

**VICTORIA  
UNIVERSITY**

**Kampala . Uganda**

**STUDENT PROGRESSION AND ACADEMIC  
PERFORMANCE POLICY**

**January, 2018**

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## 1.0 Introduction

The progression of students to the next stage of their studies for an award of Victoria University is governed by the regulations for the particular award for which the student is registered. Victoria University's policy on the Progress of Students on taught programmes of study describes Victoria University's procedures to monitor student performance and to investigate any reasons for an individual student's inability to make satisfactory progress in their studies. The policy also outlines the actions which may be taken where students fail to make satisfactory progress.

## 2.0 Rationale

The purpose of this policy is to ensure that the academic progress of students in their award course is reliably and effectively monitored, and that systems are in place to promote early detection of, and provision of support to students who are not meeting progression requirements and are at risk of exclusion from their degree.

## 3.0 Objectives

This policy aims to:

- Provide a framework to guide decisions regarding academic performance and progression
- Set clear responsibilities and accountabilities for academic progression decisions and processes
- Ensure that academic progression processes are transparent, consistent and fair

## 4.0 Academic progress requirements

- a) Academic progress is the process by which students are able to advance in their course, having fulfilled academic and administrative requirements.
- b) It is the responsibility of a student to maintain satisfactory academic progress.

## 5.0 Purpose and Context

- a) Once students enroll in a course of study, their progression through to graduation will be dependent upon meeting minimum success rates and correctly re-enrolling.
- b) The aim of the policy is to identify poorly performing students, so that they may initiate steps to address that poor performance. Students may avail themselves of support services, including counselling and learning support. Where poor performance persists, students face sanctions, including exclusion from Victoria University.
- c) The aim of this policy is to encourage students to explore other options that may be more appropriate for them, and prevent students incurring significant costs. Victoria

University believes it must exercise a duty of care to students who incur fees and who are not well suited to tertiary study, and not permit poorly performing students continuing to study indefinitely.

- d) At the same time, Victoria University recognises that there can be mitigating circumstances for poor performance, and students who are sanctioned have a right of appeal, that may lead to the sanctions being removed or modified.
- e) Students who have been enrolled for less than 12 months will not be placed on conditional enrolment or suspended or excluded.
- f) This policy will only apply to award coursework programs and does not apply to courses with a significant research component - i.e., research degrees such as Masters Honours, Doctor of Philosophy, and Professional doctorates such as the Doctor of Business Administration.
- g) For the purpose of this policy:

i. **At Risk** - Victoria University will identify students who, because of poor academic performance, are, if performance does not improve, faced with sanctions - like placement on conditional enrolment, or exclusion. Students who are identified as "at risk" are contacted, and advised of the situation they are in, and advised to seek assistance. The Faculties shall undertake special procedures during the teaching session to identify "at risk" students in the faculty.

ii. **Conditional Enrolment for Unsatisfactory Academic Performance** - is a sanction for students whose academic performance is unsatisfactory. Placement on conditional enrolment limits the number of units that a student may enroll in. For full time students, the reduced load must not exceed 30 credit points in each semester, and no load is allowed in other Sessions; for part time students the load must not exceed 10 credit points per Session as described above.

iii. **Suspension for Unsatisfactory Academic Performance** - is the barring of a student from attendance at Victoria University for a specified period of time. At the conclusion of a period of suspension, the student has automatic right of resumption of study in their original course or a course deemed to be equivalent by Victoria University. During a period of suspension, a student's enrolment will be terminated and the student will not be entitled to have access to Victoria University premises or facilities, except with the written permission of the Vice-Chancellor. A student who is suspended from Victoria University shall not be granted advanced standing for units completed at another Victoria University campus or study center during the period of suspension, and may not take units at other universities under the arrangements for concurrent or cross-institutional enrolment.

iv. **Exclusion for Unsatisfactory Academic Performance** - an excluded student's enrolment is cancelled and they are precluded from any re-enrolment at Victoria University during the period of exclusion, which will not exceed 24 months. At the expiration of a period of exclusion, the student does not have automatic right of re-admission to the course or to Victoria University and must apply for re-admission. Students cannot be granted advanced standing from a previously abandoned course at Victoria University to another current course at Victoria University while on exclusion. Students who have been excluded may apply for

re-admission to their original course of study or for admission to the course deemed by Victoria University to be equivalent after the period of exclusion has expired. Students will be required to apply formally for re-admission through the normal channels. During a period of exclusion, a student's enrolment will be terminated and the student will not be entitled to have access to Victoria University premises or facilities, except with the written permission of the Vice-Chancellor.

## 6.0 Assessment and Grading

Students shall be evaluated on continuous assessment (CA), examination performance and IT projects components as follows:

### 6.1 Assessment of courses.

Students' performance shall be assessed as follows:-

(a) Each course shall be assessed on the basis of 100 marks as follows:-

i. Continuous Assessment (CA)

Students shall be expected to submit at least two assignments within each module.

Continuous assessment will account for 50% per each course of the final assessment.

ii. Final examination

A student shall be required to sit for all Continuous Assessment (CA) for each module and shall not be permitted to sit final examinations if he/she shall not have obtained 50% in Continuous Assessment per each module. Besides a student must have attended 75% of the total module hours. The Continuous Assessment (CA) and the Final Examination shall each account for 50% in the students' assessment for progression.

(b) Research

Each student save for the Foundation Programme, will be expected to present and defend a research conducted during studies in order to graduate. This will be considered as a module on its own during the FIRST semester of year three or year four in which a student will have completed and submitted a copy of the dissertation. This will be marked out of 100%.

## 6.2 Grading of modules

- a) Each module shall be graded out of a maximum of 100 marks obtained from Continuous Assessment (CA), practical exams and written exams. Appropriate letter grade and grade point (GP) shall be assigned as follows:-

Marks	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
Alpha grade	A	B <sup>+</sup>	B	C <sup>+</sup>	C	D <sup>+</sup>	D	F
Grade Point	5	4.5	4	3.5	3	2.5	2.0	0

- b) For the degree a CGPA of 4.4-5.0 is a first class while 1.90 is considered a failure.

The following additional letters will be used, where appropriate:

W - Withdraw from Course,

I - Incomplete,

AU - Audited Course Only,

P - Pass

F - Failure

The course pass grade point per course shall be 2.0. No credit unit shall be awarded for any course failed by the student i.e. where a pass grade point is below 2.0, or a pass mark of below 50%.

## 6.3 Minimum Pass Mark

A minimum pass grade for each course shall be 2.0 grade points.

## 6.4 Progression

Progression of a student shall be classified as Normal or Probationary

### 6.4.1 Normal progression

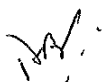
Normal progress shall occur when a student has passed all the specified courses and obtained a GPA of 2.0 or above.

### 6.4.2 Probationary progress

A student will be placed on probation when he/she obtains a GPA of less than 2.0

### 6.4.3 Re-taking a course

There shall be no supplementary examination in any module of the programme. However,



- a) A student may re-take any course when it is offered again in order to pass if the student had failed the course.
- b) To improve the grade if the first pass grade was low in the opinion of the student. Improving a grade shall be done once for a particular course.

**6.4.4 Special Examinations**

Special Examinations shall be provided to a student who has applied for them citing genuine reasons that will be approved by Senate. The student will sit for the Special examination at a cost approved by Senate.

**6.4.5 Discontinuation**

A student shall be discontinued from the programme if one of the following conditions is obtained:

- a) Receiving two probations on the same course;
- b) Receiving two consecutive probations based on CGPA;
- c) And /or other indiscipline situation specified in the students, handbook, Student charter and the Exam guidelines and behaviour.

**7.0 Award and Classification**

**7.1 Graduation Requirements**

To qualify for the award of the degree or diploma, a candidate is required to obtain minimum credit units as shown in table below:

<b>Programme</b>	<b>Minimum Credit Units</b>
4 years Bachelor	160
3 years Bachelor	120
2 years Bachelor	80
2 years Diploma	80
Foundation programme	40
Credit Certificate Programme	40

**7.2.1 Award**

On successful Completion of the programme, the candidate shall be awarded a degree or Diploma for the programme he/she was admitted to.

## 8.0 Degree Classification

The degree awarded shall be classified based on CGPA as follows:

Class	CPGA
First Class	4.40 - 5.00
Second Class (Upper Division)	3.60 - 4.39
Second Class (Lower Division)	2.80 - 3.59
Pass	2.00 - 2.79
Fail	2.00

## 9.0 General Provisions for Appeals

- a) The University believes that students have a right to appeal against a decision that excludes or suspends them from their course of study, or places them on conditional enrolment, for unsatisfactory academic performance. The notification sent to the student advising them of their exclusion, or suspension, or placement on conditional enrolment, will inform them of the deadline for the submission of an appeal.
- b) An appeal must be in writing and clearly state the grounds for the appeal. The student will not have an automatic right to appear in person before the Senate committee. Appeals should therefore include appropriate documentation (statements from counsellors, medical certificates, etc.) to substantiate the appellant's grounds for appeal.
- c) Appeals lodged outside the timeframe stated in the notification will not be considered.
- d) These timeframes refer to students whose results have been determined at the end of the main exam period. Appeals from students who have deferred exams in the formal deferred exam period will normally be completed before the census date.
- e) If appeals are determined late, even if the appeal is upheld, and restrictions lifted (for example, conditional enrolment conditions, or a period of exclusion, revoked) the student may not be permitted to enroll for additional units in that session.
- f) Late or non-receipt of official letters from the University will not be accepted as grounds for appeal if the student has not ensured that the University is in receipt of accurate and current contact details.

## 10 Policy Implementation

- a) Adopt and ratify the policy on exemption to Council regulations 2017.
- b) Implementation of this policy shall be vested in the office of the Vice Chancellor.
- c) Training Workshops required for all Victoria University Office Bearers (i.e. Academic officers, Faculty Deans, Heads of Department and respective course heads) in interpreting this senate/council document.
- d) The Academic Registrar in liaison with Faculty Deans to ensure adherence and implementation of Victoria University Policy on **Student Progression and Academic**



**Performance Policy**, which is in line with the NCHE and Inter University Council of East Africa rules and regulations

**11 Review**

This policy shall be reviewed from time to time to incorporate emerging issues, but not later than three years.

*David B. Matovu*  
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Victoria University

~~W. A.~~  
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