by examiners, students are not allowed to have in their possession, while in an examination hall, any written or printed material, any electronic or computing device capable of storing material, or any device that is capable of transmitting, storing or receiving messages.
- 17.11 Students who contravene s17.10 shall have the materials or devices confiscated by the supervisor for the duration of the examination, and be reported to the Registrar for disciplinary action.
- 17.12 The examination scripts shall be transmitted to examiners for assessment.
- 17.13 The scripts of the students shall be handed over to the Academic Office within two (2) working days of the submission to the Academic Office of the results as duly approved by the Examination Board. The handing over of the scripts shall be signed and countersigned in official record books by the College/Center and the Academic Office, each of which shall maintain this record for at least seven (7) years. Where the examiner is either not a full-time staff, or is a staff member whose employment is to cease before the script handing over period expires, the examiner's supervisor shall assume the responsibility of custody and transmission of the scripts.
- 17.14 The Academic Office shall keep the exam scripts in safe custody for a period of at least seven years from the date of the examination.
- 17.15 The College Dean shall ensure that all scripts are handed to the Academic Office within two (2) working days of the date of submission of the approved results to the Academic Office.

PART VI MONETARY PAYMENTS AT THE UNIVERSITY

1.0 Scope and Intent

- 1.1 This policy provides for modes of payment to the University for any service rendered, or any fine levied.
- 1.2 This policy is intended to protect the interests of all entities paying monies to the University or receiving monies or benefits from the University.

2.0 Payments to the University

- 2.1 All payment to the University shall be made as follows:
 - 2.1.1 At all occasions, at the nominated bank in the nominated bank account of the University following the payment procedure advised to the person by the University.
 - 2.1.2 In exceptional circumstances when the nominated bank is not open, or cannot be accessed for any reason, at the cashier at any campus or location, where the person making any payment must demand an official receipt of the University.
 - 2.1.3 Under no circumstances may staff accept payments by students except with explicit authority by the Finance department.

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

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

PART VII STUDENT PERSONAL AND ACADEMIC CONDUCT AND GRIEVANCE POLICY

1.0 Coverage

- 1.1 This policy applies to all students of the University in respect to all actions and activities relating to or having an impact on the University, or its students, employees and the community which interacts, or wishes to interact, with the University.
- 1.2 The purpose of the procedures in this section is to promote the principle of mutual respect by informing students of behaviour the University community considers appropriate; discourage behaviour the University community considers inappropriate; implement fair and just procedures for dealing with possible cases of misconduct; and, provide for the imposition and enforcement of penalties for proven misconduct.

2.0 The University's Obligation to Students

- 2.1 Studying at the University presents opportunities to interact with other members of the University community as well as with the community that interacts or needs to interact with the University. The University recognises and values the diversity of student experiences and expectations, and is committed to treat students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this regulation.
- 2.2 The University affirms its commitment to:
 - 2.2.1 high academic standards, intellectual rigour and a high quality education;
 - 2.2.2 academic freedom and social responsibility;
 - 2.2.3 recognition of the importance of ideas and the pursuit of critical and open inquiry;
 - 2.2.4 tolerance, honesty and respect as the hallmarks of relationships throughout the University community;
 - 2.2.5 high standards of ethical conduct;
 - 2.2.6 adherence to the University rules, regulations, policies and procedures for decision-making; and
 - 2.2.7 provision of suitable resources for teaching, learning and training as per endowed resources.

3.0 Students' Obligation to the University

- 3.1 All students are required to be aware of and act consistently with these obligations:
 - 3.1.1 Follow the rules, regulations, policies and procedures of the University.
 - 3.1.2 Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.
 - 3.1.3 Treat all employees, honorary appointees, consultants, contractors, volunteers, University's learning partners, other students, and members of the public with respect, dignity, impartiality, courtesy and sensitivity.



- 3.1.4 Act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University.
- 3.1.5 Respect the privacy of employees, honorary appointees, consultants, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University.
- 3.1.6 Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the abilities of employees, honorary appointees, consultants, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University, to access or use the resources of the University for lawful purposes, and purposes permitted by this or other University regulations.
- 3.1.7 Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University.
- 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only.

4.0 Student Misconduct

4.1 Misconduct is defined as unacceptable or improper behaviour which is in contradiction to the students' obligation(s) to the University as described above.

4.2 Gross Misconduct is an Offence that involves:

- 4.2.1 Actual physical violence causing bodily harm to an employee, honorary appointee, consultants, contractor, volunteer, other students, and the members of the public who interact with the University.
 - 4.2.2 A sexual offence that involves physical harm to any person whether in any way related to the University or not.
 - 4.2.3 An offence against a child or a minor whether in any way related to the University or not.
 - 4.2.4 Bringing disrepute to the University through deliberate misinformation to individuals or bodies or office holders within or outside the University or to the media.
 - 4.2.5 Any airing of a student's grievance by the student or by his/her representative, or by someone the student has prompted to do so, in any audience outside the University prior to the grievance procedure being exhausted through the channels provided in this policy.
- 4.3 The University reserves the right to report the matter to the Police for any breach of National Law. The Registrar may immediately suspend the student pending police investigations and determination of the case, which shall be final.

5.0 Process for University to Seek Redress for Grievance Against Students

5.1 For Gross Misconduct

5.1.1 For s4.2.1, s4.2.2 and s4.2.3 above, the penalty shall be summary termination of studentship by the Registrar in consultation with the Vice Chancellor without refund of any fee.

5.1.2 Interim Suspension

5.1.2.1 The Registrar may suspend a student as soon as case(s) of gross misconduct is brought to his/her attention.

5.1.2.2 The Registrar may also suspend a student on considering it necessary to avert a substantial risk of injury to a person or damage to property or serious disruption of any University activity.

5.1.2.3 The suspension takes effect when notice of the suspension is sent to the student.

5.1.2.4 A suspension ends if after 15 working days no allegation notice has been given to the student, or if the appropriate disciplinary committee does not convene within 15 working days. If these steps are taken, the suspension continues until the proceedings are finalised or until it is lifted by the office holder imposing it, or the appropriate committee hearing the case.

5.2 Academic Dishonesty

This misconduct involves any type of cheating that occurs in relation to study at the University. Some forms of academic dishonesty are listed below:

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

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

5.2.2.1 The work submitted was done in part or whole by an individual other than the one submitting or presenting the work.

5.2.2.2 The whole work or parts of it are copied from another source without due reference.

5.2.2.3 A student submits, in one Course, work which has already been submitted in another Course, without prior arrangement with both Course lecturers.

5.2.3 Other Forms of Academic Dishonesty: This includes, but is not limited to, the following

5.2.3.1 Tampering or attempting to tamper, with examination scripts, class work, grades or class records.

5.2.3.2 Failure to abide by directions of an instructor regarding the individuality of work handed in, or collaborates with others in the preparation of material, except where this has been approved as an assessment requirement.



- 5.2.3.3 Acquisition, attempted acquisition, possession, or distribution of examination materials.
- 5.2.3.4 Falsification or fabrication of clinical or laboratory or workshop reports.
- 5.2.3.5 Falsification of attendance records to cover the absence of others.
- 5.2.3.6 Fraudulent authorization or use of official documents (e.g. sick sheets; etc.).
- 5.2.3.7 Impersonates or causes to be impersonated.
- 5.2.3.8 Other attempts to circumvent course assessment requirements.

5.2.4 Follow-up Procedures

- 5.2.4.1 Where a course lecturer/instructor is satisfied that a student has plagiarized, he/she shall make an appropriate reduction in the marks. For any reduction of marks by 50% or more, or where the lecturer/instructor considers the matter to be serious he/she shall refer the matter to the Head of the academic section, who shall cause a determination in the matter and report it in writing to the Dean.
- 5.2.4.2 Where a student indulges in dishonest practice in coursework, the lecturer/instructor shall make an appropriate reduction in the marks. For any reduction of marks by 50% or more, or where the lecturer/instructor considers the matter to be serious, he/she shall refer the matter to the Head of the academic section, who shall cause a determination in the matter and report it in writing to the Dean.
- 5.2.4.3 A student has the right of appeal to the College Dean against any action taken by the Head of the academic section.
- 5.2.5 When the Registrar is satisfied that a student has not complied with any regulation of the University whether in respect to any examination or any other matter, the Registrar shall have power to suspend for such time as he/she may see fit, the release of the results of any examination to the student, or decline to credit any course in his/her programme, or impose both these penalties.
- 5.2.6 All end point examination breaches or dishonesty during summative assessment shall be reported through the examination supervisor to the Office of the Registrar with incident reports who shall convene the Disciplinary proceedings.
- 5.2.7 The University Librarian or Directors may deal with any matter relating to the functioning or facilities of their division.
- 5.2.8 If a finding of misconduct is made, the Librarian or Directors shall issue University approved penalties as a first course of action. These penalties shall be given in writing to the student with appeal procedures.
- 5.2.9 For misconducts for which penalties are not outlined above, the matter shall be referred to the Office of the Registrar.

5.2.10 If other staff or students of the University notice any student misconduct, or if the attention of any staff member is drawn to any student misconduct, the respective staff or student must report the matter in writing to the Registrar. The Registrar shall refer the matter either to the Teaching staff, University Librarian or Deans and Directors to see if the matter can be handled at the Dean/Director level. Alternatively, the Registrar may decide whether the case is serious enough to proceed to Disciplinary Committees or impose penalties as authorized in these regulations.

6.0 Process for Students to Seek Redress for Grievance Against University

6.1 Grievances against Students

- 6.1.1 Any grievance against a fellow student should be reported to the Office of the Registrar at the respective campus as soon as the grievance becomes one that cannot be resolved through student collegiality.
- 6.1.2 Upon receipt of a report, the Office of the Registrar shall, upon audience with the parties, determine whether the matter can be resolved through mediation or counseling the parties, in which case the office shall facilitate counseling promptly.
- 6.1.3 If the Office of the Registrar determines that the matter cannot be resolved through counseling, it shall direct the grievance to either the Students' General Disciplinary Committee, or the Students' Academic Disciplinary Committee, depending on the nature of the grievance.

6.2 Grievances against Instructors

- 6.2.1 Any programme related grievance or grievance against a student's instructor, including grievances on alleged unfairness in assessment, should be raised immediately with the Head of the Department or the instructor's immediate supervisor.
- 6.2.2 If the student feels uncomfortable in raising the matter with the instructor's supervisor or the Head of the Department directly, the student may seek the company of the Registrar in raising this grievance.
- 6.2.3 If discussing the matter with the instructor's supervisor or the head of department does not resolve the grievance, the student must take the matter up with the College Dean, who shall ensure that the aggrieved student is given a fair opportunity to present his/her case, and that a fair decision is made.
- 6.2.4 If the student remains unsatisfied with the decision of the Dean, the student may lodge an appeal to the College Academic Appeals Committee for its consideration of the matter.

6.3 Grievances against Staff other than Instructors/Lecturers

- 6.3.1 Any grievance against a staff other than the student's instructor/lecturer should be raised immediately with the Registrar who will then refer the matter to the staff member's immediate supervisor.



- 6.3.2 If discussing the matter with the Staff member's supervisor does not resolve the grievance, the matter shall be referred to the Dean or Director of the section responsible for the staff member, who shall ensure that the aggrieved student is given a fair opportunity to present his/her case, and that a fair decision is made.
- 6.3.3 If the student remains unsatisfied with the decision of the Dean or Director, the student may lodge an appeal to the Students' Appeals Committee for its consideration of the matter. This appeal is to be given to the Office of the Registrar.

6.4 All Other Grievances regarding Service

- 6.4.1 Grievances other than those relating to students, instructors/lecturers and other staff of FNU shall be raised with the relevant Section Heads, such as the Deans, Directors, University Librarian and Registrar.
- 6.4.2 If the student feels uncomfortable in raising the matter with the Section Head directly, the student may seek the company of the Registrar in raising this grievance.
- 6.4.3 The following are the Section Heads that deal with various matters:
- 6.4.3.1 All matters concerning fees, fines, charges: Director Finance.
 - 6.4.3.2 All matters concerning ICT: Director ICT.
 - 6.4.3.3 All matters concerning properties, assets, and facilities: Director Estates and Facilities.
 - 6.4.3.4 All matters concerning Library: University Librarian.
 - 6.4.3.5 All matters concerning academic management: the respective Dean.
 - 6.4.3.6 All matters concerning student life at FNU and all grievances not listed above: Registrar.

7.0 Committees to Deal with Student Conduct

7.1 Students' Academic Disciplinary Committee

- 7.1.1 The University shall establish a Students' Academic Disciplinary Committee for each College to deal with breaches of this policy by students, where breaches concern examinations and assessments.
- 7.1.2 The Membership of this Committee shall comprise:
- 7.1.2.1 A nominee of the College Dean or Centre Director as Chair.
 - 7.1.2.2 One nominee of FNUSA.
 - 7.1.2.3 One nominee of the Vice Chancellor.
- 7.1.3 The membership of the Committee shall be established at each session of the Committee.
- 7.1.4 Any complaint in respect of a breach of these Regulations or programme regulations that concern examinations and assessments by a student, shall be made in writing to the Office of the Registrar on the Campus the breach occurred.

- 7.1.5 The University shall determine its own processes and procedures for the conduct of these Committees. In each case, the procedure(s) must accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, to appear before the committee and to examine any witness that may depose against the student.
- 7.1.6 If the student does not turn up for the meeting despite being informed twice about it, the Students' Academic Disciplinary Committee at its discretion considering all evidence shall make a decision. Non-attendance at proceedings by a student shall not be grounds for delay or invalidation of decisions.
- 7.1.7 The student may be accompanied to any hearing by a person of the student's choice. This person shall be known as the companion and shall have no right of audience in the Committee.
- 7.1.8 The Committee shall hear all evidence it considers relevant.
- 7.1.9 The decision of the Committee shall be notified to the student and the complainant. The Students' Academic Disciplinary Committee may impose one or more of the following penalties:
 - 7.1.9.1 Require a re-assessment.
 - 7.1.9.2 A reduction in the mark awarded for assessed courses of work or project.
 - 7.1.9.3 Require the student to do further work or repeat work within the programme in relation to which the misconduct occurred.
 - 7.1.9.4 Impose a maximum grade the student may gain for the course in relation to which the misconduct occurred.
 - 7.1.9.5 Refuse or cancel credit for the course in relation to which the misconduct occurred.
 - 7.1.9.6 Impose a null and void grade.
 - 7.1.9.7 Suspension or expulsion from the University.
 - 7.1.9.8 Any other penalty that the Committee considers just for the breach.
- 7.1.10 The Student and/or the complainant has the right to appeal the decision of the Committee to the College Academic Appeals Committee.

7.2 Students' General Disciplinary Committee

- 7.2.1 The University shall establish a Students' General Disciplinary Committee to deal with breaches of this policy by a student, other than a breach concerning examinations and assessments.
- 7.2.2 The Students' General Disciplinary Committee shall comprise:
 - 7.2.2.1 A member of staff at or above the rank of HOS/HOD, appointed by the Registrar for the specific purpose.
 - 7.2.2.2 One nominee of the Vice Chancellor.
 - 7.2.2.3 One nominee of FNUSA.



- 7.2.3 The membership of the Committee shall be established at each session of the Committee.
- 7.2.4 If the student does not turn up for the meeting despite being informed twice about it, the Students' General Disciplinary Committee at its discretion considering all evidence shall make a decision. Non-attendance at proceedings by a student shall not be grounds for delay or invalidation of decisions.
- 7.2.5 For all complaints that are determined by the Registrar that need not be reported to the police, or which are non-criminal in nature, or which relate to a breach of these regulations or programme regulations, shall be dealt with internally by the Students' General Disciplinary Committee.
- 7.2.6 The procedures for the conduct of the Students' General Disciplinary Committee shall be established by the Committee. In each case, the procedure(s) shall accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, appear before the committee and examine any witness that may depose against the student.
- 7.2.7 The student may be accompanied to any hearing by a person of the student's choice. This person shall be known as the companion and shall have no right of audience in the Committee.
- 7.2.8 The Committee shall hear all evidence it considers relevant.
- 7.2.9 The Committee may provide the option of mediation to the parties.
- 7.2.10 The decision of the Committee shall be notified to the student and the complainant. The Students' General Disciplinary Committee may impose one or more of the following penalties:
- 7.2.10.1 An admonition.
 - 7.2.10.2 Fine the student an amount not exceeding \$500.
 - 7.2.10.3 Require the student to pay a fair restitution.
 - 7.2.10.4 Suspend the student for a period from any programme or course for actions that endanger people's lives.
 - 7.2.10.5 Suspend a student for a period from the use of any facility, teaching material or service of the University.
 - 7.2.10.6 Exclude or authorise the exclusion of a student from any part of the University's premises or those used by him/her, including exclusion from accommodation/hostel facilities.
 - 7.2.10.7 Require attendance at counselling for a specified period.
 - 7.2.10.8 Cancel the student's enrolment.
 - 7.2.10.9 Campus Service Orders, through which the student is required to perform campus service at the places and times, in the way and subject to the conditions the Registrar decides; on the proviso that the Campus Service Order is not complied with until the Registrar considers that the work required has been satisfactorily completed.

- 7.2.10.10 Expel the student from the University and bar the student from re-enrolling.
 - 7.2.10.11 Refer the matter to an external authority.
 - 7.2.10.12 Any other penalty that the Committee deems reasonable and just in the circumstances.
- 7.2.11 A student or a complainant may appeal the decision of the Students' General Disciplinary Committee to the Students' Appeals Committee.

7.3 College Academic Appeals Committee

- 7.3.1 The University shall establish a College Academic Appeals Committee for each College.
- 7.3.2 The College Academic Appeals Committee shall hear appeals from the Students' Academic Disciplinary Committee from outcomes of applications for reconsideration of assessments, grades or results; and hear such other appeals as provided for under these regulations.
- 7.3.3 The College Academic Appeals Committee shall comprise:
 - 7.3.3.1 The College Dean, who shall chair the Committee, except for appeals from College Exam Boards and decisions made in relation to s5.2.1, in which case another Dean or Director shall be the chair.
 - 7.3.3.2 At least two full-time academic staff of the College nominated by the College Academic Board to serve for a period the Board determines.
 - 7.3.3.3 One nominee of the Vice Chancellor.
 - 7.3.3.4 One nominee of FNUSA.
- 7.3.4 The membership of the Committee shall be established at each session of the Committee.
- 7.3.5 If the appeal concerns results and/or grades, the lecturer(s) against whose assessment the appeal has been made, and the student appealing the result, shall have the right to observe the evidential and/or hearing phase of the committee proceedings.
- 7.3.6 The University shall set fees to file such appeals against results as it considers necessary, and may review these fees periodically.
- 7.3.7 The procedures for the conduct of the College Academic Appeals Committee shall be established by the Committee. In each case, the procedure(s) shall accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, appear before the committee and examine any witness that may depose against the student.
- 7.3.8 The decision of the Committee shall be notified to the student and the complainant. The College Academic Appeals Committee may confirm the earlier decision, rescind the earlier decision, or substitute a new decision for the one appealed against.



7.3.9 The student and/or the complainant may appeal a decision of the College Academic Appeals Committee to the Students' Appeals Committee.

7.4 Students' Appeals Committee

7.4.1 The University shall establish a Students' Appeals Committee.

7.4.2 The Student's Appeals Committee shall be responsible to the Senate for considering appeals from the Students' General Disciplinary Committee, the College Academic Appeals Committees, and any other appeal from students not covered by any other provision and as allowed for under this regulation.

7.4.3 Membership of the Students' Appeals Committee shall comprise:

7.4.3.1 A Dean, Director, or senior ranked staff whose section is not involved in the decision appealed against, appointed by the Registrar to chair the Committee session.

7.4.3.2 At least two other senior staff, being at the rank of Dean, Director, or senior ranked staff who are independent of the matter under appeal, appointed by the Registrar.

7.4.3.3 One nominee of FNUSA.

7.4.3.4 One nominee of the Vice Chancellor.

7.4.4 The membership of the Committee shall be established at each session of the Committee.

7.4.5 The procedures for the conduct of the Students' Appeals Committee shall be established by the Committee. In each case, the procedure(s) shall accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, appear before the committee and examine any witness that may depose against the student.

7.4.6 The student lodging the appeal and the complainant shall have the right to observe the evidential and/or hearing phase of the committee proceedings. If the appeal is against the decision of the Students' Academic Disciplinary Committee, the lecturer(s) against whose assessment the appeal has been made has a right to observe the evidential and/or hearing phase of the committee proceedings.

7.4.7 The University shall set such fees to file appeals against results as it considers necessary, and may review these fees periodically.

7.4.8 The decision of the Students' Appeals Committee shall be notified to the student and the complainant. The Committee may confirm the earlier decision, rescind the earlier decision, or substitute a new decision for the one appealed against.

7.4.9 The Registrar shall provide periodic reports of all student discipline cases to the Senate.

8.0 Appeals Against Committee Decisions

- 8.1 An appeal can only be filed against the decision of the Students' General Disciplinary Committee, Students' Academic Disciplinary Committee, College Academic Appeals Committee and any other as specified in these Regulations.
- 8.2 The decision of the Students' Appeals Committee is final. Only in rare cases, the Vice Chancellor may table an appeal against the decision of the Students' Appeals committee to the Senate for its determination.
- 8.3 **Time for Appeal:** Any appeal against the decision of a Committee shall be submitted in writing to the Registrar within 5 working days of the communication to the student of the decision. The Registrar may allow an appeal outside this period if the student can show good reason why a delay occurred, provided that no appeal shall be considered if it is not lodged within 15 working days of the date of the notification of the original decision.
- 8.4 An appeal can be filed only on the following grounds:
 - 8.4.1 There is new evidence, which was not available to the committee at the time it made its decision.
 - 8.4.2 Or there has been an error of procedures.
 - 8.4.3 Or there was a denial of natural justice to the student.
 - 8.4.4 Or the penalty is too severe or light.
- 8.5 A student and/or complainant may appeal against a decision of a decision-maker to the College Academic Appeals Committee if the misconduct concerns academic matters, or to the Students' Appeals Committee if the decision concerns matters outside the jurisdiction of the College Academic Appeals Committee.
- 8.6 The Registrar must convene, or cause to be convened, the appropriate Committee within 28 working days of receiving notice of intent to appeal from the student, and give notice of the appeal to the chairperson of that Committee.
- 8.7 When dealing with an appeal, unless otherwise provided for by the specific Appeals Committee regulation, the Committee shall regulate its own conduct, but it must observe the following requirements:
 - 8.7.1 The secretary must give the student a notice, at least 3 working days before the date of the hearing, of the time and place of the hearing and of the rights granted under this subsection.
 - 8.7.2 The student and/or his companion, and the complainant, have the right to be present throughout the evidential phase of the proceedings.
 - 8.7.3 The student may call and examine witnesses, cross-examine witnesses, and may address the Committee at the conclusion of the evidence.
 - 8.7.4 Notwithstanding any other rights, procedures and processes guiding the conduct of the respective appeals committee, a Dean and/or a Director under whose jurisdiction the content of the matter at hand falls, may appoint a member of the staff to represent the section at the hearing, who may call and examine witnesses and address the Committee at the conclusion of the evidence.



- 8.7.5 The Committee must determine an appeal on the basis of evidence presented by the parties in the scheduled meetings of the committee.
- 8.7.6 The student must be given an opportunity to inspect all evidence presented.
- 8.7.7 At every hearing, the Chair of the Committee has complete authority to maintain order in the proceedings including the authority to remove the student or companion or adjourn the hearing. If the hearing has irrevocably broken down then the matter will be referred to the Registrar.
- 8.7.8 When two or more students are alleged to have committed offences arising out of the same occurrence or series of occurrences, the Committee shall decide whether their cases are to be heard separately or together.
- 8.7.9 As soon as practicable, and after the Committee has reached a decision, it must communicate the decision in writing to the Registrar who shall inform the student.

9.0 Appeal Operates to Stay Proceedings

- 9.1 An appeal from a decision suspends the implementation of that decision, unless, in the opinion of the Registrar, the matter under consideration was one that involved grave risk to the safety of any member of the University community.

10.0 General Matters Regarding all Proceedings

- 10.1 Where the student seeks redress for grievance against University as outlined in s6.0, the student shall fill the Student Grievance Lodgment Form and forward it to the Registrar on Registrar@fnu.ac.fj with evidence.
- 10.2 No anonymous complaints or grievance will be considered.
- 10.3 Where the University seeks redress for grievance against student(s), the complainant shall fill the Breach of University Policy Form and forward to the Registrar with evidence.

10.4 Preliminary Investigations

- 10.4.1 Decision makers may make preliminary investigations to decide whether further proceedings may be initiated against a student for alleged misconduct.
- 10.4.2 If a decision maker decides to initiate such proceedings against a student, the decision maker must give an allegation notice to the student providing details of the alleged misconduct.
- 10.4.3 When dealing with misconduct, a decision maker must proceed in a way that accords with the principles of natural justice, and in a way that the decision maker considers appropriate, without being bound by legal technicalities or the laws of evidence, but according to the justice of the case. This includes giving the student a copy of, or an opportunity to inspect all relevant evidence relating to the matter held by the decision maker; and giving the student a reasonable opportunity to appear before the decision maker to answer to the allegations.

10.4.4 A decision maker must give written notice of a decision and any rights of appeal to the student and the complainant, and must provide the Registrar with a copy of the same.

10.5 Notice

10.5.1 For purposes of these procedures, a three working days' notice to a student is sufficient if it is in writing and is either:

10.5.1.1 Given to the student in person, or

10.5.1.2 Texted to the student's mobile phone number the student provided upon admission and emailed to the student on his/her official email address given by the University as well as a hardcopy posted to the student's mailing address. Failure to update the current contact details shall not be grounds for invalidation of decision or appeals.

10.6 Where the Person Ceases to be a Student

10.6.1 If the student alleged to have committed misconduct ceases to be a student before proceedings are finalised, the University shall decide on whether to continue with the proceedings, or discontinue them.

10.7 Time limits

10.7.1 A decision maker must decide the case within 28 working days of the day the notice was given or within a longer period if the student and the Registrar agree.

10.7.2 Before the 28-working-day period expires, a decision maker may apply in writing to the Registrar for a waiver of the need to comply with s10.7.1.

10.7.3 The Registrar may issue a written waiver of the need to comply with s10.7.1 if satisfied that the decision maker has made a reasonable attempt to consult the student about an extension of the 28-working-day period and that the student's ability to address the allegations is not impaired.

PART VIII COMPLIANCE WITH OTHER POLICIES OF THE UNIVERSITY

1.0 Objective

- 1.1 The University has in place a number of policies which safeguard the interests of students and staff, and maintain the integrity of the University.
- 1.2 Students and staff are required to abide by all such policies at all times. These policies include but are not limited to the following:
 - 1.2.1 Fiji National University Act 2009
 - 1.2.2 Child Protection Policy
 - 1.2.3 Resolutions of the University Senate
 - 1.2.4 Disability Policy
 - 1.2.5 Finance Policy
 - 1.2.6 Halls of Residence Regulations
 - 1.2.7 Human Resources Policy
 - 1.2.8 Information and Communication Technology Policy
 - 1.2.9 Learning and Teaching Policy
 - 1.2.10 Library Policy
 - 1.2.11 Health and Safety, including policies on smoking, drugs, alcohol and kava
 - 1.2.12 Quality Policy
 - 1.2.13 Risk Management Policy
 - 1.2.14 Any existing or new policy adopted by the University Senate or the University Council.
- 1.3 The University reserves the right to adopt any other policy as it deems fit. Students enrolling at the University are deemed to accept each and every policy in application at the material date of their studentship. Where a student does not wish to abide by any policy introduced during his/her studentship period, the student shall immediately advise the Registrar of this, who shall decide whether a limited waiver is to be considered, or whether the student should be allowed to withdraw from the University.
- 1.4 A failure to abide by any of the University policies would attract the penalties listed in each policy.

SCHEDULE I FNU QUALIFICATIONS FRAMEWORK

- 1.0 All courses are specified as being at a particular ‘Level’ characterized by the knowledge, skills and attributes; tasks and procedures; Level of accountability; and learning outcomes of the course.
- 2.0 Practical applications at each Level will support the theoretical studies.
- 3.0 Individual units/courses vary in many characteristics, particularly in the technical/manual skill content. Not all qualities of a particular Level apply to every course at that Level. In some cases, higher Level courses may contain some elements and characteristics of a lower Level. The general features of each Level are as follows:
 - 3.1 **Level 1:** Repeat; record; recall; list; name; identify; select; and use. (All of these are concerned with ‘knowledge’).
 - 3.2 **Level 2:** Translate; re-state; describe; identify; locate; review; tell; express; measure; record; and calculate. (All these are concerned with ‘comprehension’).
 - 3.3 **Level 3:** Compare; explain; describe; relate; exercise; check; and report (To a large degree this Level involves an intensification and expansion of Level 2. The same verbs are therefore applicable).
 - 3.4 **Level 4:** Interpret; apply; relate; demonstrate; illustrate; operate; sketch; specify; and determine. (All these are concerned with ‘application’).
 - 3.5 **Level 5:** Distinguish, analyse and discuss; track; demonstrate; apply; convey; differentiate; appraise; calculate; experiment; contrast; criticise; question; categorise; and design. (All these are concerned with ‘analysis’).
 - 3.6 **Level 6:** Judge; evaluate; generate; demonstrate; apply; design; rate; and compare. (All these are concerned with ‘evaluation’).
 - 3.7 **Level 7:** Use; utilise; demonstrate; carry out; apply; analyse; create; provide; operate; and accept. (All these are concerned with analysis, synthesis and evaluation).
 - 3.8 **Level 8:** Distinguish, analyze, synthesize, design, develop, devise, explain, formulate, generate, plan, prepare, propose, write rearranging component ideas into a new whole.
 - 3.9 **Level 9:** Examine, synthesize, design, implement, evaluate and demonstrate mastery of a subject area, in a discipline or interdisciplinary approach, in carrying out research informed by internationally recognized standards and original scholarship thesis or supervised research papers and reports.
 - 3.10 **Level 10:** Provide an original contribution to knowledge, as judged by independent experts, applying international standards, through the process of selecting a topic, examining and systematically analysing literature and mastering theoretical content, presenting a clear situated standpoint, adhering to ethical processes of research, implementing a full proposal, writing a research thesis and defending the thesis informed by one’s selected discipline and related discourse.

**Table 4: Award Levels of Programmes**

Levels	School Sector	TVET Sector	Higher Education Sector
10			PhD
9			Master's
8			Postgraduate Diploma Postgraduate Certificate Bachelor's Degree with Honours
7			Bachelor Graduate Diploma Graduate Certificate
6		Advanced Diploma	HE Diploma Advanced Certificate
5		Trade Diploma	HE Certificate
4	Year 13	Certificate IV	Foundation Certificate
3	Year 12	Certificate III	Preliminary Certificate
2	Year 11	Certificate II	
1	Year 10	Certificate I	

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



Table 5: Fiji National University Qualifications Framework - Level Descriptors

Level	Knowledge	Skills	Application & Proficiency	Accountability	Progress
1	<ul style="list-style-type: none"> Recall basic knowledge in a subject/discipline or in a narrow range of areas; Identify simple tasks and issues associated with a subject/discipline. 	<ul style="list-style-type: none"> Use a few basic, routine skills to undertake familiar and routine tasks; Complete pre-planned tasks; Work under guidance, using basic skills and materials safely and effectively; Produce and respond to simple written and oral communication in familiar, routine contexts; Use basic numerical and graphical data in everyday contexts. 	<ul style="list-style-type: none"> Recall knowledge with some prompting; Recall processes that are familiar, repetitive and predictable; Complete a range of pre-planned tasks. 	<ul style="list-style-type: none"> Carry out simple routine, familiar tasks under close guidance; Identify within routine criteria, best options for successful work outcomes; Subject to monitoring of output and quality. 	<p>Entry to: 5th Form level of trade training in secondary school.</p> <p>Award of: Qualification as a process worker or entry-level service worker.</p>
2	<ul style="list-style-type: none"> Express basic knowledge in a subject/discipline which is mostly factual; Describe basic processes, materials and equipment; Identify known sub/items in familiar problems; Locate information from readily available resources. 	<ul style="list-style-type: none"> Main use of a few skills to complete straightforward tasks with some non-routine elements; Produce and respond to written and oral communication in familiar contexts; Use the most simple features of familiar computer applications to process and obtain data; Use intermediate level numerical and graphical data in straightforward work processes. 	<ul style="list-style-type: none"> Recalls knowledge required for everyday tasks; Utilise a few skills to complete familiar, repetitive and predictable tasks with some routine processes; Select and utilize with guidance, appropriate tools and materials safely and effectively. 	<ul style="list-style-type: none"> Work on directed activity with minimum supervision; Carry some responsibility for completed work and offer suggestions for improving practices and processes; Identify own strengths and weaknesses relative to the work. 	<p>Entry to: Sixth Form level of trade training/TVET programmes in secondary schools or certificate level tertiary study.</p> <p>Award of: Qualification as a semi-skilled worker.</p>
3	<ul style="list-style-type: none"> Explain a range of simple facts and issues about a subject/discipline; Describe knowledge and understanding of basic processes, materials and equipment; Explain the understanding of a subject/discipline. 	<ul style="list-style-type: none"> Complete some routine and non-routine tasks using skills associated with a subject/discipline; Produce and respond with detailed written and oral communication in familiar contexts; Use standard applications to process, obtain and combine data; Use a range of intermediate level numerical and graphical data with some complex features. 	<ul style="list-style-type: none"> Recalls ideas and knowledge in everyday contexts; Plan and negotiate routine and non-routine tasks using skills and knowledge associated with a subject/discipline, for both familiar and new tasks; Explain the understanding of ranges of tools and apparatus and their safe and appropriate use. 	<ul style="list-style-type: none"> Exercise some discretion and judgment with regards to possible action and take leadership responsibility for some tasks; Carry out work and make a contribution to the resolution and improvement of problems and processes; Agree goals and responsibilities for self and/or work team with management/supervisor and show an awareness of others' roles, responsibilities. 	<p>Entry to: Trade Diploma level tertiary study or 7th Form level of trade training/TVET programmes in secondary schools.</p> <p>Entry to: Trade Diploma level tertiary study or 7th Form level of trade training/TVET programmes in secondary schools.</p> <p>Award of: Tertiary Certificate related to a specific trade or technical occupation.</p>
4	<ul style="list-style-type: none"> Apply a range of complex, practical and techniques about a subject/discipline; Demonstrate knowledge of a subject/discipline with factual and theoretical 	<ul style="list-style-type: none"> Apply routine practices, techniques and/or materials, associated with a subject/discipline; Produce and respond to detailed and relatively complex written and oral communication in 	<ul style="list-style-type: none"> Apply a range of technical or learning skills in practical contexts; Specify practices, techniques associated with the subject or discipline in routine and non-routine tasks. 	<ul style="list-style-type: none"> Take responsibility for carrying out a range of activities where the overall goal is clear, under guidance and monitoring; Demonstrate some supervisory responsibility for the work of others and lead teams in 	<p>Entry to: Degree level tertiary study.</p> <p>Award of: lower level tertiary trade or technical occupation.</p>



<p>concept:</p> <ul style="list-style-type: none"> • Resolve the knowledge of a discipline to a range of practical applications and make informed judgements. • Apply at times a range of innovative responses to unfamiliar or unpredictable problems. 	<p>both familiar and unfamiliar contexts:</p> <ul style="list-style-type: none"> • Utilize standard computer applications to process data and obtain a variety of information. • Utilize a wide range of numerical and graphical data in routine contexts, which may have non-routine elements. 	<ul style="list-style-type: none"> • Transfer and practice routine professional skills, techniques and methods associated with a subject discipline. • Exercise judgement in planning and selecting equipment, techniques and work processes. 	<p>the course of routine work:</p> <ul style="list-style-type: none"> • Manage limited resources within defined and supervised areas of work. • Take account of own and others' roles and responsibilities in carrying out tasks. 	<p>Entry in: Successful change of Degree level tertiary study (where applicable).</p> <p>Award of: Higher level tertiary Diploma related to a specific trade or technical occupation.</p>
<p>5</p> <ul style="list-style-type: none"> • Treat the underlying nature of knowledge and understanding in a discipline. • Distinguish between concepts in a subject discipline based on evidence research and other forms of explanation. • Analyse information, using it to forecast planning and research objectives. • Design solutions to wide range of unpredictable problems and provide a range of innovative responses to unfamiliar problems. 	<ul style="list-style-type: none"> • Use routine professional skills, techniques, processes and methods associated with a subject discipline. • Carry out complex tasks in well structured and coherent form. • Select and utilize standard computer applications in process, obtain and combine data, skills to measure progress and achieve goals/objectives. 	<ul style="list-style-type: none"> • Design and apply professional skills, techniques to work processes. • Exercise significant judgment in planning, design, ethical and supervisory functions related to products, services, operations or process. 	<ul style="list-style-type: none"> • Exercise autonomy and initiative in some activities of a professional level of work. • Manage resources within defined areas of work and lead planning to achieve desired outcomes. • Take continuing account of own and others' roles, responsibilities and contributions in carrying out/evaluating tasks and improving practices and processes. • Work in support of current professional practice under guidance. 	<p>Entry in: Tertiary study Degree level tertiary study (where applicable).</p> <p>Award of: Tertiary advanced Diploma related to a specific trade or technical occupation.</p>
<p>6</p> <ul style="list-style-type: none"> • Generate and evaluate ideas through the analysis of information and concepts at an abstract level. • Distinguish understanding of a limited range of core theories, principles and concepts. • Compare and evaluate outcomes based on the understanding of research methods and academic processes. 	<ul style="list-style-type: none"> • Utilize a range of routine skills, processes and methods associated with a subject discipline. • Utilize a range of standard computer applications to bring efficiency and brevity in producing meaningful outcomes. • Utilize and combine numerical and graphical data to measure progress and achieve goals/objectives. 	<ul style="list-style-type: none"> • Investigate complex issues in routine contexts using 	<ul style="list-style-type: none"> • Provide leadership in planning, resourcing and 	<p>Entry in: Honours, postgraduate or equivalent</p>
<p>7</p> <ul style="list-style-type: none"> • Apply broad, integrated knowledge and 	<ul style="list-style-type: none"> • Utilize a range of skills, processes, methods under 	<ul style="list-style-type: none"> • Provide leadership in 	<ul style="list-style-type: none"> • Provide leadership in 	<p>Entry in: Honours, postgraduate or equivalent</p>



<p>understanding of the concepts and principles in a subject/discipline;</p> <ul style="list-style-type: none"> Provide understanding of key theories, concepts and principles; Carry out the processes of conceptualization that involve the full range of procedures in a major discipline. 	<p>associated with a subject/discipline:</p> <ul style="list-style-type: none"> Practice routine methods of enquiry/another research in a range of contexts; Use formal procedures on topics in the subject/discipline to a range of audiences; Utilise a range of IT applications to support and enhance work; Utilise, evaluate and integrate numerical and graphical skills to achieve goals and targets; 	<p>enquiry and research methods;</p> <ul style="list-style-type: none"> Analyse, synthesise, transform and evaluate abstract data and concepts; 	<p>managing processes within a defined area of work;</p> <ul style="list-style-type: none"> Accept complete accountability for obtaining, achieving and evaluating personal and/or group outcomes; Work under guidance with qualified practitioners in deal with ethical and professional issues; 	<p>tertiary education or Research-based occupations.</p> <p>Award of: Certification for professional or public managerial occupations.</p>
<p>8</p> <ul style="list-style-type: none"> Utilise knowledge that covers and integrates the principal areas, features, boundaries, terminology and conventions of a subject/discipline; Provide understanding of the key theories, concepts and principles; Demonstrate understanding in one or more specialisations of a subject/discipline; Utilise knowledge and understanding of the ways in which the subject/discipline is developed, including a range of established procedures, techniques of enquiry or research methods; Apply relevant process in highly specialized, complex and unpredictable context; 	<ul style="list-style-type: none"> Utilise standard skills, practices and/or methods which are specialized, advanced, or at the forefront of a subject/discipline; Execute a project involving research, development or innovation; Communicate with peers, senior colleagues and specialists to support and enhance research work; Generate a wide range of numerical and graphical data to set and achieve goals/target. 	<ul style="list-style-type: none"> Generate, evaluate and synthesize information and concepts using data from investigation of complex issues; Provide originality or creativity in the application of knowledge understanding another practices. 	<ul style="list-style-type: none"> Provide leadership in planning, organising, managing and optimizing all aspects of the processes engaged in; Practice in ways which show a clear awareness of own and others' roles and responsibilities; Perform effectively, under guidance, in a peer relationship with qualified practitioners to bring about change, development and/or new thinking; Deal with complex ethical and professional issues in accordance with current professional and/or ethical codes or practices; Recognize the limits of these codes and seek guidance where appropriate; 	<p>Entry to: Academic leadership, research or senior managerial occupations.</p> <p>Award of: Certification for professional and top managerial occupations.</p>
<p>9</p> <ul style="list-style-type: none"> Demonstrate knowledge that covers and integrates most of the areas of a subject/discipline; Provide understanding of the key theories, principles and concepts demonstrating mastery of a subject area; 	<ul style="list-style-type: none"> Demonstrate a range of standard application and specialist research or equivalent instruments and techniques of enquiry in interdisciplinary research standards; Plan and execute a significant project of research, investigation or development; 	<ul style="list-style-type: none"> Demonstrate critical reflection on own and others' roles & responsibilities; Demonstrate a high order of skill in analytical, critical 	<ul style="list-style-type: none"> Demonstrate leadership and initiative and make substantive contribution to change and development; Demonstrate critical reflection on own and others' roles & responsibilities; Demonstrate a high order of skill in analytical, critical 	<p>Entry to: Academic leadership, Advanced research and Senior management positions.</p>



<ul style="list-style-type: none"> Provide an extensive and detailed understanding in one or more specialties, informed by cutting edge developments; Demonstrate awareness of current issues in a sub-discipline and one or more specialties to produce original scholarship and research papers. 	<ul style="list-style-type: none"> Practice in a wide and often unpredictable variety of professional level contexts; Communicate, using appropriate methods, to a range of audiences with different levels of knowledge/experience; Utilize a range of software to support and enhance research work and specify improvements to software. 	<ul style="list-style-type: none"> Demonstrate integrity or creativity in the application of knowledge, understanding and/or practice. 	<p>evaluation and/or professional application through the planning and consultation of project work or a piece of scholarship and research.</p> <ul style="list-style-type: none"> Demonstrate creativity in the application of knowledge to solve complex problems and think rigorously and independently; Deal with complex ethical and professional issues and make informed judgments on issues not addressed by current professional and/or ethical codes or practices. 	
<ul style="list-style-type: none"> Provide a critical overview of a sub-discipline, including a critical understanding of the principal theories, principles and concepts. Provide an original contribution to knowledge through research or consultancy of par with international standards that makes a significant contribution to the development of the subject discipline. 	<ul style="list-style-type: none"> Utilize the principal skills, techniques, practices and methods associated with a sub-discipline. Use and enhance a range of complex skills, techniques, practices and incidents of the tradition of one or more specialties. Apply a range of standards and professional research/ethical instruments and techniques of enquiry. Design, execute research, investigate or develop projects to deal with new problems and issues. Practice in the context of a new problem and circumstance; Communicate at an appropriate level to a range of audiences and adapt communication to the context and purposes. Communicate at the standard of published academic work and/or critical dialogue and review with peers and experts in other specialties. Utilize a range of software to support and enhance work of this level, specify software and critically evaluate numerical and graphical data. 	<ul style="list-style-type: none"> Demonstrate integrity or creativity in the application of knowledge, understanding and/or practice to be judged by independent experts as applied to international standards; Carry out an original research project (s) addressing a matter of substance concerning practice in a profession at a high level of originality and quality. 	<ul style="list-style-type: none"> Take full responsibility for own work and/or significant responsibility for the work of others; Demonstrate leadership and/or originality in leading, solving problems and issues; Make informed judgments on new and emerging issues not addressed by current professional and/or ethical codes or practices. 	<p>Entry in Academic Leadership, Advance research and Senior management positions.</p>

SCHEDULE II ACADEMIC DRESS

- 1.0 The University's official colour is blue (Pantone - 289U).
 - 1.1 All ceremonial dresses, except those specifically provided for, shall be the official colour of the University.
- 2.0 There shall be different colours for each College. The following are the College colours:
 - Green (Pantone - 357 U) - College of Agriculture, Fisheries and Forestry
 - Gravel (Pantone - 431 U) - College of Business, Hospitality and Tourism Studies
 - Blue (Pantone - 300 U) – College of Engineering, Science and Technology
 - Gold (Pantone - 130 U) – College of Humanities and Education
 - Red (Pantone - 188 U) – College of Medicine, Nursing and Health Sciences
 - Reflex Blue - National Training and Productivity Centre
- 3.0 **Graduation Gowns: Council, Vice Chancellor, Registrar and Honorary Awardees**
 - 3.1 **Council Chairperson**
 - 3.1.1 The gown is the University blue Indian pure silk with long sleeve. The facings down the front of the gown are six inches (15 centimetres) wide strips of colours representing the five Colleges of the FNU.
 - 3.1.2 The cap is a dark blue Indian silk trencher with a gold edging with dark blue tassel.
 - 3.2 **Members of the Council**
 - 3.2.1 A long sleeve University blue gown with University blue trencher and tassel.
 - 3.3 **Vice Chancellor**
 - 3.3.1 The gown is the University blue Indian silk with long sleeves. The facings down the front of the gown are six inches (15 centimetres) wide strips of five College colours.
 - 3.3.2 The cap is a dark blue Indian silk trencher with a silver edging and dark blue tassel.
 - 3.4 **The Registrar**
 - 3.4.1 The gown is the University blue Indian silk with long sleeves. The facings down the front of the gown are four inches (10 centimetres) wide strips of five College colour.
 - 3.4.2 The cap is a University blue Indian silk trencher with blue tassel.
 - 3.5 **Deans of the Colleges and Directors of Centres**
 - 3.5.1 A long sleeve FNU blue gown.
 - 3.5.2 The cap is the University blue trencher with blue tassel.
 - 3.5.3 The sleeve and hood is to be lined with their College/Centre colour.
 - 3.5.4 The Deans may opt to wear the Academic Dress of their highest Degree when presenting graduands.



3.6 Honorary Degree of FNU

3.6.1 Doctor of the University

- 3.6.1.1 The gown is in the University blue Indian silk with long sleeves
- 3.6.1.2 The cap is University blue with University blue tassel.
- 3.6.1.3 The hood is lined with the colour of the College which best represents the professional expertise of the person awarded the honorary doctorate.

3.6.2 Master of the University

- 3.6.2.1 The gown is in the University blue Master's gown with long sleeves.
- 3.6.2.2 The cap is a University blue trencher with blue tassel.
- 3.6.2.3 The hood is lined with the colour of the College which best represents the professional expertise of the person awarded the honorary degree.

4.0 Graduation Gowns: Graduates

4.1 Doctor of Philosophy

- 4.1.1 A long sleeve University blue cotton gown.
- 4.1.2 The cap is a round dark blue bonnet with blue tassel.
- 4.1.3 The hood is lined with the College colour.

4.2 Master's Degree

- 4.2.1 A long sleeve University blue cotton gown.
- 4.2.2 The cap is the University blue trencher with blue tassel.
- 4.2.3 The hood is lined with the College colour.

4.3 Postgraduate Certificate/Diploma

- 4.3.1 The same dress as the bachelor degree graduate.
- 4.3.2 All Postgraduates will wear their full dress throughout the graduation ceremony.

4.4 Bachelor's Degree

- 4.4.1 A short sleeve University blue gown.
- 4.4.2 The cap is the University blue trencher with blue tassel.
- 4.4.3 The hood is lined with the College colour.
- 4.4.4 Bachelors will hold their trenchers in their hand when they march in during graduation and will only wear their trenchers when awarded certificates as graduates of the University.

4.5 Diplomas/Certificates

- 4.5.1 A short sleeve University blue gown.
- 4.5.2 No hood or trencher is to be worn.

4.6 Graduates with Prescribed Uniforms During Studentship

- 4.6.1 Where uniforms are prescribed for students during their studentship, graduates shall wear these uniforms in place of gowns.

5.0 Graduation Gowns: Other Members of the University

- 5.1 Other Members of the University attending or taking part in public ceremonies for which academic dress is prescribed may choose to wear the academic dress appropriate to their award.

**Table 6: Conversion of Letter Grades to Grade Points**

Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point	Grade	Final Mark	Grade Point
A+	100	5.00	B+	75	3.33	C-	50	1.67	E	25	0.00
A+	99	4.93	B	74	3.27	D+	49	1.60	E	24	0.00
A+	98	4.87	B	73	3.20	D+	48	1.53	E	23	0.00
A+	97	4.80	B	72	3.13	D+	47	1.47	E	22	0.00
A+	96	4.73	B	71	3.07	D+	46	1.40	E	21	0.00
A+	95	4.67	B	70	3.00	D+	45	1.33	E	20	0.00
A+	94	4.60	B-	69	2.93	D	44	1.27	E	19	0.00
A+	93	4.53	B-	68	2.87	D	43	1.20	E	18	0.00
A+	92	4.47	B-	67	2.80	D	42	1.13	E	17	0.00
A+	91	4.40	B-	66	2.73	D	41	1.07	E	16	0.00
A+	90	4.33	B-	65	2.67	D	40	1.00	E	15	0.00
A	89	4.27	C+	64	2.60	D-	39	0.93	E	14	0.00
A	88	4.20	C+	63	2.53	D-	38	0.87	E	13	0.00
A	87	4.13	C+	62	2.47	D-	37	0.80	E	12	0.00
A	86	4.07	C+	61	2.40	D-	36	0.73	E	11	0.00
A	85	4.00	C+	60	2.33	D-	35	0.67	E	10	0.00
A-	84	3.93	C	59	2.27	E	34	0.00	E	9	0.00
A-	83	3.87	C	58	2.20	E	33	0.00	E	8	0.00
A-	82	3.80	C	57	2.13	E	32	0.00	E	7	0.00
A-	81	3.73	C	56	2.07	E	31	0.00	E	6	0.00
A-	80	3.67	C	55	2.00	E	30	0.00	E	5	0.00
B+	79	3.60	C-	54	1.93	E	29	0.00	E	4	0.00
B+	78	3.53	C-	53	1.87	E	28	0.00	E	3	0.00
B+	77	3.47	C-	52	1.80	E	27	0.00	E	2	0.00
B+	76	3.40	C-	51	1.73	E	26	0.00	E	1	0.00

