



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

ACADEMIC EXCLUSION

POLICY NUMBER	TL P2	POLICY OWNER	DVC: TEACHING AND LEARNING
OVERSEEING COMMITTEE(S)	MANCO → Senate → Council		
APPROVAL DATE	02 October 2013	REVISION DATE	02 October 2013

POLICY STATEMENT

The University of Zululand requires students to maintain a satisfactory level of academic progress in their studies as evidenced by the number of course credits. This policy provides the criteria and procedures to be followed when implementing this goal of the University of Zululand

REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	TL P2	SENATE NUMBER(S):	S945/13
DATE OF APPROVAL BY APPROPRIATE FIRST COMMITTEE:			
DATE OF SENATE APPROVAL:		11 September 2013	
DATE OF COUNCIL APPROVAL:		02 October 2013	
EFFECTIVE DATE FOR IMPLEMENTATION:		02 October 2013	
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APPROVAL HISTORY			
DATE OF FIRST APPROVAL:		02 October 2013	
POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY

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SECTION A: POLICY

1 PURPOSE AND RATIONALE

This policy is intended to provide a broad framework and principles, guideline and procedure regarding academic exclusion. It also seeks to establish Committees that will handle the matter of academic exclusion according to approved University of Zululand Policy on Academic exclusion

2 DEFINITIONS

Definitions:

Academic exclusion refers to the exclusion of students based on academic performance according to the general rule A G20.

3 APPROVAL AUTHORITY

Approval of this policy vests in Council of the University after being referred to by Senate and shall not create rights, privileges, duties or obligations of any nature prior to Council approval.

4 SCOPE

This policy shall apply to all registered under graduate and diploma students of University of Zululand.

5. CRITERIA FOR UNSATISFACTORY ACADEMIC PROGRESS: (RULES)

A student is identified as making unsatisfactory academic progress if they meet one or more of the following rules:

Full time students in their first academic year who have failed to obtain any credits for which they were registered

Full time students in their first or second year of study who have failed to obtain the following minimum credits:

- After one year, a minimum of 32 credits
- After two years, a minimum of 128 credits

Full time students in their third year or subsequent years of study who have failed to obtain the minimum number of credits towards the qualification for which they are registered :

In the case of a three year degree/diploma

- After three years, a minimum of 180 credits
- After 4 years, a minimum of 300 credits
- After 5 years, if a degree has not been obtained

In the case of a 4 year degree

- After three years, a minimum of 240 credits
- After four years, a minimum of 360 credits
- After five years, a minimum of 420 credits
- After 6 years, if a degree has not been obtained.

In calculating the number of years, the Foundation year programme shall not be considered.

6. THE INSTITUTIONAL ACADEMIC EXCLUSION APPEALS COMMITTEE

The Policy establishes an Institutional Academic Exclusion Appeals Committee.

Terms of Reference of the Institutional Academic Exclusion Committee will be to:

- Hear all appeals of students after the decisions of the Faculty Academic Exclusion committee.
- Ensure the consistent application of Rule G20
- Review the Rule A when necessary
- Submit a report each year to Senate on its operations.

Composition of the Institutional Academic Exclusion Committee:

The committee will consist of the following:

- Registrar who will act as Chair
- One Deputy Registrar
- Faculty Deans. In the event there is an appeal matter from their faculties they should recuse themselves.
- Dean of Students
- A representative of Senate
- SRC member

Quorum: The quorum will be 4 members.

7. FACULTY ACADEMIC EXCLUSION COMMITTEES

The Policy establishes Faculty Academic Exclusion Committees:

The terms of reference of these committees will be to:

- Consider the application of Rule G20 to students in the faculty
- Make recommendation on the revision and improvement of this policy and procedures on the application of the Academic exclusion rule.
- Submission of report on its work to senate. .

Composition of the Faculty Academic Exclusion Committees:

Each Faculty committee will consists of the following:

- The Faculty Dean who will serve as its Chair
- Deputy Dean
- Four HoDs nominated by the faculty.
- Two lecturers nominated by faculty
- Student representative

Quorum: Five members will constitute a quorum.

SECTION B: PROCEDURES

8. ACADEMIC EXCLUSION PROCEDURES:

At the end of the academic year, the Faculty Academic Exclusion committees will sit and consider academic exclusions of students from their respective faculties.

- The registrar will provide a printout of all the students who according to Rule G20 should be excluded.
- The students who are to be excluded will be informed in writing.
- The students will have an opportunity to provide extenuating circumstances that the committee will consider in reaching the decision.
- The committee will take its decision and inform the registrar who in turn will inform the student in writing about the academic exclusion.

9. APPEALS PROCEDURES

A student who has been excluded from the University of Zululand on academic grounds shall be entitled to appeal against such exclusion.

Such an appeal must be lodged with the Registrar by no later than 31st January of every year

The student shall complete Addendum A form and completes all the relevant sections

Such an appeal will be heard by the Institutional Exclusion Appeals Committee

10. IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES IN RESPECT OF THIS POLICY

- a. The owner of this policy is the Deputy Vice-Chancellor (Teaching and Learning), who shall ensure that the policy provisions are implemented and that it is presented for revision and review at the appropriate time.
- b. The MANCO and Senate shall oversee compliance.
- c. MANCO has overarching oversight responsibility.

11. REVIEW OF THIS POLICY

- a. Senate Teaching and Learning Committee shall review the policy on a five-yearly cycle.
- b. Nothing in this clause shall prevent Council from reviewing this policy at any time prior to the stipulated five-year cycle, in which event a new cycle shall commence from the date of such review.