STUDENT REGULATIONS

BOTHO UNIVERSITY

VIBRANCE • INNOVATION • IMPACT

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Abbreviations and Key Terms
Abbreviations

CGPA: Cumulative Grade Point
Average FAC: Faculty
Assessment Committee
FPC: Faculty Programmes
Committee SGPA: Semester
Grade Point Average
SRC: Student Representative
Council
SSCC: Staff Student Consultative Committee

Key Terms

Academic Good Standing: The status of a student who achieved a SGPA of 2.00 or higher in the previous registered semester. A student will be in academic good standing during their first semester.

Academic Probation: The status of a student who achieved a SGPA of less than 2.00 in the previous registered semester.

Academic Year: The academic year is normally from July to June and consists of two semesters with short breaks between each semester.

Appeal: A formal request to change an official decision normally in writing accompanied by substantial supporting evidence to support the request.
Assessment: Any method used to formally evaluate a student's achievement of the learning outcomes. Assessments may consist of written examinations, computer-based examinations, practical examinations, oral examinations, tests, assignments, presentations, projects and portfolios amongst others.

Co-requisite Modules: Modules that must be studied together in the same semester. If one corequisite module is passed while the other is failed, the failed module may be retaken independent of the passed module.

Core Module: A module that must compulsorily be passed in order to achieve a qualification.

Course: Typically refers to a module that leads to a qualification of its own.

Credit: The number of points allocated to any programme of study based upon the number of hours of learning typically expected of the student to achieve the learning outcomes for the given programme of study. One credit is equal to ten notional learning hours.

Drop-Out: The status of a student who has been excluded from continuing their studies normally due to non-payment of fees, academic performance, disciplinary concerns amongst

other reasons. A student may choose to drop out and not to continue with their studies due to personal reasons.

Elective Module: A module that is part of a list of modules from which a given number must be compulsorily passed in order to achieve a qualification.

Executive Authority: Any member of staff or other authority representing the University or acting on behalf of the University who is responsible for providing the service, in charge of the activity or in charge of the facility being considered.

Full-Time Student: A student registered for 60 or more credits in a semester.

Guided Learning Hours: The estimated formal and structured study time needed to help an average student achieve the learning outcomes of a module or course. This formal and structured study time is supported in person or at a distance by a lecturer or teaching assistant. Examples of guided study time include time spent in a formal classroom or lab session, time spent in a project supervision meeting with a project advisor, and time spent studying using structured learning material or a virtual learning environment as may be the case in online or blended learning programmes.

Grade and Grade Point: Standardised measures of a student's performance in a given module.

Higher Education Qualification: Typically, longer programmes that consist of large or multiple modules which build knowledge and skills in a broad area of a discipline at lower levels while focusing on a more specialised area of a discipline at higher levels. These qualifications also build skills in research, independent study, and communication.

Home Institution: In the case of a student exchange programme, this is the University or institution at which the given student is enrolled for their primary programme of study. This is the University or institution from which the student is sent out on an exchange programme.

Host Institution: In the case of a student exchange programme, this is the University or institution to which the student goes to study from their Home Institution.

Independent Learning Hours: The estimated time an average student is expected to spend outside of guided learning hours to achieve the learning outcomes of a module or course. Examples of independent learning hours include time spent studying, time spent researching, time spent doing an assessment or activity, and time spent actively participating in a group meeting.

Laboratory: A room or facility that is used for practical, hands-on learning, teaching, assessment or research. Examples of laboratories include food and beverage laboratories, engineering and computing laboratories, classrooms or practice rooms equipped with computers or networking equipment, or science laboratories stocked with special equipment, tools, or chemicals.

Module: A component of a programme that is assigned a specific credit value and which, in the case of higher education qualifications, appears independently on a transcript with a grade and grade point.

Notional Learning Hours: The number of hours an average student is expected to study in order to achieve the learning outcomes of a module or course. Notional learning hours consist of both guided learning hours and independent learning hours.
Part-Time Student: A student registered for less than 60 credits in a semester.

Pre-requisite: Required preliminary knowledge or a module that must be passed in order to attempt a given module.

Programme: A sequence of one or more core and elective modules over a specified period, successful completion of which leads to a qualification such as certificate, diploma and degree.

Recognition of Prior Learning (RPL): A process through which an individual's previously acquired knowledge, skills, and experiences gained through formal, non-formal, or informal learning are assessed against the learning outcomes or competencies of a qualification or module for the purpose of credit award or exemption.

Recognition of Current Competence (RCC): A process by which skills, knowledge, and abilities currently held by an individual gained primarily through work experience and practical engagement are formally assessed and acknowledged against the learning outcomes or competency standards of a qualification or course.

Skills Training Course: A course, normally leading to a certificate, that is designed to teach work-related skills. These courses may be attendance-based or assessed. Successful completion of a skills training course earns the student a course attendance or completion certificate depending on the type of skills training course.

Student Exchange Programme: A programme of study whereby a student from a Home Institution goes to study for a given period of time at a Host Institution. This could be a student from Botho University going to study at one of the University's partner institutions or could be a student from the partner institution coming to study for a given period at Botho University. A student exchange programme may involve studying abroad or within the same country.

1   Credits and Learning Hours

The credit value of a module or course is determined by the number of notional learning hours required to achieve the learning outcomes. Notional learning hours consist of guided learning hours and independent learning hours. One credit is equivalent to ten notional learning hours.

The ratio of guided learning hours to independent learning hours may vary based on the nature and level of the module. Modules that require more work- based learning such as professional practice or internship modules, as well as more research-based modules such as dissertation modules require very little guided and far more independent study hours. In addition, the higher the level of the module, the more the student is typically expected to learn through independent study. For example, students at Level 10 (doctoral level programmes) typically have minimal guided learning hours, with the vast majority of learning happening through readings, self-directed study and research – all considered as independent learning hours.

1.1 Guided Learning Hours

Guided learning hours are typically formal and structured study sessions supported by a lecturer or teaching assistant. Examples of guided study time include, but are not limited to:

a) Time spent in a formal lecture or laboratory session guided by a learning facilitator, such as a lecturer or teaching assistant,
b) Time spent in a project supervision meeting with a project advisor,
c) Time spent studying using a structured study guide or lecture videos as may be the case in online learning,
d) Time spent taking an invigilated, typically time-constrained, assessment or examination.

1.2 Independent Learning Hours

Independent learning hours represent time spent by the student outside of these structured and supported sessions. Examples of independent study time include, but are not limited to:

a) Doing set reading,
b) Self-directed study,
c) Preparing for a lecture, tutorial, laboratory or supervisory session,
d) Doing an assessment activity in the student's own time, typically with no direct monitoring,
e) Participating in a group meeting,
f) Working in industry monitored by a lecturer through means such as logbooks and site visits,
g) Conducting research.

2.3 Work Placement Credit Recognition

Botho University believes that critical learning happens at the workplace especially for students who are building key employability skills and an appreciation of how their knowledge and skills can be utilised in a formal work environment. Some forms of work placement are thus eligible for credits, on the condition that it is monitored by a lecturer and is formally contained as part of a module. The lecturer may use various means to monitor the work done such as logbooks, online meetings and site visits. Such monitored work is considered towards independent learning hours.

2.4 Credit Accumulation and Transfer

Students may accumulate credits by registering for and studying modules individually and then retrospectively request for them to be considered together for an existing qualification. Furthermore, students may choose to change from one programme to another within the University and transfer their credits earned thus far towards the new programme. Any credits earned from any given module may only be counted towards one qualification.

2   General Academic Regulations

2.1   Entry Requirements

A prospective student who is applying for Botho University programmes is typically required to have successfully completed their studies up to at least a qualification level one lower than the one being applied for. Mature applicants with lower-level qualifications, but with ample relevant work experience may be considered. Applicants seeking admission under the Mature Entry category must have attained a minimum age of twenty-five (25) years at the time of application. Such mature applicants may be required to pass additional admission requirements such as an interview or test and may be required to take a bridging programme.

The normal entry requirements for applicants are detailed below for each level of qualification offered at Botho University. It must be noted that a person who meets all entry requirements is not automatically guaranteed admission as a number of other factors may be considered from time to time. All applicants who intend to join a programme at Botho University are advised to get the required information related to their programme of choice through our website or from our admissions department officials before they enrol for the programme. Adequate support will be offered through emails, phone calls and in person.

2.1.1   Certificate

Most certificate programmes at Botho University have no special entry requirements, however applicants may be required to attend an interview or take a test to ascertain English skill and ability to study at this level. Specific programmes may have additional entry requirements.

2.1.2   Diploma, Bachelors and Bachelors (Hons) Degree

Applicants are expected to have successfully completed secondary schooling for admission to Diploma and Bachelors programmes.

For admission to Diploma programmes, the typical minimum entry requirement is BGCSE, IGCSE, LGCSE, SGCSE, or other equivalent secondary school leaving qualification. Additional entry requirements specific to the programmes are applicable depending on the context.

For admission to Bachelors degree programmes, the typical minimum entry requirement is BGCSE, IGCSE, LGCSE, SGCSE, or other equivalent secondary school leaving qualification with 5 Passes. There can be additional entry requirements specific to a campus as follows:

1. Botswana: A minimum of 5 Passes.
2. Lesotho: A minimum of 5 subjects of which 3 Credits , 2 Pass including minimum Pass in English, Pass in Mathematics.
3. ESwatini: A minimum Credit in 5 subjects including English.
4. BUOnline: A minimum of 5 Passes.

Additional entry requirements specific to the programmes are applicable depending on the context.

2.1.3 Postgraduate Qualifications (PG Certificate, PG Diploma, Masters degree)

Applicants are expected to have completed an undergraduate degree at a reputed institution. Specific programmes may have additional entry requirements.

2.1.4 Doctoral Qualifications (PhD)

Applicants are expected to have completed a Masters degree or equivalent from a reputed institution. Specific programmes may have additional entry requirements.

2.2 Exemptions

Applicants who have any prior learning or current competence relevant to the programme may apply for exemption from specific modules. Applications for exemption must be made to the Department of Assessments and Registry at least one month prior to the start of the module for which exemption is being sought. Applicants who have successfully completed a qualification from an institution with which Botho University has an articulation agreement for that qualification will be given exemptions as per the agreement. Other external qualifications (as well as industry vendor certifications) will be considered on a case-by-case basis and may be awarded exemptions if articulated to existing Botho University modules and if the qualification was awarded within five years of the start of the programme at Botho University. In cases where a previous qualification is not articulated, or the application is based on current competence, the applicant may be required to take one or more tests. An applicant is typically required to achieve the pass mark for the given module in an exemption test to be considered for exemption. The final decision on whether an exemption may be granted or not rests with the Dean of Faculty. Exemptions for studies or competence gained outside of Botho University may not be given for more than two-thirds of the total credits in the programme. An exemption fee may be levied for each exemption received.

Any student who successfully completes a qualification at Botho University may apply to rejoin for a higher-level qualification within the same stream. The student may not gain exemption for all modules especially in the case of any curriculum changes or if the qualification was earned over five years prior to the start of the higher-level qualification.

2.3 RPL and RCC

Applicants seeking recognition through RPL or RCC must submit a formal application supported by appropriate evidence, which may include but is not limited to academic transcripts and certificates, portfolios of evidence, job descriptions, professional certifications, supervisor or employer attestations, records of short courses or part-qualifications. Additional assessment evidence and evaluation may be requested during the decision-making process. Assessments may include interviews, practical demonstrations, written assessments, or portfolio reviews. Decisions will be based on the relevance, depth, and currency of the submitted evidence. Successful applicants may be granted credit transfer, module exemptions/advanced standing entry into a programme. All awarded credits or exemptions given will be in accordance with the institutional and national regulatory requirements.

3   General Higher Education Qualification Structures

The following are standard structures for different Higher Education Qualifications. However, the University may offer programmes with non-standard but comparable structures. Programmes may have additional admission requirements based on the requirements set by the Faculty.

A standard higher education Certificate at Botho University will have at least 60 credits and typically take at least six months to complete under the normal full- time mode of study. A Certificate must be completed in at most two years from when the programme is started.

A standard Diploma qualification at Botho University will have at least 240 credits and typically take at least two years to complete under the normal full- time mode of study. A Diploma must be completed in at most four years from when the programme is started.

A standard Bachelors Degree qualification will have a minimum of 480 credits and take at least four years to complete including internship under the normal full-time mode of study. The internship module, may typically be done after the student has achieved at least 240 credits. A Bachelors Degree must be completed in 6 years. However, learners who need additional time to complete their studies will be given the opportunity to motivate for an additional 2 years maximum to complete the programme.

A standard Bachelors Degree with Honours qualification will have a minimum of 540 credits and take at least four-and-a-half years to complete including a full semester internship under the normal fulltime mode of study. The full semester internship module, may typically be done after the student has passed at least 240 credits worth of modules. A Bachelors Degree with Honours must be completed in seven years from when the programme is started. However, learners who need additional time to complete their studies will be given the opportunity to motivate for an additional 2 years maximum to complete the programme.

A standard Post Graduate Certificate qualification will have a minimum of 60 credits at postgraduate level and take at least one semester to complete under the normal full-time mode of study. A Post Graduate Certificate must be completed in at most two years from when the programme is started.

A standard Post Graduate Diploma qualification will have a minimum of 120 credits at postgraduate level and take at least one year to complete under the normal full-time mode of study. A Post Graduate Diploma must be completed in at most three years from when the programme is started.

A standard Masters Degree qualification will have a minimum of 240 credits at postgraduate level and take at least two years to complete under the normal full-time mode of study. A Masters Degree must be completed in at most four years from when the programme is started.

A standard Doctoral Degree qualification will have a minimum of 360 credits and take at least three years to complete under normal full-time mode of study. It must be noted that for

doctoral study, full time study involves the completion of 120 credits in one year. A Doctoral Degree must be completed in at most six years from when the programme is started.

A student will be dropped out from their programme of study if the maximum time period for the qualification elapses. The Dean may grant an extension of up to one-year on the maximum time period for a qualification, depending on the student's motivation for additional time.

4 Credit Load and Module Availability

Every programme consists of one or more modules where each module is worth a specific number of credits. 120 credits per year or 60 credits per semester is a normal full-time load. A student who wishes to take more than the normal full- time load requires special permission from the Dean.

Modules available to students may vary from semester to semester. Any Faculty has the right to withdraw a module before its start if there are fewer than 15 students registered on the module.

5 General Assessment Structure

5.1 For Certificate up to Masters level

Although different modules may have different assessment structures with different assessment categories and weightages, the typical assessment structure for most undergraduate modules consists of Internal/formative Assessment and End/Summative Assessment giving a total of 100%. All End Assessments are standardised and are taken by students across all lecturers and batches for a given module.

The pass mark for each module is 50% calculated as the weighted average of the marks for each individual assessment component (such as Internal and End Assessment). A student who scores 40% or higher but fails to achieve the 50% pass mark in a module after all assessment components have been considered may be given the opportunity to take a Supplementary Assessment, if available for the given module, that assesses the entire module. On a case-by- case basis, the Faculty Assessment Committee may choose an alternative assessment method it deems appropriate for a particular module by which to assess a failed student. Students who score less than 40% in a module are not eligible for a Supplementary Assessment for that module. Some modules may not have a Supplementary Assessment.

The Supplementary Assessment, where offered, will normally be worth 100% of the supplementary mark for the module. The supplementary mark will be capped at the pass mark. The supplementary mark and the original mark will be indicated on the transcript. The students' grade point averages will consider the greater of the supplementary mark and the original failed mark.

Students are required to attend all assessments. Students who miss assessments without mitigating circumstances may be considered for disciplinary action including being dropped out from school.

Students are required to adhere to the highest standards of academic honesty at all times, especially with assessments. The Academic Honesty Regulation places stringent penalties on academic misconduct such as plagiarism. Students caught for academic misconduct may be considered for disciplinary action including being dropped out from school.

For Certificate and higher level qualifications up to the Masters level, the letter grade and grade point allocated to a module will be based on the aggregate mark earned for the given module. Any grade will remain provisional until it has been approved by the Faculty Assessment Committee. The letter grade and grade point will be allocated as per the table below:

Aggregate mark	Letter grade	Grade point	Description
90% ≤ Mark ≤ 100%	A+	4.00	Outstanding
85% ≤ Mark < 90%	A	3.75	Excellent
80% ≤ Mark < 85%	A-	3.50	Excellent
75% ≤ Mark < 80%	B+	3.25	Good
70% ≤ Mark < 75%	B	3.00	Good
65% ≤ Mark < 70%	B-	2.75	Good
60% ≤ Mark < 65%	C+	2.50	Satisfactory
55% ≤ Mark < 60%	C	2.25	Satisfactory
50% ≤ Mark < 55%	C-	2.00	Satisfactory
40% ≤ Mark < 50%	D	1.00	Marginal Fail
20% ≤ Mark < 40%	E	0.00	Fail
0% ≤ Mark < 20%	F	0.00	Fail
N/A	M	N/A	Exempted
N/A	W	N/A	Withdrawn
N/A	X	N/A	Pending

'Pending' grade indicates that the student's final grade is still under consideration by the Faculty Assessment Committee. A 'W' or 'Withdrawn' grade is given where a student has withdrawn from a module after having attended at least one class or where a student has been absent for the majority of the module including absent from most assessments – the decision to declare a student as withdrawn will be taken by the Faculty Assessment Committee. An 'M' or 'Exempted' grade is given for modules for which the student has been exempted due to recognition of prior learning or current competence. Exempted modules are included in the total credits earned towards a programme but are not considered when calculating the grade point averages. Pending and Withdrawn modules are also not considered when calculating the grade point averages.

5.2 Doctoral qualifications (PhD)

A PhD degree may consist of coursework in specific programmes and a thesis. A PhD thesis does not get a percentage mark, however a grade "Pass" or "Fail" will be allocated based on the outcome from the examiners.

6   Certification

Certificates will be awarded only for the qualification for which the student has registered.

6.1   Classification

When a student has successfully met all the requirements to pass an undergraduate qualification, the CGPA will be considered to determine the classification of the qualification. Certificate level qualifications will have no classification. Diploma and higher- level qualifications (except Bachelors level) use the classifications "Distinction", "Merit", and "Pass" determined as per the table below.

CGPA Range	Classification
$3.50 \leq CGPA \leq 4.00$	Distinction
$2.75 \leq CGPA < 3.50$	Merit
$CGPA < 2.75$	Pass (no special classification)

Bachelors level qualifications use the classifications "First", "Upper Second", "Lower Second", and "Third" determined as per the table below.

CGPA Range	Classification
$3.50 \leq CGPA \leq 4.00$	First
$3.00 \leq CGPA < 3.50$	Upper Second
$2.50 \leq CGPA < 3.00$	Lower Second
$CGPA < 2.50$	Third

The Faculty Assessments Committee will consider student results and decide on classification levels as per the given guidelines. The FAC may consider border cases within 0.10 CGPA for possible increase to a higher classification level if necessary. The recommendation of the FAC must be submitted to the Academic Board for ratification.

6.2   Academic Standing

A student who has a SGPA of 2.00 or higher from the just completed semester will be considered in Academic Good Standing. A student who has met the requirement to progress but has a SGPA of less than 2.00 from the just completed semester will be considered in Academic Probation. Students in Academic Probation will be supported and monitored by an Academic Advisor. Where a student remains in Academic Probation for an extended period (more than one semester) and in the opinion of the Academic Advisor is not capable of successfully completing his or her programme of study, the student may be advised to change their programme of study to suit their skills and area of interest.

7   Communication

Communication with students by various departments in the University will normally be through the student portal, a notice board, an internal server, students' Botho University e-mail addresses where available, a Virtual Learning Environment (VLE) or other web location. Assessment results and other important information such as schedules and announcements will be posted on the student portal. Students should not expect to receive results,

announcements and another important notification through any other means. It is the responsibility of the student to regularly check their student portal account, VLE, Botho e-mail account and notice boards on campus, in particular those in the buildings in which they have class and the general notices boards.

8 Partnership Programmes

Botho University may run some programmes in partnership with other institutions for which the student may be dual registered with both institutions. In such cases, the student must abide by all regulations of both Botho University and the other institution. Wherever there is material ambiguity in a given circumstance, the stricter of the two regulations will normally apply; however, in all cases, the decision of the Vice-Chancellor will be final on which regulation to follow in that situation.

9 Phased-Out Academic Programmes

The University reserves the right to phase out a programme due to curriculum review outcomes, low enrolment, regulatory changes, strategic realignment, or quality assurance considerations. All affected students shall be formally notified and provided with options to support informed decisions regarding their academic progression.

These options may include:

a) Completion of the programme under an approved teach-out plan within the specified timeframe;
b) Transfer to a comparable or revised programme, subject to credit mapping and approval;
c) Application for credit transfer or Recognition of Prior Learning (RPL), where applicable.

No new students shall be admitted to a phased-out programme from the effective date of the decision. The programme shall remain active only for the purposes of allowing enrolled students to complete their studies within the approved maximum duration, including any teach-out period.

Applications for reinstatement shall only be considered where the student can join an existing teach-out cohort or can complete the programme within the maximum duration stipulated in the Student Regulations.

Students returning from phased-out programmes may be placed into current programmes, with appropriate credit mapping and RPL applied. Where students are near completion, equivalent modules may be identified to enable completion without reactivating discontinued modules.

Students who fail to complete within the approved teach-out period may be required to transfer to another qualification or be withdrawn in accordance with University regulations.

10 Assessment Regulations

10.1 Examination Regulation

An examination is a time-constrained assessment consisting of questions or tasks designed to test students' knowledge and skills. It may be a practical examination, which expects

students to demonstrate proficiency in conducting an experiment or executing a series of steps, or it may be a written, computer- based or oral examination. An examination may be closed or open book.

10.1.1 Before the Examination

The Assessment Department will schedule the examination at a particular time and room(s). The schedule will be posted at least one week before the examination. Students are expected to study the schedule and understand when and where they will be taking which examination. Any queries concerning the schedule must be addressed to the Assessment and Registry Department as soon as possible before the examination. Any queries concerning the type of examination (e.g., practical examination, written examination, computer-based examination, etc.) should be addressed to the students' lecturer before the examination.

In the case of an assessment for a programme awarded by an external authority, which does not have a specific schedule from the external authority (such as with many computer-based assessments which can be written throughout the year), Botho University will determine the assessment schedule for its students. Students are required to attempt the assessment as per the Botho University schedule.

Students who due to an illness or disability require any special arrangement must inform the Assessment Department of these requirements with evidence well in advance. The Assessment and Registry Department will consider these requests and where possible make the requested arrangements if deemed necessary.

10.1.2 Entering the Examination Room

Students are expected to arrive well in advance of the start time for the examination. Students will normally be allowed into the examination room fifteen to thirty minutes before the start of the examination. Students will be required to show their Botho University Identity Card whenever required. The student's photograph, name and student identity number on the Botho University Identity Card must be clearly visible else the student may not be allowed to enter the examination room. Seating plans outside the room will help students find their seats. Seats are labelled in the rooms according to the seating plan. Students are expected to leave their belongings at a designated location as instructed by the invigilators and take their seats as quickly and quietly as possible. Students may only take to their examination table writing stationary and any other special material as allowed for the specific examination and detailed in its instructions (e.g., calculator). Students must display their Botho University Student Identity Card visibly on the table during the entire examination.

Students who arrive late will be allowed into the examination room up to thirty minutes from the start of the examination but will not be given any additional time. Students arriving after this time and those who do not attend the examination will be considered to be absent and to have achieved a mark of zero for the assessment. Students, who are absent due to severe mitigating circumstances, may apply for mitigation as per the Mitigation Regulation.

10.1.3 During the Examination

Students will be given five minutes before the start of the examination to read the instructions carefully and, where possible, skim the paper to check that it is the correct examination, that all pages are clear, that no pages are missing and that the correct equipment has been provided. Students who notice any problems at this stage or at any time during the examination should immediately raise their hand to attract the attention of an invigilator and report it to the invigilator in charge. The student may begin the examination only once told to do so by the invigilator. In addition to these regulations, the student is required to also follow the instructions provided in the examination and given by the invigilator during the examination.

Students who complete the examination before the stipulated ending time, should raise their hand to attract an invigilator to collect their examination; once all documents and equipment have been collected, the student should then leave the room as quietly as possible – regulations may vary for certain practical examinations; such changes will be clearly indicated as part of the instructions of the examination.

Students wishing to visit the toilet should also raise their hand to attract an invigilator; an invigilator will then accompany the student to the toilet – the invigilator may ask the student to empty out their pockets and search the student if necessary. A student may visit the toilet at most once per hour unless given special permission by the invigilator.

Students who feel ill during the examination should also raise their hand to attract an invigilator; the invigilator will then assist the student as the invigilator feels most appropriate which may include calling the nurse, allowing the student to temporarily leave the examination room under supervision, or allowing the student to terminate the examination early. The student's illness will be noted by the invigilator in their report at the end of the examination. Students who feel their illness greatly affected their performance may apply for mitigation as per the Mitigation Regulation.

No student, except when approved by the invigilator in the case of illness, may leave the examination room during the first thirty minutes and the last fifteen minutes before the end of the examination.

Any student suspected of misconduct will be handled as per the Academic Honesty Regulation and/or the Student Discipline Regulation.

10.1.4 Late Submission of Assessments

This regulation governs the submission of all assessed summative/end assessment work, including projects, portfolios, and any other coursework subject to a published deadline.
An assessment shall be deemed late if submitted after the stipulated deadline. For electronic submissions, the official submission time will be determined by the designated submission platform, and will be considered late if it exceeds the allocated deadline. Students are required to manage their time effectively and to make all necessary arrangements to ensure submission strictly by the prescribed official deadline. Students are expected to allow sufficient time for uploading documents in anticipation of possible technical constraints. Responsibility for timely submission rests entirely with the student. Late submissions may

adversely affect the evaluation of the assessment, including both the written component and any associated presentation.

Permissible Extensions

All Students are expected to submit on time as per prescribed deadlines. In cases of unforeseen circumstances, the following limited extensions to the deadline of submission, may be granted:

(i) For assessments with a duration/submission period of one (1) week or more, a maximum extension of twenty-four (24) hours may be permitted.

(ii) For assessments with a duration/submission period exceeding three (3) hours but no longer than one (1) week, a maximum extension of one (1) hour may be permitted.

(iii) For any assessments with a duration of three (3) hours or less, extension may be considered as decided by the institution from time to time.

10.2 Announcement of Results

Student results will be announced through either the online student portal, Blackboard or on one or more specifically allocated notice boards on campus. Any queries related to the published results should be addressed only to the Assessments and Registry Department within 5 working days of the results publication. For external examinations, for which the external authority directly informs the student of their result, students are required to submit results to the Assessments and Registry Department as soon as they receive their results.

Internal assessments are managed by the lecturer and for any corrections in the internal assessments marks students need to approach the lecturer within 5 working days after the internal assessment results is published and before the normal date by which internal assessment results are submitted to assessments.

10.3 Academic Honesty Regulation

10.3.1 Academic Misconduct and Plagiarism

An academic misconduct is any action or attempted action which may give a candidate an unfair advantage.

The following will be considered as Academic misconduct under this regulation:

Plagiarism, including but not limited to:

a) Using the ideas or concepts of another person without appropriately acknowledging the source of the information.

b) Failure to properly paraphrase or quote a source within the document.

c) Failure to cite a source within the document where necessary.

d) Failure to add a properly prepared reference section or bibliography at the end of the document.

e) Providing false sources as acknowledgement.

f) Producing work prepared and written by anyone other than the person submitting the assignment.

g) Copying another person's work partly or wholly and handing it in as one's own.

h) Two or more students copying all or part of each other's work and submitting their
individual documents as their own, independent pieces of work, also known as collusion.

i) Handing in a document under a false name, or the name of another person.

j) Sabotaging or stealing another person's work.

k) Submitting a part or all of a single assignment or project to meet the requirements of an assessment in two different classes except where such a practice is expressly permitted.

l) Cheating in examinations by any means including but not limited to using notes, calculators or mobile phones when not permitted.

m) Tampering with equipment provided for a given assessment, such as tampering with or shutting down the computer during a computer-based assessment.

n) Any attempt to change one's grade by unauthorised means.

o) Any act which aids another person in committing an act of academic misconduct.

p) Artificial Intelligence generated content as detected by plagiarism detection software without proper declaration in the introduction, methods section or acknowledgements of any assessment submission.

q) Widespread Usage of content generated using Artificial Intelligence tools as detected by plagiarism detection software demonstrating lack of original thinking on the part of the author of the submission.

r) Using Artificial Intelligence tools in any form of assessment which prohibits the use of Artificial Intelligence tools or content generated from such tools.

s) Any other act which a Dean or higher officer may determine to be an act of academic misconduct.

10.3.2 Gross Academic Misconduct

Gross Academic misconduct includes but is not limited to the following:

a) Threatening or physically harming other fellow students or members of staff before, during or after an examination.

b) Tarnishing the university's image on social media and other media by posting course assignment questions on social media, websites or any other online site, app or tool, especially when this is done to solicit answers to these questions. Providing false information as evidence.

c) Destroying the answer scripts in the classroom which are with the invigilator by various means such as spilling liquids or burning.

d) Bribing academic staff members, assessment staff members or invigilators to allow them to cheat in the exam in various ways.

e) Hacking the university systems and question paper repository to steal the questions papers obtaining an examination paper ahead of the normal schedule.

f) Having unauthorised access or stealing empty answer scripts.

g) Impersonation or sending someone else to take the examination on one's behalf.

h) Any other act which a Dean or higher officer may determine to be an act of gross academic misconduct.

Academic misconduct of any form at any level is an adequate reason for a student to fail an assessment or module or even be expelled from the institution.

10.3.3 Plagiarism Detection Software

Botho University may use plagiarism detection software to assist academic staff in identifying plagiarism in a student's submitted work. When using such software, the student is required to submit their files on time, with clear filenames which indicate the student's or group's name. The files should contain the exact version of any hard copy handed in. Files infected with one or more computer viruses may be considered as non-submissions. Specific modules may have specific submission requirements which must be followed.

10.3.4 Penalty for Academic Misconduct

Academic misconduct may result in a student being expelled from the institution at the very first instance. Occurrence of academic misconduct will be monitored across students' enrolment at Botho University. Repeated academic misconduct across any module or programme will be treated as repeat offences at Botho University and will be treated with more severity.

Handling Misconduct for In-person exams (Presentations, Practical, Written etc)

Whenever a student is caught for academic misconduct excluding plagiarism, the appropriate member of staff (evaluator, senior invigilator, etc.) will need to submit to the Assessments and Registry Department an Exam Misconduct form containing details of the reported incident and provide as much relevant evidence as possible.

Academic misconduct during an exam from an external awarding body other than Botho University will be handled as per the external awarding body's Student Regulations. The external awarding body will also be informed of the misconduct and at liberty to impose a penalty independent from any penalty imposed by Botho University.

Academic misconduct for in-person exams will be handled by the Assessments and Registry Department directly. The Assessments and Registry Department will form an Academic Honesty Panel consisting senior members of staff from Assessment and Registry and the faculty office. The panel will assess and evaluate the case and give a verdict.

Depending on the severity, the following penalties may be imposed by the panel:
a) A reduction in the mark for an assessment or module for which academic misconduct is reported.
b) A mark of zero for an assessment.
c) A mark of zero for a module with no further supplementary opportunities for the given module.

Handling Misconduct for Online or Submission Based Assessments (Plagiarism)

In case of Academic Misconduct specifically related to Plagiarism, the following actions will be taken:
1. Plagiarised sections of a document will not be considered when marking the document.

2. The assessor will issue a student with a formal warning letter for each reported case.
3. Reported students will be scheduled for academic misconduct counselling
4. At the beginning of every new semester, the Assessment and Registry Department will issue relevant warning letters to all the students involved in any plagiarism during the previous semester

Handling Academic Misconduct for Repeat Offenders

Whenever a student is reported for Academic Misconduct in a semester:

1. For first time offenders the student will receive a first warning letter.
2. Similarly, second time offenders will receive a second warning letter.
3. Students who have been reported as third time offenders will receive a final warning letter.
4. If a student is already a third offender and has received a final warning letter, and commits academic misconduct in assessments such as in-person exams, such cases will be taken through the procedure of Academic Honesty Panel as outlined above. If the offence is proven, then the student will be treated as a fourth offender and the relevant penalty will be imposed.
5. Fourth offenders onwards irrespective of the type of assessments, will be penalized with a zero (0) mark for a particular assessment for a reported module before results publication

A student who is a repeat offender or is involved with gross academic misconduct may be referred to the Pro-Vice-Chancellor for further disciplinary action as per the Student Regulations. A student may appeal the decisions taken as per the Appeals Regulation.

10.4 Appeals Regulation

An appeal is a request to formally change an official decision. This regulation concerns appeals against assessment decisions and academic misconduct penalties issued by the Academic Honesty Panel.

10.4.1 Grounds for Appeals

An appeal will be considered in the following circumstances if the situation disadvantaged the student and is significant enough to have materially affected the decision being appealed:

 a) Those parts of the Assessment Regulations were not applied.
 b) There was procedural irregularity with the conduct of the assessment.
 c) Prejudice or bias has materially affected the decision being appealed.

Any appeal must be accompanied by sufficient evidence to support the claim being made in the appeal.

The following circumstances will not be considered grounds for appeal:

 I. Perceived past shortcomings in tuition, supervision or support cannot be considered as grounds for appeal.
 II. An Appeal may not be made to question the academic decision of the University or member of staff.

III. An Appeal may not be made against the actual mark awarded for a piece of assessed work, which is a matter of academic decision, except where the case rests on a claim of procedural irregularity.

IV. Examiners have discretion to take into consideration extenuating circumstances, which are usually personal or medical. The extent of any discretion exercised by the examiners in relation to the student's extenuating circumstances is not a ground for appeal.

10.4.2 Appeals Procedure for Examinations, other standardised assessment and Academic Honesty issues

Appeals requests should be submitted to the Assessments and Registry Department within seven days of the student receiving notification of the decision they wish to appeal against or the publication of results. Appeals requests received after these seven days will not be considered.

Appeals should be submitted using the Appeal Form duly filled and detailing the type of decision being appealed, the grounds for appeal as set out in the Appeals Regulation and the reasons why the student considers there are grounds for appeal. The application should be supported by sufficient documentary evidence to support the claim. Appeals that do not include the necessary documentation will not be considered.

The Assessments and Registry Manager or another senior official as designated by any Pro-Vice-Chancellor will consider the applications. The Assessments and Registry Manager may choose to form an Appeal Panel of two or more senior members of staff to consider the appeal and decide whether the appeal is valid. If the Assessments and Registry Manager or the Appeal Panel decides that the appeal is valid, they will determine the appropriate future steps to assist the student, which may or may not include a rerun or re-mark of an assessment. The decision of the Assessments and Registry Manager or the Appeal Panel is final and may not be appealed.

10.5 Re-marking

Students are eligible to apply for a re-mark for only the written portion of a standardised assessment where the script is not returned to the student. Students may be given a chance to view the remarked script upon request, however the student will not be allowed to make copies or retain the remarked script.

10.5.1 Re-marking Procedure for Internal Assessment

The first step when making a re-mark request is for the student to directly approach their lecturer for the respective module immediately upon receiving their marks or assessment decision. If the appeal is not resolved after meeting the lecturer, the student may then approach the appropriate Head of Department or Dean with a written or emailed request with all supporting evidence. The decision of the Head of Department or Dean is final.

10.5.2 Re-marking procedure for End and Supplementary Assessments

Re-marking will only be considered for the written portion of a standardised assessment where the script is not returned to the student. The student may, for a non-refundable fee fixed from time-to-time by the Office of Academic Services, request the assessment to be re-marked. It must be noted that in the case of a re- mark, the new mark will replace the previous mark whether it increases or reduces the mark originally given.

Re-mark requests should be submitted to the Assessments and Registry Department within five working days of the student receiving notification of the decision they wish to appeal against or the publication of results. Re- mark requests received after these five working days will not be considered.

Re-mark request should be submitted using the re-mark request form together with the receipt details of there-mark fee payment. The student must also include any other documents as may be requested by the Assessments and Registry Department. Re-mark requests that do not include the necessary documentation will not be considered.

In the case of a paid re-mark request, the Assessments and Registry Manager or another senior official as designated by the Assessments and Registry Manager will coordinate with the Dean/HOD of the respective Faculty to have the examination re-marked. The new mark will replace the earlier mark; this new mark is final, and the student may not file another re-mark request for that assessment.

10.6 **Mitigation Regulation**

Mitigation is the action of lessening or reducing the severity of missing all or part of an assessment due to valid reasons. Valid reasons include circumstances beyond the control of the student such as the death of an immediate family member (parent, sibling, spouse or child only) or severe incapacitating personal injury or illness. Claims of public transport delays and oversleeping among many others are not considered valid mitigating circumstances. Mitigation applications should only be submitted in very serious cases. Attempting to abuse this regulation will be considered a disciplinary offence. Mitigation applications for Supplementary Assessments will not be considered. Students who are affected by mitigating circumstances due to the COVID-19 will be considered as per the specific guidelines prepared for this situation.

Mitigation applications should be placed at the Assessments and Registry Department as soon as possible and at most five working days after the assessment for which mitigation is being applied. Mitigation applications placed after five days of the assessment may not be considered except in the case of severe injury or illness as a result of which the deadline could not be met. Mitigation is allowed only once for a given assessment.

All mitigation applications should be submitted using the Mitigation Form duly filled detailing the reason why the student was unable to submit, attend or complete the assessment. The application should be supported by sufficient documentary evidence (such as a medical certificate, death certificate or kgotla certificate) to support the claim. Applications that do not include the necessary documentation will not be considered.

The Assessments and Registry Manager or a senior official designated by the Assessments and Registry Manager will consider the applications and decide whether the mitigation application is valid and has materially disadvantaged the student. If it is determined that the student was indeed materially disadvantaged by the mitigating circumstance, the Assessments and Registry Manager in consultation with the relevant Dean of Faculty will

determine how best to assist the student. The decision of the Assessments and Registry Manager is final and may not be appealed.

Possible Mitigation Decisions

Where mitigation is accepted for a component of the Internal Assessment, the lecturer may decide to either give the student an alternate assessment in place of the given component or consider the student's total Internal Assessment grade out of the remaining internal assessment components.

Where mitigation is accepted for the End-Assessment and the given module has a Supplementary Assessment, the End-Assessment mark will remain unchanged or absent as appropriate and the Supplementary Assessment will not be capped. It must be noted that the Supplementary Assessment should not be considered as an alternative End Assessment. The student's final grade will be based solely on the Supplementary Assessment result. Where a module does not have a Supplementary Assessment, mitigation requests for that module's End Assessment will not be considered.
Mitigation applications for Supplementary Assessments will not be considered.

For mitigation accepted under the COVID-19 guidelines, students may be considered to be given additional support classes. Such students will be given an opportunity for End Assessment and Supplementary Assessment.

11 Library Regulations

11.1 User Access
Only registered and active students and staff of Botho University are eligible to use the library and its facilities. Users must present their valid identification cards to the security guard at the entrance as well as when borrowing or returning books at the circulation desk. Users may be requested at any time in the library to show their identification card and thus should keep it in their possession at all times while in the library.

Library opening and closing times will be clearly displayed at all libraries and may be changed without notice. Electronic library services will normally be available throughout the day via the Internet and may be accessed by registered and active students.

11.2 Conduct while in the Library
All library users must abide by the following rules: any user found in breach of these rules may be asked to leave the library and/or subject to disciplinary processes as detailed in the Student
Discipline Regulations. Library users must observe strict silence at all times inside study areas.
Drinking, eating and smoking are not allowed inside the library. Bags are not allowed inside the library. Mobile phones may not be used in the library and should be put on silent at all times. All computers inside the library must be used for educational purposes only. Books

and other learning materials may only be taken from the library when issued out by a librarian through the library circulation system. Librarians have the right to inspect a library user and their personal belongings.

11.3 Lending

When loaning a book from the library, users are advised to check the return date and condition of the book before leaving the circulation desk. Any concerns about the return date or conditions must be addressed to the librarian in charge immediately else the student will be held responsible for any late return of the book and/or damage to the book.

User privileges are not transferable. A user will be held responsible for all materials taken out on his name. Users must return books in good condition on or before the return date, but the library reserves the right to ask users to present any materials issued to them for inspection at any point of time.

In case a library book is damaged, the user who is using the book or has loaned the book will be charged the replacement value of the book. If a book is lost, the user must notify the librarian immediately, in which case a one-week grace period will be given to search for the book. Users will be liable to pay the replacement value of the book if they are unable to find and return the book within the grace period.

11.4 User Responsibilities

It is the responsibility of the user to:

a) Read these regulations and clarify any questions with a senior librarian.
b) Know that failure to conduct themselves as stated in the rules and regulations may lead to the suspension of their library privileges.
c) Update their contact details with the library in case of any changes.
d) Ensure that the photograph and information on their identity card is correct.
e) Check their library user account regularly.
f) Ensure that they keep up to date with any changes and improvements done by the library.

12   Student Grievance Handling Regulations

12.1 Grievances

A grievance is a formal statement of concern reported to a person in authority at Botho University. A grievance can be about any kind of situation or process affecting the student, academic and non- academic, and can be against another student or a staff member at Botho University. A grievance is not part of the regular student feedback, but rather a formal complaint. The University will not act on anonymous complaints.

12.2 Grievance Handling Procedure

Many student grievances emerge from a lack of communication or understanding and hence students should in the first instance attempt to resolve concerns or difficulties directly with the person(s) concerned. If the issue still remains unresolved, the student may raise their concerns with the appropriate senior member of staff such as the Head of Department, Dean,

etc. If after this stage, the student still feels their concern has not been addressed, he may then submit a formal grievance to the Student and Alumni Affairs Department.

To file a formal grievance with the Student and Alumni Affairs Department, the student should fill in the Student Grievance Form and provide any relevant evidence to support the grievance. The department will investigate the case, which may include a personal meeting with the student to understand the problem in detail. This meeting may be done over a web-based voice and video chat tool where a face-to-face meeting is not possible or necessary. The department may also have to raise the case with other necessary authorities within the institution.

The Student and Alumni Affairs Department will have to respond to the student in writing explaining the outcome of the investigation and the way forward. Amongst other possibilities, the ways forward may be that:

a) The student, having received advice and support, addresses the matter directly with the respondent.
b) The student receives an apology, or the issue that was the basis of the complaint is modified.
c) A mutually acceptable resolution is reached through mediation within Botho University.

It must be noted that it is not always possible to achieve a satisfactory outcome from the student's perspective, but the response should make it clear that the complaint has been investigated and responded to. The Student and Alumni Affairs Department will do its best to ensure that students who file grievances are not subjected to any victimisation. Any student who feels that they are being victimised should immediately report the case to the Student and Alumni Affairs Department.

In case if the student is registered for a professional qualification or registered with a partner institution, they may need to follow the grievance procedures of such institutions in addition to what is offered by Botho University. The student is also allowed to take advantage of the grievance handling process followed by the respective regulators in the country. However, any grievances escalated outside the institution should only be done once the student has exhausted all the grievance avenues offered by Botho University.

12.3 Staff-Student Consultative Committee (SSCC)

The Staff-Student Consultative Committees (SSCCs) exist to help student representatives meet with senior members of staff for formal, constructive and informative discussions on academic issues. The goal is to have ideas shared and discussed between students and staff to arrive at a consensus. These committees normally consist of senior academic and academic support staff together with a few class representatives (normally three) and are chaired by the relevant Head of Department or Dean.

Students who have grievances that affect a large number of students in their programme may choose to raise their grievances at these committee meetings through the class representative members.

12.4 **Student Representative Council (SRC)**

The Student Representative Council (SRC) is a group of students elected by the student body to promote communication between students and Botho University staff and management, promote student welfare and encourage an active student body involved in sports, community service, and other activities.

Students who have grievances that affect the greater student body may choose to raise their grievances with the SRC who in turn will work with the respective departments in the University to try and resolve the issue.

13   Student Discipline Regulations

13.1 **Disciplinary Offences:**

Students are expected to uphold the highest standards of discipline at all times—on campus, off campus, when engaging in University activities, and when representing Botho University externally. The following actions constitute disciplinary offences and may result in appropriate penalties:

a) Conduct on or off University premises that, in the opinion of Botho University management, harms or brings the institution into disrepute.
b) Breach of any student regulation, including academic, assessment and general conduct regulations.
c) Disrupting, interfering with or obstructing University operations, activities, classes, events or services.
d) Violent, disorderly or unsafe behaviour that threatens or endangers the safety of any person at any University activity or on University premises.
e) Discriminatory, racist or otherwise prejudicial conduct.
f) Rude, disrespectful or inappropriate behaviour towards students, staff or visitors.
g) Failure to comply with lawful instructions issued by a member of staff.
h) Breach of rules, regulations, policies or codes of conduct at any external institution, employer, exchange partner, internship site, practicum venue or during any University-sanctioned off-campus activity.
i) Violating assessment procedures, including plagiarism and other academic dishonesty.
j) Knowingly providing false information or making false statements about Botho University, including in public or media platforms.
k) Failure to accept, comply with or complete any penalty imposed under University regulations.
l) Revealing or sharing confidential information without official permission.
m) Damaging, misusing or abusing University equipment, property, facilities or resources.
n) Missing classes, assessments or official appointments without prior written approval.
o) Rioting, protesting, picketing, or inciting unrest on or near University premises, including entrance gates.
p) Intentional creation of fire hazards or involvement in acts of arson.
q) Possession of dangerous objects, including weapons, firearms, knives, knobkerries, or toxic sprays.
r) Concealment of identity through unauthorized apparel, disguises, or impersonation.
s) Physical altercations, including fighting, assault, affray, or intimidation.
t) Use of offensive, abusive, or insulting language directed at any member of the University

community.
u) Obstruction of the free movement of staff, students, or the public on University premises.
v) Behaviour that threatens, endangers, or disturbs the peace, safety, or welfare of others on campus or during University activities.
w) Possession or consumption of alcohol, illegal drugs, or prohibited substances on campus or during University activities.
x) Sexual misconduct, harassment, or unwelcome sexual advances towards any individual.
y) Engaging in criminal activity, including cybercrime, hacking, fraud, or other illegal activities.
z) Spreading malicious, false, or unverified information in any format, including digital and social media, particularly information that could affect public health or University operations.
aa) Inviting, bringing, or allowing unauthorised third parties to participate in University activities without written approval.
bb) Failure to attend disciplinary meetings, hearings, or follow-ups without valid, documented reasons accepted by the University.
cc) Failure to comply with University or national protocols as required.
dd) Any other conduct deemed by the Vice-Chancellor or University management to warrant disciplinary action due to its severity, ethical implications, or impact on the University's reputation.

13.2 **Disciplinary Procedure**

Botho University encourages and seeks to uphold high levels of learner integrity and discipline. However, it is human nature to experience deviance which requires prompt and objective corrective measures within University resources.

An Executive Authority is any member of staff or other authority representing the University or acting on behalf of the University who is responsible for providing the service, in charge of the activity or in charge of the facility where the offence was committed. The Executive Authority may include University management, lecturers, event managers, consultants, and security guards amongst others. When the disciplinary offence is committed the Executive Authority has the power to immediately require the student to leave the room, facility or location where the offence was committed.

The Executive Authority shall then report the issue to the relevant department or Faculty for further processing. Cases involving academic misconduct as defined in the Academic Honesty Regulations shall be reported to the Assessments and Registry Department who will handle the issue as per the regulations. A copy of any letters issued to the student will be filed in the student's records. In the case of a severe or repeated offence the case may be reported to the respective Dean for further action.

They may decide on the appropriate penalty for the case or escalate the matter to the Deputy Pro-Vice Chancellor. The Deputy Pro-Vice Chancellor in further consultation with the Country Head/Dean of Campus may choose to temporarily forbid the student from coming to the institution's premises including participating in classes and other activities while the case is being considered/investigated.

Disciplinary Procedure

The Student and Alumni Affairs Department will send a showcase notice listing the clauses under the student rules and regulations that the student has allegedly breached and seeking a response in writing from the student within a specified timeline. Once the student has provided a response, the Student and Alumni Affairs Department will constitute a Disciplinary Committee made up of a Chairperson, Student and Alumni Affairs Department (SAAD) acting as the Secretariat and other management representatives to examine all the evidence and make appropriate recommendations. If the committee wishes to interview the student, it must give the student at least 48 hours written notice of the disciplinary hearing.

If the student does not attend the disciplinary hearing without providing any valid reason at least 24 hours in advance to the Secretariat then the disciplinary committee will continue to conduct the hearing in the student's absence. The student will also be accorded an opportunity to bring at most four (4) witnesses, any form of evidence in his/her defence and a representative (being a fellow student or member of the SRC) to the hearing. In the event the student chooses to bring witnesses they must avail to the Committee Secretary the names of those witnesses and their statements at least 24 hours before the hearing.

The committee may also ask for any additional evidence or witnesses. The committee will then give a written report of the findings to the Student and Alumni Affairs Department acting as the Secretariat, within 7 working days of the hearing. The Deputy Pro-Vice-Chancellor in consultation with the Country Head/Dean of Campus based on the disciplinary committee report, may choose to impose any penalty including but not limited to the following or combination of the following:

a) Give a warning.
b) Order the student to pay compensation for any damages caused.
c) Impose a mark of zero for an assessment or module.
d) Withdraw any credits previously earned.
e) Suspend the student from university or a specific facility or activity.
f) Expel the student permanently from the University.

Gross Misconduct

In the event of gross misconduct—serious violations that threaten safety, security, integrity or the reputation of the University—the case will be escalated directly to a disciplinary hearing without following the initial stages of the disciplinary process. Gross misconduct includes, but is not limited to:

a) Participation in, instigation of or incitement of illegal strikes, riots, protests or actions that create widespread unrest.
b) Causing or attempting to cause serious destruction to University facilities, resources or property.
c) Causing or attempting to cause arson.
d) Inflicting serious bodily harm, including assault causing severe injury, attempted murder or killing of a student, staff member or visitor.
e) Possession, distribution or trading in illegal firearms, weapons, explosives, or

illicit/habit-forming substances.

f) Possession or trading of diamonds, precious stones or other contraband.

g) Holding staff, students or visitors hostage or restricting their movement within University facilities.

h) Sexual harassment of a severe nature, rape or attempted rape.

i) Violent or disorderly conduct that creates serious risk to safety at any University activity or on University premises.

j) Deliberate disobedience of national or University protocols during states of emergency, public health crises or exceptional circumstances.

k) Serious cyber offences including hacking, malicious destruction or tampering of University digital systems, data breaches or identity theft.

l) Major theft, fraud, forgery or falsification of official documents, academic records or financial information.

m) Serious academic fraud including fabrication of research data, impersonation or large-scale cheating operations.

n) Tampering with or disabling fire alarms, CCTV, safety equipment or any system designed to protect life and property.

o) Hate speech, targeted threats or discriminatory acts that incite violence or create a hostile environment.

p) Serious misconduct during an external placement, internship or exchange programme that violates University regulations, host organisation policies or applicable laws, or brings the University into disrepute.

Any decision in the case of gross misconduct shall be given in writing within seven working days after the disciplinary hearing. In the case of suspension, the University will not be responsible for any classes, assessments or other activities that the student may miss during such suspension. The University will also not be held responsible for any cost or time lost arising from the suspension of the student.

Appeals Process: Any student involved in a disciplinary process has the right to appeal to the Vice-Chancellor within seven (7)days of receipt of the penalty letter by writing an appeal letter to the Student and Alumni Affairs Department. The Vice Chancellor may decide to call the student to present his/her grounds of appeal before him/her or issue a decision based on what is presented in the penalty letter. The Vice-Chancellor may elect an appeals committee consisting of relevant members of the Office of the Vice Chancellor to consider and recommend a decision. The Vice-Chancellor, through the Student and Alumni Affairs Department, shall then inform the student whether or not the original verdict and penalty are maintained or altered following the appeal. The Vice Chancellor's Appeal decision is final and may not be appealed.

Failure to comply with or adhere to the outcomes, directives, or sanctions issued following a disciplinary hearing or the Appeals process shall result in further penalties, which may include immediate suspension or expulsion from the University.

All correspondences with regards to the disciplinary procedure may be handled over email and telephone. Records of such meetings will be kept as evidence. The same may be applicable for any disciplinary meetings which may have to be conducted over video

conference. Where the use of technology is not possible, a decision will be made to either conduct the same at a later date or to use any other alternative method acceptable to all involved parties.

14   Laboratory Access and Resource Usage Regulations

14.1 Introduction

Laboratory resources at Botho University are provided to support the educational, instructional, research and administrative activities of Botho University and the use of these resources is a privilege that is extended to members of the Botho University community. Users of these services and facilities have access to valuable University resources, to sensitive data, and to internal and external networks, thus it is important for users to behave in a responsible, ethical, and legal manner. Furthermore, computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Users must respect the rights of other users and respect the integrity of the systems and related physical resources.

Laboratory staff, system administrators or other designated individuals (including security guards) may monitor the activity of individual users to ensure the integrity and security of the resources provided.

These regulations apply to all users of laboratory resources owned or managed by Botho University. Individuals covered by the policy include (but are not limited to) Botho University staff, visiting faculty, students, alumni, guests, agents of the administration, external individuals and organizations accessing network services via Botho University's computing facilities, personally owned computers and devices connected by wire or wireless to the campus network, and off-campus computers that connect remotely to the University's network services.

14.2 Acceptable and Unacceptable Use

Users may use only the laboratory resources and equipment as well as any user accounts and files (such as domain accounts, student portal and VLE accounts, and computer files) for which they have authorisation. Users are individually responsible for appropriate use of all resources assigned to them, including physical resources (such as tools, computers, laboratory equipment, chemicals and other inventory items), electronic resources (such as network addresses and software) and facilities (such as furniture, network ports and other fixtures). All precautions should be taken when working in a laboratory and with laboratory equipment; these include wearing appropriate clothing or uniform and protective gear such as when working in the food and beverage lab or with chemicals. Necessary personal protective equipment (PPE) must be worn as determined by specific laboratory safety rules. Students who fail to comply with the dress code requirements will be denied access to the laboratory. Users are accountable to Botho University for all use of such resources. Authorized Botho University users may not enable or assist unauthorised users to access any University facility, including computer networks.

Users must comply with the regulations for any specific set of resources to which they have been granted access. When other regulations are more restrictive than this one, the more restrictive regulation takes precedence.

Users must not use Botho University computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or reasonably be expected to disrupt) other computer or network users, or damage or degrade performance of software or hardware components of a system. On the Botho University network and/or computing systems, users should not use tools that are normally used to assess security or to attack computer systems or networks (such as password 'crackers', vulnerability scanners, network sniffers, etc.) unless they have been specifically authorised to do so.

The following are examples of misuse of laboratory privileges when performed without specific authorisation from the relevant Botho University authority.

a) Attempting to circumvent data protection schemes or uncover security loopholes.
b) Violating terms of applicable software licensing agreements or copyright laws.
c) Deliberately wasting resources.
d) Disconnecting of Botho University/Campus computer equipment in favour of personal equipment, including laptops or other electronic devices.
e) Posting materials on electronic bulletin boards that violate existing laws or Botho University codes of conduct.
f) Unauthorised troubleshooting and fixing of Botho University equipment.
g) Performing experiments without appropriate supervision.
h) Drinking, eating or smoking in the laboratory.
i) Conducting laboratory work (such as experiments) without following procedures and supervisor instructions.
j) Not following hygiene and safety standards (such as not wearing appropriate protective clothing).

14.3 Enforcement and legal context

Misuse of laboratory or information resources may result in the revocation of the user's privileges. Users may be held accountable for their conduct under any applicable University or campus regulations. All relevant national and international laws, regulations and policies also apply. If abuse of laboratory facilities occurs, and the user is found to have violated these regulations, the user may be subject to appropriate disciplinary action as per relevant disciplinary regulations.

15 Fee Regulations

15.1 Fee Schedule

A schedule of all fees will be available with the Finance Department and with the Admissions Department. Administrative fees are subject to change without notice. Tuition fees are subject to a 10% increase every year and thus students and sponsors are advised to budget this increase in fees. Any annual increase in tuition fees up to 10% may be made without

notice. Any increase in tuition fees greater than 10% may be made after giving a minimum of two weeks written notice, which may be in the form of a letter to the students' sponsors or through a notice on the notice boards on campus.

15.2 Payment Regulation

Fees are charged in full and are due prior to the provision of any given service. Tuition fees are therefore charged in full and are due prior to the start of orientation and classes. A student may contact the Finance Department to request a payment plan where they are unable to pay the full fee in time. If a payment plan is approved and agreed upon, the first instalment is due prior to the commencement of orientation and classes. The second and further instalments are due on the first day of the month indicated on the payment plan.

A grace period of seven days may be given for the payment of second and subsequent installments on special request; however, if the fees are not paid by the end of the grace period the student may be charged a late payment fee and will be financially dropped resulting in suspension from access to classes, resources, write assessments etc. The suspension shall be removed once the student has regularised his account by settling all outstanding dues. By the end of the semester the students will be permanently dropped (moved to inactive status) if the student continues to fail in honoring the outstanding dues. Such a student may be charged a drop-out fee upon joining subsequent to the student being permanently dropped and where relevant a down-grade fee so that they can be certified at a lower-level than the registered programme. The student will also be required to immediately pay the full fee (including all monthly instalments) for the modules which have started. A student with outstanding dues may not be issued with any learning material and may not be allowed to write assessments.

Students may be awarded full, or part scholarships based on criteria that will be in effect from time to time. All students on scholarship must complete the programme for which they are enrolled. Students on scholarship who discontinue their studies or take a break from their studies will be liable to pay the scholarship amount back to the institution immediately.

15.3 Refund policy

Tuition fees will only be refundable if the refund request is received at least 96 hours before the scheduled start of the given module or programme provided the student has also not accessed any resources etc from the institution. Refunds are subject to a refund fee. Registration and Admission fees are non-refundable unless Botho University cancels or changes the scheduled start of classes; in such a case no refund fee will be charged.

15.4 Payment proof/ Reference

The University offers multiple payment options for payments of tuition fees and any other charges. For details on payment options, please refer to the fee policy on the University's website. It is also the responsibility of the student to provide proper reference (Student ID along with their name) while making any payment. Students are also encouraged to share the proof of payment to the Finance department.

16   Student Exchange Regulations

16.1   Student Eligibility and Selection

Student exchange programmes are typically offered for specific parts of a given qualification and will be advertised to eligible students. Typical eligibility requirements require students to be studying full-time and to maintain a CGPA of at least 3.00. Students are also expected to have strong interpersonal skills, cultural awareness and a willingness to adapt to different conditions. Specific and additional eligibility criteria will be determined for each given student exchange programme and will be advertised to students when the programme is offered.

Students may apply for exchange and study abroad programmes if they meet the advertised eligibility criteria. The relevant Faculty will select the students with the assistance of the Student and Alumni Affairs Department. Short-listed students may also be interviewed prior to selection. Any student finally selected to participate in the programme will have to be endorsed by both Botho University and the partner institution. Selected students will have to sign an agreement and will be expected to abide by the rules and regulations of the Host Institution. Parental consent will be required in writing for those participating students who are below the age of 18.

16.2   Programme of Study and Exemptions or Credit Transfer

Exchange programmes may vary in length and will have different modules that a student will need to study at the Host Institution. All details of the length of the programme and the modules to be studied will be advertised to students when the call for applications is released. Those exchange programmes that are a full semester in length will typically require the student to take a full-time study load at the Host Institution for which the student will typically receive the equivalent full-time study credit or exemptions at the Home Institution. The specific modules that a student will study at the Host Institution and the credits or exemptions that the student will receive at their Home Institution may vary and will depend on the nature of the agreement between Botho University and the partner institution. Any credit or exemptions given by the Home Institution for studies done at the Host institution will be in accordance with the policies and procedures of the Home Institution. No credit or exemptions may be sought or received in the case of a module that has been failed at the Host Institution. A student may or may not have an opportunity to retake a failed module at the

Host Institution; additional expenses incurred to take any supplementary assessments (including travel) will be the sole responsibility of the student or their sponsor.

16.3   Fees and Other Costs

All fees and expenses relating to the exchange programme are the responsibility of the student or their sponsor,unless communicated otherwise. All standard tuition fees and other costs must be paid in advance to the Home Institution. Therefore, Botho University students going on exchange to a partner institution will need to pay all fees related to the exchange programme to Botho University. Exchange students who wish to participate in activities or studies beyond those specifically detailed in the exchange programme may be charged for such services by the Host Institution as per that institution's norms.

Where an exchange programme requires immigration formalities such as in the case of exchanges involving study abroad, the student and their sponsor will be responsible for covering the cost of any visas, permits and other immigration documentation required to participate in the programme.

Exchange students are required to have medical aid cover and travel insurance, which covers their travel to, entire stay at and travel from the Host Institution and country. Such insurance must include repatriation in case of any emergency or death. The student and their sponsor will be responsible for covering the cost of any such medical aid cover and travel insurance.

Transportation to and from the Host Institution at the start, during and at the end of the exchange programme will be the responsibility of the student or sponsor. The Home or Host Institution may provide transportation at a cost. Other direct costs, such as personal domestic transportation and food during the exchange programme, are the responsibility of the student or sponsor.

16.4 Housing

Exchange students may be provided with standard student accommodation provided by the Host Institution. Such accommodation may be provided at a cost. Students are expected to abide by all the rules and regulations pertaining to the accommodation provided by the Host Institution.

16.5 Student Support

The Student & Alumni Affairs Department at Botho University will provide support to students on the exchange programme in addition to standard support provided by the relevant Faculty. Participation of students with special needs is possible subject to the ability of the Host Institution to support such students adequately.

16.6 Discipline

Exchange students will be required to abide by the rules and regulations of the Host Institution and country. Exchange students who contravene any rule or regulation of the Host Institution are subject to disciplinary procedures as set out under the Host Institution's rules and regulations, and in addition may also be subject to disciplinary procedures at their Home Institution.

17   Academic Advising Regulations

Academic advising is an optional service offered by the University and an academic advisor will be allocated based on the request from a student. Botho Academic Advising Programme is built upon a strong and consistent working relationship between a student and his advisor, and the critical understanding by the student that they are personally responsible for maximising their learning experiences at the University. The student holds the ultimate responsibility for taking decisions about their academic choices within the framework of the University's regulations; the academic advisor's role is to advise and guide the student but cannot take a decision on behalf of the student. It must be noted that the academic advisor is not a professional counsellor and is thus not qualified to support the student with personal

counselling matters–the University has in-house counsellors and agreements with external counselling support bodies to assist students with such matters.

18   Deceased Student Support

In the unfortunate instance of the death of a student, the Student and Alumni Affairs department (SAAD) of the University will follow the following code of practice:

a) Inform all stakeholders about the deceased through the official university email.
b) Conduct a memorial service at the University, inviting the immediate family members of the deceased student and all senior members of staff.
c) Provide a nominal amount of funds to the family as a mark of respect.
d) One senior staff and student representative to attend and speak at the funeral service of the deceased organised by the family.
e) Closure of all the official academic records at the University for the deceased and inform the sponsor.

19   Harassment of Staff

Students are required to treat all University staff—academic, administrative, and support personnel—with respect and professionalism at all times. Any form of harassment, intimidation, abuse, or misconduct directed towards staff members, whether verbal, written, physical, digital, or through any third party, is strictly prohibited. This includes but is not limited to:

a) Verbal or written insults in any form, threats, or abusive language.
b) Aggressive, intimidating, or hostile behaviour.
c) Unwanted, inappropriate, or offensive communication in person or online.
d) Acts that undermine the safety, dignity, or wellbeing of staff members.
e) Interfering with staff in the performance of their duties

Such behaviour constitutes a disciplinary offence handled through the student discipline regulations of the University and may result in sanctions including suspension, dismissal, or any other penalty deemed appropriate by the University.

20   Indemnity

The student agrees to indemnify and hold harmless the University, its officers, employees, and authorised agents from any claims, demands, actions, losses, damages, liabilities, costs, or expenses of any kind arising from or connected with the following:

20.1 Participation in External or Third-Party Activities: Any activity coordinated, facilitated, endorsed, or recommended by the University but delivered by an external organisation or individual ("External Provider"). This includes, but is not limited to:

a) Internships and work-integrated learning placements.
b) Industrial attachments and workplace-based learning.

c) Community service or engagement projects.
d) Externally hosted projects, competitions, or events.
e) Site visits, educational tours, fieldwork, or excursions.
f) Sporting, cultural, or recreational activities organised by or in collaboration with external entities
g) Acts or Omissions of External Providers: Any act, omission, negligence, misconduct, or default by an External Provider or its employees, representatives, contractors, or agents while delivering the activity.
h) Student Breach of Rules or Instructions: Any failure by the Student to comply with the terms, rules, safety requirements, codes of conduct, or instructions provided by the University or the External Provider in relation to the activity.
i) Use of External Facilities or Resources: Any injury, loss, damage, or incident occurring while the Student is using facilities, equipment, or resources that are owned, managed, or supervised by an External Provider.
j) Transportation and Travel: Any travel arranged, provided, or recommended by the University to or from an activity hosted by an External Provider, including use of external transport services.
k) Health Services Indemnity: Students accessing the University Clinic do so at their own risk and indemnify the University, its clinic staff, and healthcare practitioners against any loss, injury, illness, adverse reaction, or medical outcome arising from treatment, except where caused by proven gross negligence or wilful misconduct. The University is not liable for outcomes of referrals to external healthcare providers or complications resulting from a student's failure to follow medical advice or disclose accurate medical information.

This indemnity is in addition to, and does not replace, limit, or override, any other indemnities or agreements separately signed or acknowledged by the Student.

21 Unauthorized Use of University Logo, Branding, and Digital Signatures

Students are strictly prohibited from using the University's name, logo, crest, branding elements, official stationery, templates, or digital signatures of any University staff member without prior written permission from the authorized University office or personnel. This includes, but is not limited to:

a) Creating, altering, or distributing documents that appear to be official University communications
b) Using staff digital signatures, scanned signatures, or electronic approvals
c) Reproducing the University logo or branding on posters, certificates, social media content, merchandise, or digital platforms
d) Presenting any material in a way that misrepresents affiliation, endorsement, or authorization by the University
e) Manipulating, forging, or imitating any form of official University identity or authentication

Any unauthorized use, reproduction, or manipulation of the University's logo, branding, or staff digital signatures constitutes a gross misconduct disciplinary offence and may result in severe penalties, including suspension or expulsion. The University reserves the right to pursue legal action where necessary.

22   Data Privacy

Students consent to the collection, use, and storage of personal and medical information by the University and its Clinic for purposes of providing healthcare, ensuring safety, and complying with legal or regulatory obligations. The University will handle such information in accordance with applicable data protection laws and shall not disclose it to unauthorized third parties. Students acknowledge that by providing information, they accept the University's right to process it for legitimate educational, administrative, and healthcare purposes.