



**UNIVERSITY OF ZULULAND**

**POLICY AND PROCEDURES**

**ON**

**MODIFICATION & CANCELLATION**

<b>POLICY NUMBER</b>	REG P18	<b>POLICY OWNER</b>	REGISTRAR
<b>OVERSEEING COMMITTEE(S)</b>	MANCO – SENATE - COUNCIL		
<b>APPROVAL DATE</b>	26/11/16	<b>REVISION DATE</b>	26/11/19

**POLICY STATEMENT**

It is the policy of the University of Zululand to allow change/cancel to modules, programmes/ qualifications as determined by the rules, within the prescribed period

### REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	REG P18	SENATE NUMBER(S):	S1176/16
DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND: Registrar's office			
DATE OF SENATE APPROVAL:		26/10/16	
DATE OF COUNCIL APPROVAL:		26/11/16	
EFFECTIVE DATE FOR IMPLEMENTATION:		26/11/16	
NEXT REVISION DATE:		26/11/19	

APPROVAL HISTORY			
DATE OF FIRST APPROVAL:			
POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY

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## 1. PURPOSE AND RATIONALE

The purpose of the Policy is to manage the process of changing the registration data of registered students due to omissions, errors and change of programme before the first cycle of class assessments.

## 2. DEFINITIONS

**“Academic Head of Department”** or **“HoD”** means the head of an academic department responsible for the programme for which the student is registered

**“Cancellation”** means the deletion of modules and/or programmes in that academic year

**“Modification”** means the change of registration of modules or programmes / qualifications on a prescribed university form

**“Module”** means a component of a learning programme, which is constituted by institutional offerings

**“Programme”** means a degree, diploma or certificate offered by the University

**“Qualification”** means a formal recognition and certification of a learning achievement approved by Senate, Council and the Department of Higher Education & Training

## 3. MODIFICATION

- 3.1 Modification of modules and / or correction of registration of modules and / or programmes / qualification will be concluded as per the approved university calendar.

- 3.2 The prescribed Modification Form for change in modules/programmes must be completed by the applicant and approved by the HoD.
- 3.3 Modification of a programme will only be allowed if there is an agreement between the two departments involved.
- 3.4 All programme admission requirements must be adhered to.
- 3.5 A student will be given only one opportunity to modify a programme irrespective of whether the second programme is offered in the same faculty or another.

#### **4. CANCELLATION**

- 4.1 Cancellations will only take place during the prescribed period.
- 4.2 The applicant should submit an application in writing with the necessary documentation when cancelling a programme/ qualification.
- 4.3 The applicant should complete and submit the prescribed Modification Form when cancelling modules which should be approved by the Academic HOD.
- 4.4 A certified copy of the applicant's identity document and a student card must accompany the cancellation letter.
- 4.5 All applicable finance rules will apply in respect of reimbursements.

#### **5. GENERAL**

- 5.1 Modification of a programme/ qualification is not allowed to students in their third or any subsequent year of study, irrespective of the length of the programme or to students who had been excluded from the university.

5.2 Where a student has changed registration from one programme to another, after the first year of study, the prescribed period of study shall be calculated from the registration of the new programme.

## **6. POLICY REVIEW**

6.1 This policy shall be reviewed every 3 years.