
ST. AUGUSTINE INTERNATIONAL UNIVERSITY



GUIDELINES ON THE OPERATION OF SEMESTER/CREDIT UNIT SYSTEM

JULY 2013

1.0 Introduction

It is mandatory for all higher education institutions to adopt the semester/credit unit system in their operation. As such, St. Augustine International University (SAIU) has developed its academic programs on semester/credit unit basis to match with trends. Under this system, a set of grades is received at the end of each semester.

1.1 Academic Year

Under the semester/Credit Unit System, the academic year lasts nine months divided in two Semesters of seventeen (17) weeks each. Of these, which fifteen (15) weeks are for teaching and two (2) weeks are for examinations. Certain academic programs may run a recess term of up to ten (10) weeks.

1.2 Semester

The University shall run the semester system for its academic programs. Under the system, the academic year is divided into two blocks including where applicable the recess term. A semester shall last for a period of seventeen (17) weeks, consisting of fifteen (15) weeks for lectures and two (2) weeks for examination. A recess term shall last for a period up to ten (10) weeks.

1.3 Registration of Students

All students who register at SAIU must have first been admitted to the University by the Admissions Office;

- 1) Students shall be provided with a registration schedule indicating registration dates, time and place;
- 2) Registration is complete only when all fees, deposits, and charges are paid within the first two weeks of the Semester;
- 3) Students are granted credit only for those courses in which they are formally registered; and
- 4) Students are responsible for completing all courses in which they are enrolled;

1.4 Orientation

Newly admitted First Year students shall undergo orientation at the beginning of every academic year.

2.0 Academic Program

An academic program is a group of related courses designed and approved by the relevant Organs of the University, Professional Bodies and accredited by the National Council for Higher Education. Upon completion of an academic program and subject to all applicable University regulations and policies a student may be awarded a degree; diploma and certificate of the University.

2.1 Length of the Academic Program

The duration of an academic program shall be as follows:

- 1) Doctor of Philosophy (PhD), minimum of three (3) academic years;
- 2) Masters Degree, minimum of one (1) academic year;
- 3) Postgraduate Diploma, minimum of one (1) academic year;
- 4) Bachelor Degree, minimum of three (3) academic years;

- 5) Advanced Diploma, minimum of one (1) academic year;
- 6) Ordinary Diploma, minimum of two (2) academic years; and
- 7) Certificate, minimum of one (1) academic year.

3.0 Credit Unit

A credit is a unit of study. This is the measure used to reflect the relative weight of a given course towards the fulfillment of appropriate graduation load. The University shall operate the course credit unit system. One Credit Unit (1 CU) shall be equivalent to:

- 1) Fifteen (15) contact hours of lecturing;
- 2) Thirty (30) hours of tutorials; and
- 3) Thirty to Forty five (30-45) hours of practicals.

No Credit shall be earned in a Course in which a student has failed the Assessment.

3.1 Instruction

Instruction shall be by courses quantified into credit units.

- (a) A credit or Credit Unit shall be equivalent to a series of 15 contact hours or one contact hour per week per semester;
- (b) A Contact Hour shall be equivalent to one hour of lecture, two hours of tutorial or two to three hours of practical or field work; and
- (c) No course shall carry less than two credit units.

3.2 Semester Course Load

The minimum credit units each student take in a semester shall be 20.

3.3 Arrangement of Courses

The courses shall be arranged as core, elective and pre-requisite courses as follows.

3.4 Core Course

A Core course shall be an essential course in an academic programme that gives the programme its unique features. Core courses are compulsory for all registered students in a programme and must be passed.

3.5 Elective Course

An elective course shall be a course offered to broaden an academic program or allow specialization and must be passed. Elective courses are required to accumulate the required number of units needed for graduation.

3.6 Audited Course

An audited Course shall be a course taken by a student for which credit is not awarded.

3.7 Prerequisite Course

A prerequisite course is a course which contains a certain body of knowledge necessary if a student is to be successful in the target course. This course must be successfully completed and passed to allow a student enroll in the target course.

3.8 Major

The major provides in-depth study in one of the fields in which SAIU awards degrees. This shall take at least 70 percent of the program load.

3.9 Minor

A minor provides education in a second discipline that supports and enhances a student primary field of study. This shall take not more than 30 percent of the program load.

3.10 Specialization

Academic programs of the University shall be designed to allow for specialization.

3.11 Academic Programme Load

The minimum academic program load for each student in a semester shall be 20 credit units.

4.0 Assessment, Coursework and Final Examination

Academic performance shall be assessed in two parts: coursework (continuous assessment) including essays, written assignments, presentations, laboratory or studio work, class attendance and class participation contributing to not more than 40% of the total mark and the examinations contributing not more than 70% of the total mark. At the end of each semester, an appropriate letter grade for each course taken shall be assigned as follows:

Marks	Letter Grade	Grade Point	Remarks	Classification
80 – 100	A	4.40 – 5.00	Excellent, the highest grade	First class
70 – 79	B+	3.60 – 4.39	Very Good/above average	Second Upper
60 – 69	B	2.80 – 3.59	Good/average	Second lower
50 – 59	C	2.00 – 2.79	Fair, the minimum passing grade	Pass
40 – 49	D		Poor	Fail
Below 40	F		Fail	Fail

The Grade point averages is determined by dividing the total number of grade points earned by the total number of units taken. A cumulative grade point average is the GPA for all courses taken throughout the degree program. The GPA is the main indicator of academic performance in a University.

4.1 Approval of Examination Results

The University Senate shall approve examination results from the College Board of Examiners. Once the Senate approves the examination results, these results shall be deemed to be final.

4.2 Publication of Results

The final examination results shall be published after their approval by the University Senate.

4.3 Certificate of Due Performance

- 1) A student must attend all prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions, submit coursework in time or class examinations set by their Lecturers not to be barred by Senate from sitting any University Examinations;

- 2) A student who fails to honour the deadline set for handing in coursework assignment without justifiable causes(s) shall receive a score of a zero or fail grade in that assignment.
- 3) A students who attends all prescribed lectures, classes, and seminars, and submit coursework assignments in time Shall be issued with a Certificate of Due Performance which will entitle them to attend examinations.

4.4 Absence from Examination

Absence from University examinations shall be dealt with in accordance with SAIU Examination rules.

4.5 Deferred Examination

Any request for deferred examination shall be handled in accordance with SAIU examination rules.

5.0 Appeals

Any candidate who is dissatisfied with their provisional results may appeal to the University Senate for redress in accordance with the University rules.

6.0 Awards

The College Board of Examiners shall recommend to the Senate successful candidates to be awarded degrees, diplomas or certificates of SAIU. Successful candidates must have:

- a) Satisfied all the assessment and other requirements set for the programme of study;
- b) Achieved a minimum final cumulative GPA of 2.00;
- c) Satisfied all program specific regulations as specified for particular programs; and
- d) Complied with all applicable University regulations and policies.

6.1 Transcripts

- 1) Official transcripts shall be issued to students who have successfully completed their academic programs at SAIU; and
- 2) Academic Transcripts shall show the details of courses undertaken in each Semester, the grades, Credit Units and classification of awards.

6.2 Retaking a Course or Courses

- 1) A student may retake a course to replace a failed grade or seek to improve their grade when the course is next offered. In case the mark scored in the retake is lower than the previous mark with the hope of improvement, the first mark shall be recorded;
- 2) A student shall be given a warning if they failed to score the pass mark of at least 50% in the first retake. Such a student shall be given one more chance to retake that course when it is offered again and in case of failure, shall be discontinued;
- 3) Retaking a course shall require a student to attend all lectures, tutorials and practicals, do all the coursework and sit for the final examination in the course;
- 4) Any student who fails more than a half of the courses registered for in an academic year shall not be allowed to register for new courses. He/she have to retake and clear the failed courses when next offered before being allowed to proceed to the next level;
- 5) When a student retakes a course for the purpose of improving their grade, the highest score shall be considered in the computation of the Cumulative Grade Point Average (CGPA) and that shall be indicated on the Academic Transcript; and
- 6) Retakes shall be at a fee determined by the University Council from time to time.

7.0 Progression

7.1 Normal Progress

Normal Progress shall occur when a student maintains a cumulative GPA of at least 2.0.

7.2 Probationary Progress

Academic Probation shall occur when a student's CGPA falls below 2.0.

7.3 Conceded Passes

A Conceded Pass is a pass granted for a subject in which a final year student has received a final percentage of between 45% and 49%, which is a grade of Pending Fail. A conceded pass shall be awarded by the College Board of Examiners in accordance with SAIU examination rules.

7.4 Discontinuation

- 1) A student on Academic Probation with a CGPA that falls below 2.0 shall be discontinued if he/she accumulated three consecutive probations; and
- 2) Notwithstanding the above the student may be discontinued for a number of reasons including but not limited to failing to comply with any of the University regulations and policies.

7.5 Change of Course

A student who is seeking for change of course of study in a semester may be granted permission by the Dean on the advice of the Academic Board.

7.6 Change of Academic Program

Change of academic program shall be allowed on condition that:

- 1) The request must be made within two weeks of the start of the academic year;
- 2) The minimum requirements for admission to the academic program applied for is met;
- 3) A student meets the minimum requirements for the academic program he/she wants to change to and has not been attending lectures, tutorial and practicum of that particular academic program; and
- 4) A student does not have any bad record at the University including being dismissed on disciplinary ground.

7.7 Transfer of Credit Units

Undergraduate and Graduate Students applying to transfer from recognized Universities or equivalent institutions of Higher Learning to SAIU must meet the following requirements:

- 1) Must satisfy the requirements for admission for that academic program;
- 2) Verification of the student grades from official academic documents obtained from the previous institution;
- 3) A student must have maintained a credit units earned with at least CGPA of 3.0 from the previous institution at the time of transfer to SAIU;
- 4) The maximum credit unit's transfer should no more than 40% of the minimum graduation load of that particular academic program; and

- 5) The applicant must provide all academic documents and recommendations from the institution they are transferring from.

7.8 Re-admission after being discontinued due to weak academic performance

This shall be allowed on condition that:

- 1) A student applies a fresh for another academic program;
- 2) No credit units earned from the previous academic program shall be transferred to gain readmission in this category;
- 3) No student shall be readmitted to the University if they were discontinued due to academic misconduct.

7.9 Withdrawal

- 1) Students who find it necessary to withdraw from academic program registered are free to do so by submitting their applications to the Head of Department stating clearly the reasons for withdrawal following the University's official withdrawal procedures.
- 2) The permission for a student to withdraw from an academic program shall be granted by the College Board on the ground that the reasons given by the applicant for withdrawal are substantial;
- 3) Any student who withdraws from academic program may apply to the College Board following the University's official procedures as long as such request is not made more than two years from the date of withdrawal; and
- 4) Failure to formally withdraw from an academic program may result in an obligation of fees payment as well as assignment of failing grades in all courses;

7.10 Payment and Refund of Fees

- 1) Any University payment in form of tuition and other fees are due on the first day and are expected to be paid in full before registration; and
- 2) In an event that academic program is not offered any tuition fees paid by the students shall be refunded according to set University guidelines.

7.11 Review of the Guidelines

These guidelines shall be reviewed from time to time as need arises.

7.12 Effectiveness of the Guidelines

These guidelines will be effective from the date of approval by the University Council.