



Institutional Rules

2020

Disclaimer

The terms and provisions in this publication are subject to change without prior notice, if necessary, to keep MANCOSA policies, regulations and procedures in compliance with statutory requirements and/or with other rules and regulations as may be required by law.

MANCOSA cannot control the behaviour of individuals, but we can take action when their behaviour contravenes our rules. Our rules and sanctions are applied uniformly, regardless of age, race or religion and with the intention of creating a secure and productive environment for our staff and students to obtain their objectives.

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ACRONYMS

AVC	Assessment, Verification and Certification Committee
CAT	Credit Accumulation and Transfer
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
EXCO	Executive Committee of MANCOSA
GCE	General Certificate of Education
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualification Sub-Framework
MANCOSA	Management College of Southern Africa
NDP	Non-Degree Purposes
NQF	National Qualifications Framework
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SIS	Student Information System
SRSAC	Student Recruitment, Selections and Admissions Committee
SS	Student Services

STATEMENT OF INTENT

1. MANCOSA provides education and training to a wide range of students reflecting diversity of cultures, languages and religious beliefs.
2. MANCOSA recognises that in society, groups and individuals suffer disadvantages through direct and/or indirect discrimination.
3. MANCOSA is opposed to any form of discrimination and believes that its elimination will enhance and enrich the cultural, educational and working experience of all persons concerned.
4. MANCOSA is committed through its management, teaching, support staff and students to the equal treatment of all persons at its institutional facilities.

RESPECT FOR FREEDOM OF SPEECH

1. MANCOSA encourages freedom of speech.
2. At MANCOSA, we abide by the auspices of The Constitution of the Republic of South Africa, 1996 and further aspire to promote the realisation of its objectives which forms the foundation of our core values and ethics. MANCOSA does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, HIV status, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.
3. All MANCOSA staff and its registered students are expected to respect and protect the expression of opinions within the ambit of the South African Constitution, whether these opinions are objectionable to them or not.

PREAMBLE

1. These Institutional Rules have been approved by the Senate and the Executive Committee (EXCO) of MANCOSA in terms of the Higher Education Act 101 of 1997 (as amended) and as such are registered (Reg. No. 2000/HE07/003) as a private higher education institution in South Africa with the Department of Higher Education and Training (DHET).
2. Senate is the supreme academic body responsible for setting academic policy and rules, authorising academic programmes, issuing degrees to graduates and for the discipline of students. Senate or MANCOSA EXCO may from time-to time amend, alter or delete any rule, whether it be a General Academic Rule, a rule relating to a specific module or qualification, or an Administrative Rule.
3. In addition to these General Academic and Administrative Rules, there may be other specific rules per programme or institutional procedure. These rules are clearly stated in the information pertaining to a programme set out in these institutional rules or elsewhere, other registration brochures, or in relevant tutorial letters, all of which are available to registered students online or in printed format.
4. MANCOSA, being a supported distance private higher education institution, has the following office hours:
 - 4.1. South Africa: Monday to Friday, 08h00 to 16h30 (excluding SA public holidays). Saturday, 08h30 to 12h30. These offices follow SAST (South African Standard Time).
 - 4.2. Other Countries: Monday to Friday according to the relevant local office (excluding public holidays).

5. Student Services follows the office hours outlined in 4.1 above.
6. All forms referred to in this document are available via the MANCOSA online student portal.
7. The annual fee schedule and the most recent Programme Handbook must be consulted for the relevant fees for every programme.
8. Any queries related to these Institutional Rules should be emailed to: studentservices@mancosa.co.za.

INSTITUTIONAL RULES (IR)

[IR 1] LANGUAGE OF COMMUNICATION AND INSTRUCTION

1. Internationally, English is the dominant language for all trade, commerce and research. All communication to students is conducted in English. MANCOSA does not disrespect or disregard any other language as they all have a role to play in different societies.
2. The method of instruction of all MANCOSA lectures, webinars, tutorials, workshops, assessments, examinations, research, service consultations etc. is conducted in English.
3. If there are any concerns about English language proficiency for higher education study purposes, the responsibility is on the student to provide evidence of competence to read, write and speak in English.

[IR 2] PROGRAMMES OFFERED

MANCOSA has international recognition, or programme accreditation or institutional registration, as relevant, including Mauritius, Zambia, Botswana, Namibia, and eSwatini. All MANCOSA programmes are accredited by the HEQC of the CHE, registered by the DHET and recorded on the NQF by the SAQA. MANCOSA also offers executive education and business development short learning programmes.

The list of qualifications is available in the MANCOSA Prospectus or can be found on the MANCOSA website at www.mancosa.co.za.

[IR 3] APPLICATION FOR ADMISSION

1. The minimum admission requirement to enrol on a MANCOSA undergraduate programme is a South African National Senior Certificate with appropriate subject combinations and levels of achievement for certain programmes. Each programme however, will have additional admissions and selection criteria as per the MANCOSA Prospectus.
 2. International students who have completed their secondary school education in their respective countries may apply for admission. Those who have completed the Cambridge GCE through the O and A level system must have a combination of both O and A level subjects in order to qualify for admission to an undergraduate programme.
 3. The minimum entry requirement onto a postgraduate programme is an appropriate Bachelor's Degree or a recognised equivalent qualification. Each programme will have additional admission and selection criteria which can be found in the MANCOSA Prospectus.
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4. An alternative access route is available in exceptional circumstances for mature age students who do not meet the minimum entry requirements on the basis of RPL for undergraduate and postgraduate studies. An acceptance of a RPL candidate is based on MANCOSA's RPL policy and is subject to the approval of the SRSAC and RPL Committee.
5. Programme titles and the NQF levels, credits and admission criteria, are subject to change, according to the requirements of the DHET, SAQA and/or the CHE and the HEQSF.
6. Certified copies of all documents submitted must have been be commissioned within the last 12 months.
7. If an applicant submits inauthentic and/or fraudulent documents to MANCOSA, formal legal action may be instituted by MANCOSA against such an applicant.

NATIONAL QUALIFICATIONS FRAMEWORK GUIDELINES:

Programme	NQF Level
Matric	4
Higher Certificate	5
Advanced Certificate	6
National Diploma (3 years)	6
Higher Diploma (1 year)	7
Advanced Diploma (1 years)	7
Degree	7
Postgraduate Certificate	7
Postgraduate Diploma/Honours	8
Masters	9
Doctorate	10

PROGRAMME APPLICATION CHECKLIST (Subject to change without prior notice):

UNDERGRADUATE PROGRAMMES	
REQUIREMENTS	
1. All parts on the Application form must be completed.	
2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.	
3. Surety details must be completed for unemployed and / or under 18 years of age applicants by person responsible for payment e.g. parent.	
4. Matric certificate and ID must be certified (within the last 12 months).	
5. Foreign students – Certified Official Grade 12 equivalent certificate	
6. Zambia – GCE/GCSE i.e. Cambridge Certificate – O and A levels	
7. eSwatini; Botswana – GCE/GCSE i.e. Cambridge Certificate – O and A levels / HIGCSE	
8. Namibia – NSSC Higher/HIGCSE Certificate – O levels	
9. YKBS – HCS/GCE (High School Certificate)- O and A levels	
10. Foreign Students – Certified copy of ID and /or passport	
11. Students applying for credit exemptions – certified transcripts from external higher education institutions must be attached (including module outcomes and syllabus breakdown per module) – credits will only be granted for modules done 5 years to date of application. For numerical modules (finance, maths and statistics), we can grant exemptions for modules done up to 10 years prior to date – terms and conditions apply. ** Credit exemptions will only be given for the specific year of application and will only be valid for that intake.	
12. Mature Age Exemption – applicants who are 23+ years of age, having 3 years or more working experience and 1 of the following: 12.1 South Africa: <ul style="list-style-type: none"> • Matric certificate with “S” pass • Matric certificate with Higher certificate and/or Diploma pass • Completed grade 11 or standard 9 and over the age of 45 	

<p>12.2 eSwathini:</p> <ul style="list-style-type: none"> • O levels and HIGCSE <p>CV must accompany application showing detailed working experience and dates.</p>	
<p>13. Applicants applying via RPL (do not meet mature age exemption criteria) – application must be accompanied by all qualifications, in-house training and award/accomplishment certificates; detailed CV with detailed working experience showing relevant dates and a 200-word motivation letter.</p>	
<p>14. Applicants having National Nated Diploma (1 page qualification certificate showing all N4; N5 and N6 modules passed i.e. applicant completed all academic theoretical and practical aspects of the programme) will qualify onto any undergraduate degree or Advanced Diploma programme.</p>	
<p>15. Applicants having completed and passed N4 and/or N5 theory only will gain entry onto Higher Certificate Programmes providing certified transcripts are attached.</p>	

<p align="center">POST GRADUATE CERTIFICATE IN EDUCATION</p>	
<p align="center">REQUIREMENTS</p>	
<p>1. All parts on the Application form must be completed.</p>	
<p>2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.</p>	
<p>3. Matric certificate and ID must be certified (within the last 12 months).</p>	
<p>4. In order to register for the PGCE programme an applicant must have obtained a Bachelors undergraduate degree (BA / BComm) OR NQF6 National Diploma with specialisation up to 2nd year level e.g. Mathematics 1 and 2 and/or Business Management 1 and 2 (NQF5 and 6)</p>	
<p>5. If an applicant has a non-commerce degree, e.g. specialising in environmental sciences or social science, the applicant may have to do non-degree purpose (NDP) modules first (1st and 2nd year level) prior to applying for entry onto the PGCE.</p>	
<p>6. Applicants applying from the regions (CPT, PTA etc.) must be notified that teaching practice will be done in the respective region at schools within a 100km radius from the regional office.</p>	
<p>7. Applicant must sign the document confirming that he/she is aware of the block session teaching component (4 weeks per semester) with dates that cannot be changed.</p>	

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| <p>8. Applicants must have at least two of the specialization modules taken to the final term of their studies: English, Accounting, Mathematics, Physical Science, Business Studies, Afrikaans, isiZulu, Economics and Life Science.</p> | |
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ADVANCED DIPLOMA PROGRAMMES

REQUIREMENTS

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| <p>1. All parts on the Application form must be completed.</p> | |
| <p>2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.</p> | |
| <p>3. Surety details must be completed for unemployed and / or under 18 years of age applicants by person responsible for payment e.g. parent.</p> | |
| <p>4. Matric certificate and ID must be certified (within the last 12 months).</p> | |
| <p>5. Foreign students – Certified Official Grade 12 equivalent certificate</p> | |
| <p>6. Zambia; eSwatini; Botswana – GCE/GCSE i.e. Cambridge Certificate – O and A levels</p> | |
| <p>7. Namibia – NSSC Higher/HIGCSE Certificate – O levels</p> | |
| <p>8. YKBS – HCS/GCE (High School Certificate) - O and A levels</p> | |
| <p>9. Foreign Students – Certified copy of ID and /or passport.</p> | |
| <p>10. Applicants having completed the NQF6 (3 years, 360 credits) National Diploma will qualify onto the Advanced Diploma programme. Certified Qualification Certificate and complete transcripts must be provided.</p> | |
| <p>11. Applicants having completed the National Nated Diploma NQF6 (1-page qualification certificate showing all N4; N5 and N6 modules passed i.e. applicant completed 1.5 years of academic theoretical and 1.5 years of practical compulsory internship aspects of the programme) will qualify onto the Advanced Diploma programme.</p> | |
| <p>12. Applicants applying via RPL – application must be accompanied by all qualifications, in-house training and award/accomplishment certificates; detailed CV with detailed working experience showing relevant dates and a 200-word motivation letter.</p> | |

<p>13. Applicants having completed the NQF6 (1 year, 120 credits) Advanced Certificate will qualify onto the Advanced Diploma programme. NB applicant must have articulated onto the NQF6 Advanced Certificate and evidence must be provided. Certified Qualification Certificate and complete transcripts must be provided.</p>	
<p>14. Students applying for credits/exemptions – certified transcripts from external higher education institutions must be attached (including module outcomes and syllabus breakdown per module) – credits will only be granted for modules done 5 years to date of application. For numerical modules (finance, maths and statistics), we can grant exemptions for modules done up to 10 years prior to date – terms and conditions apply. ** Credit exemptions will only be given for the specific year of application and will only be valid for that intake.</p>	

<p align="center">POSTGRADUATE DIPLOMA PROGRAMMES</p>	
<p align="center">REQUIREMENTS</p>	
<p>1. All parts on the Application form must be completed.</p>	
<p>2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.</p>	
<p>3. Matric certificate and ID must be certified (within the last 12 months).</p>	
<p>4. Foreign students – Certified Official Grade 12 equivalent certificate</p>	
<p>5. Zambia; eSwatini; Botswana – GCE/GCSE i.e. Cambridge Certificate – O and A levels</p>	
<p>6. Namibia – NSSC Higher/HIGCSE Certificate – O levels</p>	
<p>7. YKBS – HCS/GCE (High School Certificate)- O and A levels</p>	
<p>8. Foreign Students – Certified copy of ID and /or passport</p>	
<p>9. Applicants having a National Diploma or National Nated Diploma (NQF6-360 credit) qualification must have a Bachelor of Technology (BTech - NQF7) qualification as well to articulate onto the programme. Both certified copies of National Diploma and BTech certificates together with both complete transcripts must be attached to application.</p>	
<p>10. Certified NQF7 degree certificate with official transcripts.</p>	

<p>11. RPL –</p> <ul style="list-style-type: none"> • Applicant must be 30 years or older • Recently certified copy of ID and Matric Certificate • Certified copies of all qualifications and transcripts (complete and incomplete) • All certificates received (awards, competence etc.) • Evidence of continuous assessment e.g. in-house training • An updated CV with detailed working experience and corresponding dates • A 200-word motivation letter from applicant • Completed application form 	
<p>12. Students applying for credits/exemptions – certified transcripts from external higher education institutions must be attached (including module outcomes and syllabus breakdown per module) – credits will only be granted for modules done 5 years to date of application. For numerical modules (finance, maths and statistics), we can grant exemptions for modules done up to 10 years prior to date – terms and conditions apply. ** Credit exemptions will only be given for the specific year of application and will only be valid for that intake.</p>	

HONOURS PROGRAMMES	
REQUIREMENTS	
1. All parts on the Application form must be completed.	
2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.	
3. Matric certificate and ID must be certified (within a year).	
4. Foreign students – Certified Official Grade 12 equivalent certificate.	
5. Zambia; eSwatini; Botswana – GCE/GCSE i.e. Cambridge Certificate – O and A levels.	
6. Namibia – NSSC Higher/HIGCSE Certificate – O levels	
7. YKBS – HCS/GCE (High School Certificate) - O and A levels	
8. Foreign Students – Certified copy of ID and /or passport.	

9. In order to register for the Honours programme an applicant must have obtained aligned foundational knowledge from their undergraduate degree e.g. for BCom:SCM Honours, the applicant must have completed Supply Chain modules (NQF5 – NQF7) OR SCM 1,2 and 3.	
10. Applicants having a National Diploma or National Nated Diploma (NQF6-360 credit) qualification must have a BTech (NQF7) qualification as well to articulate onto the programme. Both certified copies of National Diploma and BTech Certificates together with both complete transcripts must be attached to application.	
11. An applicant applying via working experience i.e. for e.g. completed a degree in HRM but has +/- 5-10 years or more solid working experience in SCM may apply via straight articulation for the BCom:SCM Honours programme. Evidence must be shown in detailed CV with detailed working experience showing relevant dates and a 200-word motivation letter.	
12. Students applying for credits/exemptions – certified transcripts from external higher education institutions must be attached (including module outcomes and syllabus breakdown per module) – credits will only be granted for modules done 5 years to date of application. For numerical modules (finance, maths and statistics), we can grant exemptions for modules done up to 10 years prior to date – terms and conditions apply. ** Credit exemptions will only be given for the specific year of application and will only be valid for that intake.	

MBA and MPA	
REQUIREMENTS	
1. All parts on the Application form must be completed.	
2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.	
3. Matric certificate; ID and/or passport; Qualification certificates and respective transcripts/academic records must be attached and certified (within a year to date of application).	
4. In order to register for the MBA or MPA programme an applicant must have obtained a Bachelors undergraduate degree and Honours degree/Postgraduate Diploma (120 credits NQF 8) qualification.	
5. Comprehensive and up to date CV	
6. 200 word motivation letter from applicant	

<p>7. Reference/Recommendation letter/s from supervisor/manager/religious leader/employer highlighting the applicants career advancement to date; maturity; professional and interpersonal skills and leadership qualities and/or potential</p>	
<p>8. Straight articulation applicants must have at least 3 years working experience. Management experience is an advantage.</p>	
<p>9. If an applicant is applying via the RPL route (having completed an NQF7 Degree/BTech/Advanced Diploma/Higher Diploma only) – applicants must follow the RPL process and requirements as follows:</p> <ul style="list-style-type: none"> • Be at least 30 years of age. • Have a minimum of 8 years' working experience including 3 years' management experience. • Submit a Portfolio of Evidence (detailed CV with detailed working experience showing relevant dates; transcripts and qualification certificates; personal letter of motivation; letter of recommendation from employer (optional); employer report detailing technical and soft skills; current job profile; detailed list of qualifications and work experience). • Undertake a cognitive ability assessment if required. The administration of the test is at the discretion of the Admission and Selections Committee (possibly GMAC when available). • Be available for a personal face-to-face or zoom interview on a date specified by MANCOSA if required. Two or more Admissions and Selection Committee members are required to sit in for the MBA and MPA RPL interview process. The interview panel will include one or more MANCOSA Academics with relevant expertise in the programme applied for. <p>All RPL applications are subject to evaluation by the Student Recruitment, Selection and Admissions Committee as well as the RPL committee.</p>	
<p>10. If the NQF7 qualification has been completed contemporary to date of application, the applicant has to articulate onto a NQF8 120 credit postgraduate diploma or appropriate honours programme and on completion embark onto the MBA or MPA degree programme.</p>	
<p>11. Students applying for credits/exemptions – certified transcripts from external higher education institutions must be attached (including module outcomes and syllabus breakdown per module) – credits will only be granted for modules done 5 years to date of application. For numerical modules (finance, maths and statistics), we can grant exemptions for modules done up to 10 years prior to date – terms and conditions apply. ** Credit exemptions will only be given for the specific year of application and will only be valid for that intake.</p>	

MASTER OF COMMERCE	
REQUIREMENTS	
1. All parts on the Application form must be completed.	
2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.	
3. Matric certificate; ID and/or passport; Qualification certificates and respective transcripts/academic records must be attached and certified (within a year to date of application).	
<p>4. In order to apply for the Master of Commerce programme, the prospective student must hold a cognate Honours Degree or a Postgraduate Diploma (NQF level 8) qualification from an accredited institute or a SAQA recognised equivalent qualification.</p> <p style="text-align: center;">In addition to the above, the student is expected to:</p> <ul style="list-style-type: none"> • Have a minimum of five (5) years working experience, of which two years should be at a supervisory/managerial capacity. • Be at least 25 years of age. • Write a personal 200-word letter of motivation written by the applicant. • Submit letters of recommendation from the applicant’s employer, where relevant. • Submit evidence of scholarly records like Research Publications, Technical Reports, Working Paper, Patents etc. 	
<p>5. If an applicant is applying via the RPL route (having completed an NQF7 Degree/BTech/Advanced Diploma/Higher Diploma only) – applicants must follow the RPL process and requirements as follows:</p> <ul style="list-style-type: none"> • Be at least 30 years of age. • Have a minimum of 8 years’ working experience including 3 years’ management experience. • Submit a Portfolio of Evidence (detailed CV with detailed working experience showing relevant dates; transcripts and qualification certificates; personal letter of motivation; letter of recommendation from employer; employer report detailing technical and soft skills; current job profile; detailed list of qualifications and work experience). • Undertake a cognitive ability assessment if required. The administration of the test is at the discretion of the Admission and Selections Committee (possibly GMAC when available). • Be available for a personal face-to-face or zoom interview on a date specified by MANCOSA if required. Two or more Admissions and Selections Committee members are required to sit in for the 	

<p>RPL interview process. The interview panel will include one or more MANCOSA Academics with relevant expertise in the programme applied for.</p> <ul style="list-style-type: none"> All RPL applications are subject to evaluation by the Student Recruitment, Selection and Admissions Committee as well as the RPL committee. 	
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DBA PRE-REGISTRATION PROGRAMME	
REQUIREMENTS	
1. All parts on the Application form must be completed.	
2. The DHET declaration and student declaration must be signed, witnessed and completed by the applicant including SAQA code and name of programme.	
3. Matric certificate; ID and/or passport; Qualification certificates and respective transcripts/academic records must be attached and certified (within a year to date of application).	
4. In order to apply for the DBA programme, the prospective student must have an appropriate research Masters Degree (NQF level 9) qualification with a minimum 60% pass OR MBA/appropriate Masters degree from an accredited institute or a SAQA recognised equivalent qualification with an overall minimum average of 60% in the coursework and 60% in the research component.	
<p>5. In addition to all of the above, the student is expected to:</p> <ul style="list-style-type: none"> Provide a statement of intent in the form of a concept note on the proposed study, in which the candidate motivates for his/her admission into the doctoral programme and outlines a preliminary research proposal; Possess a minimum of 5 years' relevant work experience, of which two years should be at a supervisory/managerial capacity. Provide three professional/academic letters of recommendation which attest to the candidate's academic ability to undertake doctoral studies and benefit from a DBA programme; Provide a copy of their Master's thesis and any relevant publications or other recognised academic work (electronic) Be prepared to participate in an interview via zoom or face to face 	

[IR 4] REGISTRATION

1. The following steps are required by a prospective student to be considered for registration during the biannual intake of students, i.e. in January and July:
 - 1.1 Submit a fully completed MANCOSA Application for Admission Form with all the required documents, by the specified due date. Foreign students must produce the correct visa granted for their current year of studies.
 - 1.2 Submit proof of payment for all outstanding fees owing to MANCOSA (where applicable) as well as proof of payment for the current registration.
 - 1.3 In the case of minors applying for admission, his/her application form and enrolment contract must be accompanied by a parent/guardian consent form. The enrolment contract must be signed by the guardian in this case. The Application for Admission Form must have particulars of the surety and accompanied by the surety form.
 - 1.4 Applicants and/or their sponsor/parent are advised to carefully read and sign the Declaration by student relating to application for admission and the enrolment contract.
 - 1.5 All applications are subject to approval by the SRSAC.
 - 1.6 Should a student change his/her programme or mode of delivery, additional financial costs may be incurred for the account of the student.
 - 1.7 Upon successful completion of a year of study, students are required to register for the next academic year (for example Year 2 or Year 3). Students may apply for the next academic year provided that all tuition fees have been paid in full and that they meet progression requirements. Students with outstanding modules should re-register for these modules as per [IR 5] below.
 - 1.8 Students who are applying for returning registration (year one and two) or re-registration must apply using the online application form on the My Mancosa portal. All returning and re-registrations are to be submitted online and the current process is as follows:
 - Log on to MyMancosa.com
 - Select special request - returning registration requests.
 - Complete module information and contact details (extremely important for OTP)
 - Upload proof of payment or bursary letter.
 - Verify and submit with one-time pin (OTP)
 - You will receive a reference number
2. **Once completed a pro-forma invoice will be mailed to you within 24 hours.**Deferral / postponement of academic studies
 - 2.1 Students that have re-registered a module or are carrying a module, may not defer these modules to the next semester or year.
 - 2.2 A deferral allows a student to postpone his/her academic studies as a result of exceptional circumstances and is at the sole discretion of MANCOSA to allow such deferral. The following academic rules regarding deferrals apply:
 - 2.2.1 A request for deferral will only be granted once during a programme.
 - 2.2.2 A student is permitted to defer a maximum of one semester of study.

- 2.2.3 Individual modules cannot be deferred.
- 2.2.4 The deferral application must reach MANCOSA before the second assessment due date for the current semester in order for it to be effective in the next intake, provided that no coursework has been attempted.
- 2.2.5 Completed assessments from incomplete modules will not be carried forward into the new registration/intake.
- 2.2.6 On the recommendation of a programme coordinator, the decision of Academic EXCO with respect to deferrals or postponement of academic studies is final and binding.

3. Cancellations

- 3.1 In the case of cancellation of registration, an applicant may cancel his/her registration for the current year of study as a whole and shall be exonerated from the liability for the full fee (excluding the registration fee) provided that the MANCOSA Student Enrolment Department is informed in writing within 20 business days of registration and that such withdrawal has been confirmed in writing by MANCOSA. Students will be liable for the full fee should they not meet the 20-day deadline.

4. Changing mode of support

- 4.1 A student may only change their tutorial options after completion of a full academic year and not between semesters subject to prior written approval by MANCOSA.

5. Progression of students

- 5.1 A student is eligible to proceed to the next year of study if:
 - 5.1.1 The student successfully completes all the required modules in that year of study; or
 - 5.1.2 The requirements for the carrying of a module set out below are met.

6. Carrying of modules

- 6.1 In order for students to progress from one semester to the next and from one year to the next, the following progression rules will apply in terms of carrying modules:
 - 6.1.1 A student is required to register for a carrying module of the applicable semester for that programme. This module must be attempted in the immediate next semester or year of study. A student may re-register a maximum of one module from the first semester into the second semester of a specific academic year.
 - 6.1.2 A student is permitted to carry a maximum of one module from one semester to the next or from one year to the next
 - 6.1.3 A student is permitted to carry a maximum of one module from one year to the next provided that it is not a core or a pre-requisite module for the programme.
 - 6.1.4 The core and pre-requisite modules must be successfully completed in order to progress to the next semester or year of study.
 - 6.1.5 A student who has failed more than one module must re-register and successfully complete those modules in order to be eligible for the next year of study.
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[IR 5] RE-REGISTRATION OF A FAILED MODULE

1. Students who have not attempted a module or modules within a particular academic year are required to re-register for these modules.
2. Students who fail a module after the first attempt or after writing the supplementary/aegrotat examination are required to re-register for the same module.
3. Students who re-register for failed modules will not receive new module guides in hard copy, however, electronic module guides will be issued.
4. Only two further registrations for a failed module will be permitted.
5. Students who do not pass the module on the third attempt must submit a written motivation to the Academic EXCO in order to continue with the programme.
6. Students are expected to follow the structure of the programme and will not be able to fast-track any semester.
7. Students who exceed the minimum programme duration may be subject to possible programme realignment which may result in the following:
 - 7.1 Registration of additional modules
 - 7.2 Being awarded credits only for programmes that are in teach out of the programme.
8. Students who are eligible for supplementary examinations may only be re-registered after the supplementary examination results have been released.

[IR 6] CONCURRENT REGISTRATION

1. Except by prior written permission of the Senate:
 - 1.1. No student shall be registered for more than one qualification at the same time; nor
 - 1.2. Shall any student, while registered at any other higher education institution, be registered concurrently at MANCOSA. Where exceptional circumstances exist, permission must be requested from and granted by both institutions in writing.
2. Students, may however, be allowed to register for modules for non-degree purposes (NDP) under specific conditions.

[IR 7] REGISTRATION FOR NON-DEGREE PURPOSES (NDP)

1. With approval of the Senate, the following registration rules for NDP modules apply:
 - 1.1. Students intending to register for a NDP module must meet the admission requirements for the qualification in which the module is offered. In addition, the student must meet the pre- and co-requisite requirements for modules to be taken for NDP.
 - 1.2. A student who is registered for any MANCOSA programme is allowed to register for a maximum of one NDP module per semester.
 - 1.3. A student's request for NDP registration will only be processed once the MANCOSA Registration Special Request Form and the registration fee which for NDP is a modular fee.

- 1.4. The rule applicable to NDP modules are the same as those for re-registration modules inclusive of the payment plan.
- 1.5. Assessments of incomplete modules will not be carried forward into the new registration/intake period.
- 1.6. Modules taken for NDP will not reflect on the student's certificate/qualification but will reflect on his/her academic transcript.

[IR 8] CREDIT ACCUMULATION AND TRANSFER (CAT) SCHEME

1. On application, each module/programme from a registered and accredited higher education institution is assessed, as per SAQA requirements for Credit Accumulation and Transfer (CAT) in terms of module content and outcomes. This includes critical cross-field outcomes, topics, alignment, assessment, NQF levels, exit level outcomes and level descriptors to ascertain whether credit can/cannot be applied for completed modules. The Student Recruitment, Admission and Selection Committee shall review the application for CAT and make the final decision on granting credit. All decisions are noted by the Assessment, Verification and Certification Committee. All CAT appeals by a student are reviewed by Academic EXCO. The following rules apply:
 - 1.1. The student must prepare the full information with supporting evidence on programmes/modules they would like considered for CAT and submit this together with the MANCOSA Application Form for Credit Exemption prior to registration. Applications submitted after the registration date will not be considered.
 - 1.2. International students and students who have verifiable qualifications from other countries must have their qualifications evaluated by SAQA and submit the SAQA report and evidence with their completed CAT Form.
 - 1.3. The SRSAC thereafter reviews the application for CAT and makes the final decision regarding granting of credits.
 - 1.3.1. Credit of up to a maximum of 50% may be granted for the relevant modules/programmes that have already contributed toward the award of another qualification, provided that the other rules in this section have been met.
 - 1.3.2. Credit of up to a maximum of 50% of an incomplete qualification from another higher education institution may be recognised by MANCOSA in meeting part of the requirements for a qualification.
 - 1.4. Any credit awarded for modules/programmes undertaken elsewhere will be clearly identified on the student's transcripts.
 - 1.5. No credits will be granted in the first year of new programme roll out, the student may only proceed to the next year of study when the first cohort has progressed.
 - 1.6. Credit may be granted for students who have participated in modules/programmes with another accredited higher education institution, provided it meets MANCOSA's criteria in this regard.
 - 1.7. Credit and exemption applications may have a time limit imposed depending on the type and nature of the module, e.g. no credits will be granted for obsolete/outdated modules (i.e. those modules more than 5 years old).
 - 1.8. No credits will be granted for final year exit level modules.
 - 1.9. No credits or exemptions will be granted after registration.

[IR 9] RPL FOR MODULE/PART PROGRAMME EXEMPTION

1. Applications for credits or exemption/s from a module or part of a programme on the basis of RPL are permitted.
2. These applications are evaluated by the SRSAC to determine an applicant's eligibility.
3. Applications in this respect are only accepted at the point of registration with the required RPL exemption form.
4. A student that is granted exemption/s or credits for up to 50% of the programme for the academic year cannot exceed a six (6) month payment plan.
5. In terms of the Council on Higher Education (CHE) regulatory requirements, MANCOSA can only accept 10% of students into their chosen programmes of study per cohort via RPL. Therefore, RPL acceptance will only be valid during the intake for which the student has been accepted.
6. A student who was accepted via RPL during an intake and who did not register for that intake, must re-apply for acceptance via RPL in a subsequent intake.

[IR 10] CORE AND FUNDAMENTAL MODULE REQUIREMENTS

1. Core modules often carry prerequisite requirements or are a prerequisite for another core module. Students are to follow the programme structure.
2. Fundamental modules generally do not have prerequisite requirements and are not a prerequisite to other modules.
3. Senate may prescribe core and fundamental modules in any programme.
4. Senate may specify that a minimum mark of more than 50% in a core module be attained, a specified mark in a module or any other requirement before registration for a proposed module is permitted.
5. Registration for a module will be conditionally dependent on meeting all prerequisite requirements for that module.

[IR 11] PROGRAMME ADMINISTRATION AND MANAGEMENT

Senate has delegated the responsibility of administering each programme from the point of enrolment to the point of graduation to the relevant academic and administrative departments, under the leadership of the Academic EXCO, as relevant. All queries associated with each programme or module within a programme (and its management) and implementation should be directed to Student Services at studentservices@mancosa.co.za.

[IR 12] REGISTRY AND DISPATCH

1. The Registry Department captures all student information on the MANCOSA Student Information System.
2. All study materials are dispatched to students once the Registry Department has confirmed that the student has met all the requirements for registration into the relevant programme.
3. The onus is on the student to ensure that their contact details remain updated on the website.
4. The student card and RCL are posted or included in the study pack.
5. The onus is on the student to ensure that they receive the correct study material and student card.
6. Delays in the receipt of modules must be reported to the dispatch department. Students should refrain from requesting concessions if the above is not addressed.

[IR 13] SUPPORT FOR PERSONS WITH DISABILITIES

1. A student with a disability is required to notify MANCOSA of the disability at registration. Documentation from qualified professionals regarding the nature of the disability may be requested.
2. A student's privacy relating to his/her disability will be respected and kept confidential by MANCOSA staff.
3. A student must obtain official authorisation from the Academic Director before receiving any special accommodations.
4. MANCOSA will reasonably accommodate a student if prior arrangements are made as necessary, and as can reasonably be expected from a private higher education institution, including, but not limited to:
 - 4.1. additional time to complete examinations at the discretion of the institution;
 - 4.2. use of a computer for writing exams;
 - 4.3. preferential seating in the classroom and exam venue.

[IR 14] ASSESSMENT

1.1. Assessment Guidelines

Undergraduate Degree Year 1 and 2**Method of Assessment**

- In each semester of each **year of study assessment is carried out** in the following way:
 - 2 modules are assessed using knowledge check questions (KCQ's); short questions and a project, and
 - 2 modules are assessed using knowledge check questions; short questions and a written examination
- Students will be allowed to submit their project provided the knowledge check questions and short question have been attempted.
- Final assessment for modules assessed using knowledge check questions; short questions and a project is determined as follows:

Assessment type	Contribution to final mark	Sub-minimum requirement	No of attempts
Assessment 1 (Knowledge Check Question)	20%	Compulsory completion of assessment activity	2
Assessment 2 (Short Question)	20%	Compulsory completion of assessment activity	1
Assessment 3 (Project)	60%	50%	2 (only applicable on resubmission if subminimum not met)

- Final assessment for modules assessed using knowledge check questions; short questions and a written examination is determined as follows:

Assessment type	Contribution to final mark	Sub-minimum requirement	No of attempts
Assessment 1 (Knowledge Check Question)	20%	Compulsory completion of assessment activity	2
Assessment 2 (Short Question)	20%	Compulsory completion of assessment activity	1
Examination	60%	30%	2 (only if subminimum in examination is not met and/or final mark is less than 50%)

- To pass a module the following requirements must be met:
 - the sub-minimum requirements as outlined above must be met
 - a final combined mark of 50% is required for the module
- Entrance to the examination, where applicable, is dependent on meeting the sub-minimum requirements of the assessments for each semester.

Re-submission/Remark of undergraduate degree assessments

In the event of a student obtaining a mark less than 50% in assessment 3 (project) he/she has the option of resubmitting as detailed in the table below.

In the event that a student wishes to have assessment 2 re-marked, the following will apply:

Assessment type	How to submit
Assessment 1 (Knowledge Check Question)	There are only 2 attempts allowed per KCQ per module. The higher mark of the 2 attempts will apply. There are no re-takes beyond these options.
Assessment 2 (Short Question)	There are no resubmissions. The initial mark obtained will apply. The student has the option of applying for a re - mark. The higher mark of the 2 will apply.
Assessment 3 (Project)	The student is allowed to attempt the resubmission question if student has obtained less than 50% in the first submission. The final mark obtained for the resubmission will apply and will be capped at 70%. The final score on the resubmission will apply. There are no remarks on the resubmission.

Undergraduate Degree Year 3**Method of Assessment**

- In each semester of the final year of study assessment is carried out in the following way:
 - 2 modules are assessed using knowledge check questions; short questions and a project, and
 - 2 modules are assessed using knowledge check questions; short questions and a written examination
- Selected programmes may have a Capstone Project in place of either assessments or examinations.
- Students will be allowed to submit their project provided the knowledge check questions and short question have been attempted.

Final assessment for modules assessed using knowledge check questions; short questions and a written examination is determined as follows:

Assessment type	Contribution to final mark	Sub-minimum requirement	No of attempts
Assessment 1 (Knowledge Check Question)	20%	Compulsory completion of assessment activity	2
Assessment 2 (Short Question)	20%	Compulsory completion of assessment activity	1
Examination	60%	40%	2 (only if subminimum in examination is not met and/or final mark is less than 50%)

- To pass a module the following requirements must be met:
 - the sub-minimum requirements as outlined above must be met
 - a final combined mark of 50% is required for the module
- Entrance to the examination, where applicable, is dependent on meeting the sub-minimum requirements of the assessments for each semester.

Re-submission/Remark of undergraduate degree final year assessments

In the event of a student obtaining a mark less than 50% in assessment 3 (project) he/she has the option of resubmitting as detailed in the table below.

In the event that a student wishes to have assessment 2 re-marked, the following will apply:

Assessment type	How to submit
Assessment 1 (Knowledge Check Question)	There are only 2 attempts allowed per KCQ per module. The higher mark of the 2 attempts will apply. There are no re-takes beyond these options.
Assessment 2 (Short Question)	There are no resubmissions. The initial mark obtained will apply. The student has the option of applying for a re - mark. The higher mark of the 2 will apply.
Assessment 3 (Project)	The student is allowed to attempt the resubmission question if student has obtained less than 50% in the first submission. The final mark obtained for the resubmission will apply and will be capped at 60%. There are no remarks on the resubmission.

Higher Certificates

Method of Assessment

- Each module is delivered and assessed over a 5 week period.
- The assessment method for each module on these programmes is by:
 - (1) Assessment 1 (Knowledge Checks)
 - (2) Assessment 2 (Short Question)
 - (3) Assessment 3 (Project)
- Final assessment for each module is determined as follows:

Assessment type	Contribution to final mark	Sub-minimum requirement	No of attempts
Knowledge Check 1	5%	Compulsory completion of assessment activity	2
Knowledge Check 2	5%	Compulsory completion of assessment activity	2
Knowledge Check 3	5%	Compulsory completion of assessment activity	2
Knowledge Check 4	5%	Compulsory completion of assessment activity	2

Assessment 2 (Short Question)	20%	Compulsory completion of assessment activity	1
Assessment 3 (Project)	60%	50%	2 (only applicable on resubmission if subminimum not met)

- To pass a module the following requirements must be met:
 - the sub-minimum requirements as outlined above must be met
 - a final combined mark of 50% is required for the module
- Students will be allowed to submit their project provided the knowledge check questions and short question have been attempted.

Re-submission/Remark of higher certificate assessments

In the event of a student obtaining a mark less than 50% in assessment 3 (project) he/she has the option of resubmitting as detailed in the table below.

In the event that a student wishes to have assessment 2 re-marked, the following will apply:

Assessment type	How to submit
Knowledge check assessments	There are only 2 attempts allowed per KCQ per module. The higher mark of the 2 attempts will apply. There are no re-takes beyond these options.
Assessment 2 (Short Question)	There are no resubmissions. The initial mark obtained will apply. The student has the option of applying for a re - mark. The higher mark of the 2 will apply.
Assessment 3 (Project)	The student is allowed to attempt the resubmission question if student has obtained less than 50% in the first submission. The final mark obtained for the resubmission will apply and will be capped at 60%. There are no remarks on the resubmission.

Postgraduate Diploma, Honours and Masters

Method of Assessment

- The assessment method for each module on this programme is either by:
 - Assessments and examinations, or
 - Projects
 - The Honours and Masters programme have a compulsory research report and dissertation respectively
- Where the assessment is based on an assessment and an examination the final mark is calculated as follows:

- (1) Assessment - 50% and
- (2) Examination - 50%
- Where the assessment is based on a research report or dissertation, the research will contribute to 100% of the final mark. In order to pass this component a final mark of 50% is required.
- In order to pass a module a sub-minimum of 40% is required in each form of assessment and a final combined mark of 50% is required.
- Entrance to the examinations is dependent on meeting the sub-minimum requirements of the assessments for each semester.
- Where the assessment of a module is based on a project, the project will contribute to 100% of the final mark. In order to pass the module a final mark of 50% is required.
- Two attempts are granted at each form of assessment in these programmes in the event that the first mark is less than 50%.
- There are no re-marks on resubmissions.

Advanced Certificates

Method of Assessment

- The assessment method for each module on this programme is either by:
 - (1) Assessments and examinations, or
 - (2) Projects
- Where the assessment is based on an assessment and an examination the final mark is calculated as follows:
 - (1) Assessment - 50% and
 - (2) Examination - 50%
- In order to pass a module a sub-minimum of 30% is required in each form of assessment and a final combined mark of 50% is required.
- Entrance to the examinations is dependent on meeting the sub-minimum requirements of the assessments for each semester.
- Two attempts are granted for each form of assessment in this programme in the event that the first mark is less than 50%.
- There are no re-marks on resubmissions.

Advanced Diploma

Method of Assessment

- The assessment method for each module on this programme is either by:
 - (1) Assessments and examinations, or
 - (2) Projects
- Where the assessment is based on an assessment and an examination the final mark is calculated as follows:
 - (1) Assessment - 50% and
 - (2) Examination - 50%

- In order to pass a module a sub-minimum of 40% is required in each form of assessment and a final combined mark of 50% is required.
- Entrance to the examinations is dependent on meeting the sub-minimum requirements of the assessments for each semester.
- Where the assessment of a module is based on a project, the project will contribute to 100% of the final mark. In order to pass the module a final mark of 50% is required.
- Two attempts are granted for each form of assessment in this programme in the event that the first mark is less than 50%.
- There are no re-marks on resubmissions.

Postgraduate Certificate in Education in Further Education and Training Teaching

- The assessment method for each module on this programme is either by:
 - (1) Assessment - 50% and
 - (2) Examination - 50%
- In order to pass a module a sub-minimum of 40% is required in each form of assessment and a final combined mark of 50% is required.
- Entrance to the examinations is dependent on meeting the sub-minimum requirements of the assessments for each semester.
- Two attempts are granted for each form of assessment in this programme in the event that the first mark is less than 50%.
- There are no re-marks on resubmissions.

The following exceptions apply:

- Teaching Practice 2 will be assessed as follows:
 - (1) Practical teaching session- 70%
 - (2) Professional portfolio- 30%
- IsiZulu Conversational will be assessed as follows:
 - (1) Assessment- 50%
 - (2) Oral examination- 50%

Bachelor of Education in Senior Phase and Further Education and Training Teaching (Excluded from Undergraduate Degrees):

- The assessment method for this programme is by:
 - (1) Assessments and
 - (2) Examinations.
 - The contribution to the final mark is as follows:
 - (1) Assessment - 50% and
 - (2) Examination - 50%
-

- In order to pass a module a sub-minimum of 30% is required in each form of assessment and a final combined mark of 50% is required – applicable to year 1, 2 and 3. In year 4, to pass a module, a sub-minimum of 40% is required in each form of assessment and a final combined mark of 50% is required.
 - Entrance to the examination is dependent on meeting the sub-minimum requirements of the assessments for each semester.
 - Two attempts are granted for each form of assessment in this programme in the event that the first mark is less than 50%.
 - There are no re-marks on resubmissions.
- 1.2. The specific method of assessment for each programme can be found in the programme handbook.
2. For the purposes of MANCOSA, mitigating factors, affecting a student's progress shall mean:
- 2.1 Mitigating or unforeseeable factors which are beyond a student's control i.e. serious illness or death of an immediate family member, and can cause serious disruption to a student's studies.
 - 2.2 Students who wish to inform MANCOSA of any mitigating factors must do the following:
 - 2.2.1 Submit this information in writing to Student Services within five (5) calendar days after the scheduled examination and/or assessment submission date.
 - 2.2.2 Provide a full and complete account of dates on which the mitigating factors apply specifying the assessment(s) and/or examination(s) affected.
 - 2.3 Medical certificates dated one week before or after the scheduled assessment and/or examination date will not be accepted.
 - 2.4 Information of mitigating factors must be submitted on the MANCOSA Mitigating Circumstances form for assessments and on the Aegrotat form for examinations.
 - 2.5 For assessments students may be asked to submit evidence of academic work already completed and the outcome considered will only be applied in the form of an extension for the affected assessment.
 - 2.6 For examinations students will adhere the Aegrotat rules as further detailed in the examination section of this document.
 - 2.7 Work commitments are not considered mitigating circumstances.
3. Right of appeal
- 3.1 The following would suffice as Grounds for Appeal:
 - 3.1.1 If circumstances exist which materially affect the student's performance which were not known to the Assessment, Verification and Certification Committee when its decision was taken and which was not reasonably practicable for the student to make known to the Committee beforehand.
 - 3.1.2 If there were procedural irregularities in the conduct of the examination and/or assessment so as to create a reasonable possibility that the result might have been different had the procedural irregularity not occurred.
 - 3.1.3 If there is evidence of prejudice, bias or inadequate assessment on the part of one or more examiners or moderators.
 - 3.2 No appeal challenging academic judgement will be considered.

3.3 Students must submit the appeal related to the points above (i.e. assessment or examination appeal) within 5 (five) calendar days from the date on which MANCOSA officially released results. The appeal must be submitted on the appropriate Appeals Form. Any discussions with academic or administrative staff do not count as notification of an appeal.

3.3.1 It is the responsibility of the registered student to ensure that MANCOSA has his/her correct updated contact details. It is also the responsibility of the student to check his/her mail at the given address.

3.4 Additional Documents

3.4.1 Any additional documents should be the original, typed or word-processed, or legibly hand-written. Faxes and photocopies are not acceptable.

3.4.2 Detailed reasons for appeal.

3.4.3 The student is advised to ensure that his/her reasons for appeal are as factual and specific as possible and fall within one or more of the categories in Rule IR 14 3(a) above.

3.5 Evidence

3.5.1 The student's reason for appeal must be supported by evidence.

3.5.2 Unsupported claims or allegations against an individual or a group of staff will not be accepted as evidence.

3.5.3 MANCOSA may request affidavits from any interested or relevant party.

3.5.4 MANCOSA may also contact medical practitioners to confirm documents that are submitted.

3.6 The Academic Exco is the final Committee for the referral of Appeals and Dispute Resolution. The decision of the Academic Exco is final and binding.

4. Advice and contact details

4.1. By contacting Student Services (SS), academic advice is available from the undergraduate or postgraduate academic manager, or the programme or module coordinator.

5. Academic dishonesty (including plagiarism)

5.1. Academic dishonesty (plagiarism) constitutes the use of another person(s) ideas or part of their work whilst pretending that it is one's own. Therefore, in legal terms, this is a criminal offence.

5.2. Self-plagiarism occurs "when authors reuse their own previously written work or data in a 'new' written product without letting the reader know that this material has appeared elsewhere" Roig (2006:16). Self-plagiarism, and the extent to which it is acceptable at MANCOSA is governed by the institution's Plagiarism policy, wherein, a maximum similarity index of 25% (as per a Turnitin report) is permitted on all academic works submitted and declared as being original.

5.3. Students are, therefore, assessed on the basis that work submitted is their own as per the declaration on the assessment cover sheet or dissertation declaration.

5.4. Cheating, plagiarism, fabrication of information and other dishonest academic practices are considered as academic offences. This may include, but is not limited to:

5.4.1. purchasing offering, giving or selling essays or other assessments with the knowledge that these works will likely be subsequently submitted for assessment;

- 5.4.2. allowing work to be copied during an examination, test or for other assessments;
 - 5.4.3. purchasing, offering, giving or selling answers to tests or exams;
 - 5.4.4. sharing of examination questions and/or answers;
 - 5.4.5. intentionally misleading students with regard to assessments; or
 - 5.4.6. outsourcing of assessments to a third party with or without payment.
 - 5.5. The Assessment, Verification and Certification Committee will request, where needed, the Ethics and Academic Dishonesty Committee to investigate any allegations of such offences.
 - 5.6. Assessments, research proposals and dissertations are put through plagiarism software (TURNITIN) to ensure that information used in work submitted is not plagiarised.
 - 5.7. MANCOSA categorises plagiarism offences into 3 levels:
 - 5.7.1. Level 1: Minor first-time infringement,
 - 5.7.2. Level 2: Repeated minor or first-time major infringement, and
 - 5.7.3. Level 3: Repeated offences and/or major offences that are possibly intentional and suggest collusion or deliberate dishonesty.
 - 5.8. The Assessments, Verification and Certification Committee will establish the nature and/or the level of offence.
6. Classification of results
- 6.1 All marked assessments and examinations are classified into the following grades and percentages:

A	75%+
B	70-74%
C	60-69%
D	50-59%
E	40-49%
F	33-39%
G	0 - 33%
 - 6.2 Grade Point Average (GPA) calculations and student rankings are not considered at MANCOSA.
 - 6.3 The detailed marking criteria used for each of the grades above are available in the Programme Handbook.
 - 6.4 In the grading process, one tick does not necessarily equal one mark.
7. Qualifications conferred with distinction, or cum laude:
- 7.1 A certificate or diploma shall be conferred with distinction if a student obtained an average of at least 75% for the programme;
 - 7.2 In respect of an undergraduate degree, the qualification shall be conferred cum laude if the candidate has obtained an average of at least 75% for the programme and an average of 75% for the exit-level modules of that programme;
 - 7.3 In respect of an honours degree, the qualification shall be conferred cum laude if the candidate has obtained an average of at least 75% for the programme; and

7.4 In respect of a master's degree based on modules passed and a dissertation, the degree shall be conferred cum laude if the candidate has obtained an average mark of at least 75% for the set modules, as well as a final mark of at least 75% for the dissertation.

7.5 A student cannot obtain a qualification with distinction or cum laude unless he or she passed all set modules in the first attempt of all relevant assessments (in non-examinable qualifications) or examinations (in examinable qualifications) without re-registration.

8 Award of qualification

8.1 Upon the recommendation of the AVC and the approval of the Senate, a qualification will not be awarded or conferred until all:

8.1.1 Modules have been successfully completed and the programme requirements have been met.

8.1.2 All Senate rules and programme requirements have been met.

8.1.3 Financial obligations due to MANCOSA have been settled.

8.2 A qualification may not be awarded for early exit from a programme.

[IR 15] ASSESSMENTS

Submission of assessments - general guidelines applicable to all assessment types, inclusive of projects and exclusive of examinations and research reports/dissertations:

1. Only one (1) PDF copy of the assessment type per student must be submitted to the Assessment Department as required by the assessment structure of the programme. No other formats will be accepted unless specifically required by the assessment type for technical and quantitative modules.
2. The one attachment would cover the following:
 - Cover page
 - Contents page
 - Body of assessment / project report
 - Bibliography (Referencing)
 - Assessments sent without the MANCOSA Assessment Cover Page will not be accepted. Cover pages must be added as the first page of an assessment and not as the last page.
3. The MANCOSA Assessment Cover Page, table of contents, body of assessment and bibliography (references) should not be added to the final word count of an assessment. The word count must be adhered to and MANCOSA reserves the right to not mark that content which is deemed excessive beyond the stipulated word count.
4. Assessments submitted in different parts will not be accepted for marking. There may be exceptions to this rule for the Information Technology and Quantitative modules where the different files must be zipped and uploaded as one folder.
5. Assessment parts received from students after the day on which the first submission was made will not be marked.

6. All assessments must be typed out. Under no circumstances will hand written assessments be accepted.
 7. The responsibility lies with the student to ensure that an assessment is correctly labelled before its submission and to further ensure that the correct assessment for the correct module is submitted.
 8. Should the student submit an incorrect assessment submit a correct assessment under the incorrect module, then the standard marking process will be applied and the outcome will be communicated to the student. Under no circumstances will incorrect assessments be deleted from the system. It is possible that such assessments would be awarded a mark of zero. In such case resubmissions would only apply to qualifying assessment types and programmes.
 9. All assessments must include a standard MANCOSA Assessment Cover Page. A copy of the Assessment Cover Page may be obtained from *MyMancosa.com*
 10. All mandatory details must be correctly completed on the MANCOSA Assessment Cover Page, including the student's MANCOSA email address and personal email address. The responsibility lies with the student to update his/her personal details with the Registry Department or on *MyMancosa.com*
 11. Students can upload their assessment multiple times before the due date of the assessment and up until the due date. Each submission will override the one made previously. Students need to be vigilant that the final version of the assessment is sent to MANCOSA. If students send a wrong version of an assessment and this assessment is marked, the student may end up with a lower mark than if the final version had been submitted.
 12. It is the responsibility of the student to retain the assessment acknowledgement of receipt email/slip for future reference. Students are encouraged to retain a copy of the submitted assessment for their record keeping and must not delete it after submission.
 13. The Assessment Administration Manager only in the event of hospitalisation or death, may consider late submission of an assessment, provided supporting documentation is made available within five (5) calendar days of the assessment. Work pressures/commitments are not considered as mitigating circumstances.
 14. The prerequisite in order to qualify for an examination or submit a project is compulsory completion of the Knowledge Check and Short Essay questions. Students will be allowed to submit their Project or sit for their examination upon completion of the KCQ and Short Essay or assignment as applicable.
 15. Failure to attempt the Knowledge Check and/or Short Essay question, will result in re-registration of the module.
 16. Students will have two (2) attempts to complete each Knowledge Check question. The second attempt will be available two (2) hours after the submission of the first attempt. The higher of the two (2) scores will be retained as the final result for that particular Knowledge Check question.
2. Assessment uploading/submission procedure for MyMancosa:
 - 2.1 Students are required to submit the assessment on or before the scheduled due date, via the MyMancosa student portal according to the online procedure and complete all mandatory fields which will generate the assessment cover page. The onus is on the student to ensure that all fields are accurately captured and that the correct assessment is submitted.
 - 2.2 Students that encounter difficulty uploading their assessments and receive an error message must immediately screenshot the error message and send it to studentservices@mancosa.co.za.

- 2.3 All Honours and Advanced Certificate, uploading procedures will be facilitated on MyMancosa.
 - 3 Assessment uploading/submission procedure for MancosaConnect:
 - 3.1 Student are required to submit the assessment on or before the scheduled due date, via MancosaConnect according to the online procedure. The onus is on the student to ensure that the correct assessment in its correct format is submitted.
 - 3.4 All Higher Certificate and Undergraduate Degree Programmes, Master of Business Administration (NQF9), Postgraduate Diploma in Business Management and Postgraduate Diploma in Risk Management, uploading procedures will be facilitated on MANCOSAConnect.
 - 4 Student Support Services:
 - 4.1 All queries should be directed to studentservices@mancosa.co.za as per the contact details reflected in the Programme Handbook of each programme.
 - 4.2 Assessments should not be submitted to Student Services as these will not be assessed.
 - 5 Assessment submission dates:
 - 5.1 The Programme Handbook which is given to students at registration has the assessment/project submission dates clearly stated. Students must consult the MANCOSA portals for Knowledge Check and Short Essay dates.
 - 5.2 Each module has a carefully and progressively planned specific assessment due date per semester. Students are required to abide by deadline dates and encouraged to upload their assessment well before the deadline, so that the IT and Assessment Departments of MANCOSA can handle the inflow of assessments smoothly and efficiently.
 - 6 Extension of assessment submission dates – general guidelines:
 - 6.1 Students may be granted a maximum of two (2) extension requests per semester irrespective of the number of modules. The extensions may only be utilised across different modules and are not applicable for more than one (1) assessment of the same module. Granting of extensions is at the sole discretion of MANCOSA.
 - 6.2 All extension requests must be received prior to the due date of the assessment.
 - 6.3 An extension may be granted for a maximum of five (5) additional calendar days after the scheduled assessment due date. No further extensions will be granted.
 - 6.4 Assessments submitted after the approved extended due date will not be accepted for marking.
 - 6.5 Depending on the programme, an extension request must be submitted online using the MyMancosa and MancosaConnect portal.
 - 6.6 No extensions will be granted on resubmissions
 - 7 Re-submission of assessments for all programmes:
 - 7.1 A student who obtains a mark of less than 50% for an assessment may have another attempt at improving his/her grade for that assessment by providing a re-submitted assessment. This is not applicable to Knowledge Check questions and Short Essays.
 - 7.2 The resubmission will be capped at 70% for higher certificate, advanced certificate and year 1 and 2 of the undergraduate degree programmes and 60% for year 3 of the undergraduate degrees and all postgraduate programmes.
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- 7.3 Re-submitted assessments are due 10 calendar days after the date on which the student assessment result is uploaded onto the student portal. An email notification is sent to the student advising that the marked assessment is ready for download. The re-submission result is considered the final mark for that assessment.
- 7.4 Assessments submitted after the re-submission due date will not be accepted.
- 7.5 Students will be required to answer a new assessment question for all assessment re-submissions. A fee is levied for each resubmission assessment.
- 7.6 Application for a re-mark is not permitted on re-submitted assessments.
- 8 Re-marking of assessments
- 8.1 Assessments may be re-marked independently at the request of the student. This will be done at a charge per assessment. Proof of payment must be submitted together with the application for a re-mark.
- 8.2 In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.
- 8.3 Students applying for a re-mark must do so within five (5) calendar days of release of the assessment result.
- 8.4 Any student requesting a re-mark must fill in a standard MANCOSA Re-Mark Request Form.
- 8.5 No re-mark will be granted on re-submitted assessments and Knowledge Check questions.
- 8.6 No refunds are granted for re-marks irrespective of results.
- 9 Group assessment rules
- 9.1 While students are encouraged to form student and support study groups and given the large amount of information available, each student MUST produce his/her own original piece of work when submitting assessments.
- 9.2 Students are not permitted to submit the same assessment as others in their group.
- 9.3 Students found guilty of plagiarism and academic dishonesty will be subject to appropriate penalties. If there is an assessment or examination irregularity Academic EXCO may require students to resubmit or re-sit for the exam (for example, information on a paper or a leak). The Academic EXCO reserves the right to impose other sanctions as deemed appropriate.
- 10 Report of uploading errors
- 10.1 Students are encouraged to refer to the troubleshooting guide in their programme handbook should they encounter challenges with the upload facilities. In cases where the specific challenge is not listed, the error message and screenshots must be emailed to studentservices@mancosa.co.za at the time of the occurrence.
11. Release of assessment results
- 11.1 Students are required to obtain assessment results via the MyMancosa student portal.
- 11.2 Under no circumstances will results be released telephonically and by any persons unauthorised to do so.
- 11.3 Assessment results will be released within 35 calendar days from the due date of the scheduled assessment.
- 11.4 Project results would generally be released with examination results as applicable to degree and postgraduate programmes.

12. Return of assessments

12.1 All marked assessments are uploaded onto the MyMancosa and MancosaConnect platforms. The responsibility lies with the student to download the marked assessment from the relevant platform.

12.2 Marked assessments are not posted or emailed back to students.

[IR 16] EXAMINATIONS

1. Examination schedules

1.1. All final and supplementary examination dates, calendar days and times for writing each module are listed in the Programme Handbook for each programme. These dates and venues may be changed due to unforeseen circumstances.

1.2. All examination schedules are confirmed in the examination guidelines which are uploaded to MyMancosa at least one (1) month prior to examination sessions.

1.3. Special timetables are issued to students who are required to carry or re-register for a module(s).

1.4. In cases where a student has two (2) examinations scheduled in the morning session (09h00 – 12h00), the incommunicado rule will apply and the student will write one (1) examination in the morning and one (1) examination in the afternoon. The student is required to remain seated in the examination venue until the next examination commences. Should the student leave the examination venue after completing the first examination, the student will not be allowed to write the second examination in the afternoon session. The Incommunicado rule does not apply to afternoon session clashes. In instances where students have afternoon examination session clashes, the student will need to write one module in the supplementary sitting. The applicable fee will be charged to the student account.

1.5. Personalised timetables must be downloaded via the MyMancosa portal.

1.6. The examination schedule follows SAST (South African Standard Time). All examinations commence according to SAST.

2. Examination venues

2.1. All examination venues listed in the Programme Handbook are provisional and subject to change.

2.2. Students must consult the student portals for confirmed venue listings. The confirmed examination venues which are normally held at Examination Centres or other approved and secure examination venues are listed as per their addresses, cities and countries.

2.3. MANCOSA is under no obligation to offer examinations outside official examination centres.

2.4. These examination venues are confirmed in writing via the examination guidelines provided to students at least one (1) month before an examination session.

2.5. A student may not change his/her examination venue. In exceptional circumstances such as relocation, the student must request permission from the Examinations Department no less than six (6) weeks prior to the start of the examinations.

3. Eligibility to sit for an examination

3.1. To be eligible to write an examination for a module, a student must fulfil the following requirements:

- 3.1.1. Complete the compulsory assessment/s for a module.
- 3.1.2. Obtain at least the sub-minimum in the assessments of that module. If the student does not obtain the sub-minimum in the assessment, then the student is deemed to have failed the module and should not sit for the examination for that specific module.
- 3.1.3. In the event that the student does not meet the requirements as stipulated above, he/she will be required to re-register for that module.
- 3.1.4. In order to sit for an examination, proof of identity is required.
 - Only a government issued, i.e. an Identity Document or Passport, will be accepted as positive identification at the examination venue.
 - No other form of identification or affidavits will be accepted.
 - The student Registration Confirmation Letter must accompany the Identity Document.
 - Student who do not have both form of identification will not be allowed to sit for the examination and will be required to re-register for the module.
4. Marking of examination scripts
 - 4.1. Examination scripts are assessed by MANCOSA appointed academics.
 - 4.2. The scripts are then moderated externally by subject-area specialists.
 - 4.3. The external moderator's report of examination scripts is tabled at the Assessment, Verification and Certification Committee. The decisions taken by this Committee of student module results, is final and binding.
5. Re-marking of examination scripts and viewing of examination scripts
 - 5.1 Examination scripts may be re-marked independently at the request of the student. This will be done at a charge per script. Proof of payment must be submitted together with the application for a re-mark.
 - 5.2 In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.
 - 5.3 Students applying for a re-mark must do so within five (5) calendar days of the date of MANCOSA's official release of examination results for the period in which the student wrote.
 - 5.4 Any student requesting a re-mark must fill in a standard MANCOSA Re-Mark Request Form.
 - 5.5 No refunds are granted for re-marks irrespective of results.
 - 5.6 The viewing of an examination script
 - 5.6.1 Examination scripts may be viewed within five (5) calendar days from the date of MANCOSA's official release of examination results.
 - 5.6.2 The student will send a request to Student Services requesting to view an examination script at <https://mancosa.freshdesk.com/support/home>.
 - 5.6.3 Once the request has been received, the requisite fee (per examination script) is then communicated to the student in writing.
 - 5.6.4 The student will then make payment and send proof of payment to Student Services.
 - 5.6.5 Student Services will communicate a date to the student in order to view the script in the region in which he/she wrote the examination.

5.6.6 When viewing a script, the following rules apply:

- a) The script can be viewed for a maximum duration of half an hour (30 minutes) only. Payment of the requisite fee entitles the student to a one-time viewing only.
- b) The script cannot be removed or taken away under any circumstances.
- c) The viewing of the script must be done in the presence of a nominated MANCOSA representative.
- d) Where a student requires a subject matter expert available, he/she must make the necessary arrangements with Student Services at least 48 hours beforehand.
- e) No pictures, videoing, photocopying, etc. of the examination script will be allowed.

6. Aegrotat examinations

- 6.1. An aegrotat examination may only be granted to students who claim, and are able to provide evidence of, hospitalisation during an examination or death of an immediate family member.
- 6.2. Students who do not attempt a final examination due to illness/death must submit their Aegrotat application and related evidence via the MyMancosa student portal.
- 6.3. The aegrotat application is only processed on receipt of the prescribed fee per module.
- 6.4. A student who has qualified for an aegrotat examination must write it at the scheduled time. This is the final opportunity for the student to sit for the examination in the semester. No postponement or claims of mitigating factors for aegrotat examinations will be permitted.
- 6.5. A request for these mitigating factors for an examination will only be considered if the student has submitted the assessment/s for the module/s concerned.
- 6.6. An aegrotat application can only be requested for a final examination sitting and provided that the online application is received within five (5) calendar days of the missed final examination. Aegrotats are not applicable for supplementary examination sittings.

7. Supplementary examinations

- 7.1. Students who fail an examination for a module may qualify for a supplementary examination if the following conditions are met:
 - 7.1.1. Submitted and achieved the sub-minimum mark in the assessment for the particular module.
 - 7.1.2. Attempted the final examination without achieving a pass mark.
 - 7.1.3. An aegrotat application has been approved by MANCOSA.
- 7.2. It is the student's responsibility to check if s/he has been granted any supplementary examinations.
- 7.3. A student granted a supplementary examination must write the examination at the scheduled time. No postponement or claims of mitigating factors for supplementary examinations is permitted.
- 7.4. A student who does not pass a module after having written a supplementary examination will be deemed to have failed the module and will have to re-register for the module.
- 7.5. The supplementary examination may be granted if all the required conditions listed above are met.

8. Requirements to write an examination

- 8.1. Students must provide positive identification at examinations and those students who fail to do so will not be allowed to write the examination. No exceptions will apply.

- 8.2. Photocopies and electronic pictures of identification will not be considered for access to the examinations.
- 8.3. To provide proof of positive identification, the following type of identification will be accepted only:
 - 8.3.1. A valid official identity document (ID, valid passport or a valid driver's licence); and
 - 8.3.2. Student Registration Confirmation Letter.
 - 8.3.3. Both documents referred to above must be presented at the venue. No other documentation will be accepted.
- 8.4. A student will be expelled from MANCOSA and/or its related activities if s/he has been found to have acted dishonestly in a previous examination sitting.
- 8.5. Any student without valid proof of identification will not be allowed to write the examination.
- 8.6. Reading time has been factored into the overall examination time allocated per module.
9. Writing the correct examination paper
 - 9.1. The responsibility lies with the student to ensure that s/he writes the correct examination paper of a module with the exact and not similar module title.
 - 9.2. Students who write the incorrect examination paper will be required to re-register for the module.
 - 9.3. MANCOSA will not be held liable for students who write the incorrect examination paper.
10. Release of examination results
 - 10.1. It is the student's responsibility to determine if s/he is eligible to write a supplementary examination.
 - 10.2. No examination results will be released to a student until s/he pays all outstanding study fees. Re-marks will not be considered for late payments.
 - 10.3. Under no circumstances will results be released telephonically and by any persons unauthorised to do so.
 - 10.4. Transcripts will be emailed to the student Gmail account provided fees are up to date.
11. Specific rules for writing examination papers – Refer to the Student Code of Conduct for comprehensive examination rules.
12. Examination irregularity
 - 12.1. If there is an assessment or examination irregularity Academic EXCO may require students to re-submit or re-sit for the exam, for example, missing examination script(s), a leak of an examination paper or any information related to the content of any examination paper before the examination is held.
 - 12.2. MANCOSA reserves the right to constitute a special Committee/Working Group/AVC to evaluate any examination/assessment irregularity and to further determine a sanction which it may deem appropriate.
 - 12.3. Note that no outside legal representation will be allowed, where the internal processes of evaluation and review are ongoing regarding any irregularity.

[IR 17] STUDENT SUPPORT

1. Student Services
 - 1.1. MANCOSA's Student Services is situated at its Head Office in Durban, South Africa. It is the first point of contact for all student administration queries and complaints. MANCOSA has a unique-number tracking system to record student queries, whether administrative or academic. This reference number is issued to

students. Student Services aims to achieve a response time of between 24 to 48 hours for all queries. All queries and complaints including those related to MANCOSA electronic facilities (such as IT and website information) must be forwarded to Student Services via email or phone on:

Email: studentservices@mancosa.co.za

Tel: 0861 MANCOSA

2. Research and Workshops (Academic Support)

2.1 The Postgraduate Research Department is mandated to support postgraduate research student success administratively and academically.

2.2 The Postgraduate Research Department executes its mandate, by advancing the environment that underpins:

- a) The promotion of intellectual and scholarly inquiry,
- b) The development of appropriate research competencies,
- c) The creation of scientific and ethical responses to challenges identified in organisations and society,
- d) The expansion of the frontiers of knowledge through innovation, and
- e) A commitment to quality administrative and academic support services, professionally and effectively.

2.3 This institutional rules and other student information letters sent from the Research Department to students during their research tenure at MANCOSA shall govern the terms incorporated herein.

2.4 Copyright of research—When a programme at MANCOSA for which a student is registered leads directly to the production of original material to which the student has made a contribution, ownership of all such intellectual property resides with MANCOSA. MANCOSA requires students to sign a formal acknowledgement in this regard. All copyright of research and dissertations completed by students becomes the intellectual property of MANCOSA.

2.5 Publication and/or display of project reports/dissertations—MANCOSA reserves the right to publish this department on reports of projects/dissertations arising from coursework carried out by students and will normally wish to do so, for example, by placing copies in MANCOSA libraries or giving exposure to the research in the media.

2.6 Workshops – The following rules apply to student attendance at workshops:

- Students are requested to contact their relevant MANCOSA learning centre to confirm their programme schedules for their specific venues a week before the workshops. Workshop schedules may be subject to change without prior notice due to unforeseen circumstances.
 - Students are reminded to carry all relevant module study material on the 1st day of a workshop.
 - Students are encouraged to read all relevant modules prior to attending workshops in order to participate constructively in discussions.
 - Students are reminded that work on assessments should commence before attending workshops.
 - Students are strongly advised that for their maximum success in assessments to use opportunity to interact with subject-area specialists and fellow students, even though attendance at workshops is not compulsory.
 - No workshops will be held for any of the elective modules in the postgraduate programmes. These modules require self-directed learning. However, all academic queries may be directed to Student Services.
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- The full workshop programme schedules of the dates, places and venues are contained in the Programme Handbook.
- Students must abide by venue rules, including no eating during workshop classes/sessions.
- Facilitators are appointed by MANCOSA as per subject area expertise – students do not have the option of selecting their facilitators.
- Depending on student numbers, MANCOSA reserves the right to hold classes.
- Students are encouraged to complete the workshop evaluation forms. Students must sign a register during each workshop.

[IR 18] FINANCE AND FEES

1. Payment of fees

- 1.1. All fees and other payments owing to MANCOSA for tuition and/or services provided must be paid by the due dates as stipulated in the current fee schedule. A non-refundable registration fee is included in all fees.
- 1.2. Where a student has a sponsorship/bursary for his/her studies from an employer or any other sponsoring/bursary body in respect of fees, the student must supply proof of sponsorship/bursary at the point of enrolment.
- 1.3. The student, however, is ultimately responsible for all and any payment owing to MANCOSA in the case of default by the sponsor.
- 1.4. MANCOSA offers two tutorial options (pure distance education and rich distance) linked to respective payment plans which are revised annually in the MANCOSA Enrolment Contract and Fee Schedule.
- 1.5. Once a specific payment plan is chosen, students may pay fees as follows:
 - 1.5.1. Payment in cash at the MANCOSA offices in Durban or Johannesburg.
 - 1.5.2. Credit Card, Chipped Credit Card and Debit cards payment via the MANCOSA website.
 - 1.5.3. Electronic Transfer payments.
 - 1.5.4. Debit Order payments by completing a Debit Order Authorisation Form and submitting it to the Finance Department in Durban.
- 1.6. Students are cautioned that once a payment plan has been chosen, the terms of such arrangement must be strictly adhered to and may not be changed without prior written permission from MANCOSA.

2. Payment details

- 2.1. The following details must accompany all payments made to MANCOSA:
 - 2.1.1. Student number or Enquiry number.
 - 2.1.2. Full name and surname.
- 2.2. Proof of payment/transfer must be forwarded to the Finance Department. Incorrect payment details may result in student accounts not being credited.

3. Overdue accounts

- 3.1. Penalties may be imposed on all overdue accounts.

- 3.2. Students who fail to pay fees by the due date will automatically move onto payment plan 3 or have their accounts adjusted accordingly, thereby increasing their debt to MANCOSA.
 - 3.3. If students have outstanding financial obligations, MANCOSA reserves the right to apply two steps:
 - 3.3.1. Withhold the results of examinations; and
 - 3.3.2. Withhold the release of certificates.
 - 3.4. No student may re-enrol for the following year or enrol for a different programme whilst still in debt to MANCOSA.
 - 3.5. Students requesting additional material not included in the programme fee will be charged accordingly for items such as photocopying and postage.
 - 3.6. MANCOSA will make use of debt-collecting services to recover unpaid student debts and possibly pursue further legal action where applicable.
 4. Additional fees / charges
 - 4.1. The following non exhaustive list of additional fees, which are revised annually, are levied:
 - 4.1.1. Graduation Fees
 - 4.1.2. Assessment Re-Mark Fee
 - 4.1.3. Assessment Re-Submission Fee
 - 4.1.4. Examination Script Re-Mark Fee
 - 4.1.5. Supplementary Examination
 - 4.1.6. Aegrotat Examination
 - 4.1.7. Graduating in absentia
 - 4.1.8. Transcripts / Certificates (copies)
 - 4.1.9. Change of Elective
 - 4.1.10. Extension on dissertation
 - 4.1.11. Viewing of marked examination script
 - 4.2. A charge will be levied to cover administrative and bank charges in respect of returned cheques and/or unpaid debit orders.
 5. Deferral of studies – financial implications
 - 5.1. The following financial rules apply to deferrals:
 - 5.1.1. Only if the financial obligations of a student are met, then a student may be granted permission to defer/postpone a programme.
 - 5.1.2. A deferral postpones a student's studies not his/her payment plan.
 - 5.1.3. The deferral fee is revised annually.
 - 5.2. The deferral payment must be made at the time of application.
 6. Cancellations/de-registrations and expulsion – fee liability
 - 6.1. A student who intends cancelling his/her registration must notify MANCOSA in writing.
 - 6.2. Students will be liable for the non-refundable registration fee, if the cancellation occurs within 20 business days from the date of initial registration.
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- 6.3. Students will also be liable for the payment of full course fees, if the cancellation occurs after the 20 business days of the date of initial registration.
- 6.4. The decision of Academic EXCO, on the recommendation of the Director of Finance, is final and binding.
7. Re-registration of incomplete modules
- 7.1. A student's request for re-registration of incomplete modules will only be processed once all outstanding financial balances have been settled and on receipt of the registration fee.
- 7.2. The re-registration fee is a modular fee which includes the registration fee.
- 7.3. The re-registration fees (after the payment of the registration fee) must be settled within a maximum of three (3) consecutive months from the initial date of registration.
- 7.4. Assessments from incomplete modules will not be carried forward into the new registration/ intake period.
- 7.5. The decision of Academic ExCo on the recommendation of the Director of Finance, is final and binding.
- 7.6. Applications for registration of incomplete modules must be forwarded to the coordinator of Re-Registration and Deferrals at rereg@mancosa.co.za
8. Change of elective
- 8.1. A student's request for the change of an elective will only be processed on settlement of all outstanding balances and on receipt of the change of elective fee
- 8.2. The change of an elective application must reach MANCOSA's offices before the first assessment due date for the current semester and provided that no coursework has been attempted.
- 8.3. If coursework had been submitted for the elective in the previous semester, then the student will be required to re-register for the module in the current semester.
- 8.4. The decision of Academic EXCO, on the recommendation of the Director of Finance, is final and binding.
9. Account details
- 9.1. All payments including overdue accounts, additional fees and miscellaneous costs must be paid into **ANY ONE** of the following accounts:

BANK : ABSA BANK
ACCOUNT HOLDER : MANCOSA (PTY) LTD
BRANCH : ABSA CORPORATE & BUSINESS BANKING KZN
ACCOUNT NUMBER : 40-6845-6934
BRANCH CODE : 634926
REFERENCE : Student Number

OR

BANK : STANDARD BANK
ACCOUNT HOLDER : MANCOSA (PTY) LTD
BRANCH : OVERPORT CITY, DURBAN
ACCOUNT NUMBER : 05- 261- 572-3
BRANCH CODE : 043826
REFERENCE : Student Number

10. International (foreign) payments

10.1. All payments of student accounts made outside South Africa take at least three calendar days to reflect in MANCOSA bank accounts. The responsibility lies with the student to ensure the timely payment of all accounts by using MANCOSA'S SWIFT CODE.

10.2. The SWIFT CODE for international payments are as follows:

ABSA BANK : ABSAZAJJ

STANDARD BANK : SBZAJAJJ

[IR 19] GRADUATION

1. Overview

1.1. On successful completion of all programme requirements, settlement of all outstanding financial requirements and the return of all library books, a student is eligible to graduate. The student must attend a graduation ceremony where the qualification is officially conferred upon him/her or they will be deemed to have graduated in absentia.

1.2. Students who are completing their research/dissertations must adhere to their individual dissertation submission deadline (as indicated on their supervisor allocation letter). Students will be notified of eligibility* for graduation in a particular ceremony upon the release of their dissertation assessment outcome by the Postgraduate Research Department.

1.3. *Eligibility shall mean –

a) Eligibility to graduate is dependent on factors, including, but not limited to:

i. Presentation of a student's dissertation outcome to the relevant academic/ research committees.

ii. Verification of outstanding coursework modules.

iii. Verification of outstanding student fees.

1.4. Inclusion in a particular graduation ceremony will be confirmed when a student receives the graduation invitation.

1.5. All students graduating from MANCOSA are liable for a fee. This amount does not include the cost of academic attire (hiring of gowns, etc.) or photographs.

1.6. A separate charge is levied per guest attending the graduation ceremony.

1.7. Students graduating in absentia are liable for a fee. This includes the cost of printing and postage/courier of the certificate to the student.

1.8. The student may not defer his/her graduation under any circumstance.

1.9. No advance confirmation of graduation will be provided to students before academic verification has taken place.

1.10. The graduation ceremony venue, city and dates are determined by EXCO and will be communicated at least two months prior to the graduation ceremony.

1.11. Under no circumstances will a graduation certificate be issued prior to the graduation ceremony.

1.12. Graduation may take place biannually based on the number of students eligible to graduate per semester per region.

- 1.13. Graduation venues may rotate among certain regions based on the number of students eligible to graduate per semester.
2. Graduation Certificate
 - 2.1. Only one certificate will be issued. An official MANCOSA academic transcript and transcript supplement will also be provided.
 - 2.2. The graduation certificate will contain:
 - 2.2.1. The graduate's full name, as recorded in the student record.
 - 2.2.2. The type of award (higher certificate, diploma, degree, etc.).
 - 2.2.3. The classification of the award (if appropriate).
 - 2.3. The graduation certificate will have the MANCOSA seal affixed onto it.
 - 2.4. If a graduation certificate is to be replaced, the already-issued certificate must be returned before the replacement certificate is issued.
 - 2.5. If a graduation certificate is lost, the student is required to provide an affidavit sworn under oath and commissioned by the SAPS before a certificate is re-issued.
 - 2.6. Damaged certificates are to be returned to MANCOSA in order for a reprinted certificate to be issued.
 - 2.7. A fee will be levied to replace a lost graduation certificate.
3. Name on certificate
 - 3.1. No change to students' names will be done at the Graduation ceremony. The student must ensure that the correct details are provided prior to the graduation ceremony.
4. Changing the name on the certificate
 - 4.1. Once a graduate receives his/her certificate which maybe incorrect, the only retrospective changes that can be made, if sufficient proof is provided are where:
 - 4.1.1. An administrative error has occurred or
 - 4.1.2. Change is required under national legislation.
5. Changing of details on the Name/Calling card
 - 5.1 No alterations must be made on the Name/Calling cards that are used to announce the graduate at the ceremony, for e.g. change of names, qualifications or the classification of the award. Failure to abide by this rule may result in MANCOSA pursuing remedial action against you in terms of section 32B of the National Qualifications Framework Amendment Act 12 of 2019. Any perceived errors must be communicated to the Graduation Department in writing for investigation.
6. Graduation Gowns, Gown Hire and Photographs
 - 6.1 At the graduation ceremony, graduates must wear the gown and carry the hood appropriate to the qualification they are to receive.
 - 6.2 MANCOSA does not provide gowns and hoods.
 - 6.3 Graduates can hire a gown and hood at their own cost from the robe maker appointed by MANCOSA.
 - 6.4 Graduates are expected to hire their robes as soon as possible.

- 6.5 No photographs or videos may be taken during the graduation ceremony. Only official photographers appointed by MANCOSA are allowed to take photographs during the graduation ceremony.
 - 6.6 Graduates who purchase official photographs and videos of the graduation ceremony do so at their own cost.
 - 6.7 Students may not use hoods obtained from previous graduations with academic attire for their current graduation.
7. Graduation Ceremony tickets
- 7.1. Each graduate will receive tickets for two guests to attend the ceremony at a cost determined by MANCOSA per guest. A graduate may apply for extra tickets when completing the graduation registration form.
 - 7.2. There is no guarantee that extra tickets will be available.
 - 7.3. If you make arrangements on the assumption of obtaining extra tickets, you are doing so at your own risk.
 - 7.4. MANCOSA does not accept liability for any actual or alleged loss that may result in the event that extra tickets are unavailable.
 - 7.5. Graduates and guests must produce their tickets to enter the graduation ceremony.
 - 7.6. Children under the age of 12 years old will not be allowed to attend the graduation ceremony.

[IR 20] THIRD PARTY INFORMATION REQUESTS

1. MANCOSA reserves the right to release student information to third parties, in compliance with the applicable laws of the Republic of South Africa relating to disclosure of information to the extent required in terms of these Institutional Rules. Third party requests include but are not limited to:
 - 1.1. Result/qualification verification.
 - 1.2. Student fees and bursaries.
 - 1.3. Student misconduct and/or student irregularities.

[IR 21] LETTERS OF CONDUCT AND STUDY PERMITS

1. As a supported distance education provider, MANCOSA does not:
 - 1.1. Issue letters of student conduct/testimonials/reference letters.
 - 1.2. Countersign any documentation related to study permits, visas or other similar legal documents.
2. As per the registration procedure, MANCOSA will only issue a Student Registration Confirmation letter.

[IR 22] RELEASE OF MARKING MEMOS AND PAST EXAM PAPERS

1. Under no circumstances will MANCOSA release any marking memorandums or marking rubrics to any students or other third parties other than the academic persons responsible for a particular module.
 2. Past year papers will be made available on the MyMancosa student portal and MANCOSA Libraries from time to time.
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[IR 23] PRIVATE TUITION

1. No student may request/receive private tuition from any MANCOSA facilitator, full-time or part-time, without written consent from the Academic EXCO Chairperson Director's office to do so. Similarly, no facilitator may provide private tuition to any MANCOSA student without written consent from the Academic ExCo Chairperson.

[IR 24] COMPLAINTS

1. A complaint is considered to be an expression of a legitimate concern regarding some aspect of MANCOSA's provision and/or operation which needs a response.
 - 1.1. Principles
 - 1.1.1. Every attempt will be made to deal with student complaints as effectively as possible.
 - 1.1.2. Complaints will be treated in confidence and no victimisation or discrimination of any kind will be tolerated against the complainant.
 - 1.1.3. Anonymous complaints against a person or persons will NOT be considered.
 - 1.2. The procedure is outlined in the Student Code of Conduct.
 - 1.3. MANCOSA reserves the right to communicate directly to a student in the event that a complaint has been lodged.
 - 1.4. MANCOSA reserves the right not to address any complaints lodged by a student or group of students who do not follow the correct complaints procedure as outlined in the Student Code of Conduct.

[IR 25] STUDENT CONDUCT

1. Students must read this section in conjunction with the provisions contained in the Student Code of Conduct and all other MANCOSA rules, regulations, directives and any other relevant law.
2. A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of MANCOSA or any of its students, administrative or academic staff, MANCOSA officials, guests or the surrounding community.
3. Specific violations include, but are not limited to:
 - a. Committing or threatening to commit any act of violence against self or another;
 - b. Threatening the health, safety, or welfare of another;
 - c. Exhibiting unprofessional behaviour on field trips or at official MANCOSA functions or activities, where relevant;
 - d. Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or anyone else;
 - e. Interfering with the freedom of movement of another person;
 - f. Invading the privacy of another person;
 - g. Stalking (purposely and/or repeatedly engaging in behaviour directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behaviour);
 - h. Interfering with the right of another to enter, use, or leave any MANCOSA building, facility, property, service, resource, or activity;

- i. Attempting to bribe or solicit a MANCOSA official or staff member, or student to engage in any similar type behaviour.
 - j. Making rude, abusive or racist comments, hate speech, or interfering with an administrative or academic staff member, or a MANCOSA official, in the performance of his or her duty;
 - k. Interfering with the freedoms of speech, religion, or association of another;
 - l. Trespassing or the unauthorised entering or accessing of any MANCOSA building, facility, property, service, resource, or activity;
 - m. Instigating, participating in or otherwise encouraging and/or inciting others to engage in a fight, riot, other disruption or dishonest behaviour;
 - n. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behaviour;
 - o. Exhibiting public nudity, lewd or sexual behaviour; or
 - p. Urinating in any area of the MANCOSA buildings, facilities, or property other than toilets.
3. MANCOSA prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia, including marijuana. Any violations will be subject to disciplinary action and may be reported to the law enforcement authority. All MANCOSA buildings are designated as smoke-free zones/areas.
4. Specific violations include, but are not limited to:
- 4.1. The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
 - 4.2. The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
 - 4.3. The misuse, sale, delivery, or transfer of a prescription or prescription drug;
 - 4.4. The possession of a prescription or prescription drug not issued to the student;
 - 4.5. Driving while impaired by any drug, whether it be legal or illegal; or
 - 4.6. A violation of any applicable laws relating to drugs or drug paraphernalia.
5. Endangering the safety of others
- 5.1. A student shall not endanger the lives or safety of others.
 - 5.2. Specific violations include, but are not limited to:
 - 5.2.1. Creating an unsafe condition or environment which could cause harm to others;
 - 5.2.2. Setting or causing a fire;
 - 5.2.3. Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers;
 - 5.2.4. Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any MANCOSA facility or building; or
 - 5.2.5. Disobeying a command by any MANCOSA official or faculty member in connection with a fire, alarm, or other safety or security matter.
6. Failure to comply with reasonable requests
- 6.1. It is a violation to ignore, disobey, disregard, or otherwise violate any reasonable request of a MANCOSA staff member.
 - 6.2. Specific violations include, but are not limited to:
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- 6.2.1. Failing to comply with the directive of any MANCOSA official or staff member, including any sanction imposed by MANCOSA upon a group or individual;
- 6.2.2. Failing to comply with the terms of any policy, procedure or agreement, including any other agreement between a student and a MANCOSA official or department; or
- 6.2.3. Failing to comply with any applicable local or national law.
- 6.3. Students that fail to comply with reasonable requests may be subject to disciplinary action.
7. False information
 - 7.1. A student shall not provide false or misleading information.
 - 7.2. Specific violations include, but are not limited to:
 - 7.2.1. Making a false or misleading oral or written statement to any MANCOSA official or staff member (including, but not limited to, application for admission, residency classification or participation in any special programmes sponsored by MANCOSA) when the student knew or should have known the statement was false;
 - 7.2.2. Deliberately withholding or altering academic information, transcripts or documents;
 - 7.2.3. Making a false or misleading oral or written statement at any point of a student conduct investigation or process;
 - 7.2.4. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
 - 7.2.5. Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating a fire alarm or emergency on campus when no emergency actually exists;
 - 7.2.6. Falsely reporting a crime or a violation of the rules; or
 - 7.2.7. Possessing or displaying any form of false identification or any identification purporting to be that of the student's; or
 - 7.2.8. Assuming or attempting to assume the identity of another person;
 - 7.2.9. Impersonating someone or having someone impersonate you in person, in writing, electronically or by whatsoever other means. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to a penalty determined by MANCOSA.
 - 7.2.10. Falsely identifying or misrepresenting one's personal performance outside of a particular programme, in a programme or module in which one is not officially enrolled, or in the admissions process (e.g. submission of portfolios or essays).
 - 7.2.11. Submitting stolen or purchased assessments or research; or
 - 7.2.12. Forgery.
8. Misuse of MANCOSA's materials, services, or property
 - 8.1. A student shall not misuse any MANCOSA material, service or property.
 - 8.2. Specific violations include, but are not limited to:
 - 8.2.1. Destroying, damaging, misusing, or defacing any MANCOSA building, facility, or property, or any private property on-campus or being used for a MANCOSA-sponsored event;

- 8.2.2. Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, MANCOSA-provided key or access card, or any material issued or owned by MANCOSA;
 - 8.2.3. Impairing or otherwise hindering another's use of a MANCOSA material, service, or property;
 - 8.2.4. Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any MANCOSA document or record without authorisation;
 - 8.2.5. Littering on or in any MANCOSA property, facility, or building; or
 - 8.2.6. Engaging in conduct that may result in damage or destruction of any MANCOSA building, facility or property.
9. Emergency suspension
- 9.1. MANCOSA reserves the right to remove any student where the continued presence of that student at a MANCOSA office or campus poses a threat to safety or the rights, welfare, or property of another.
10. Responsible computing and use of MANCOSA computer resources
- 10.1. All students must comply with national laws relating to copyright, security, and electronic media. Students must act responsibly and according to the relevant laws and contractual obligations.
 - 10.2. All students must ensure their computer is secured against viruses, worms, hacker attacks, and other intrusions. Students are responsible for all uses of their computer and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).
 - 10.3. All students are expected to access and use their MANCOSA student email and read email in a timely manner. Administrative and academic staff will send emails with important information about academic programmes, classes and workshops, assessments and release of results. Academic support and administrative departments will send timely, sometimes critical, announcements. These messages are sent to the email address assigned to each student. If students prefer to use a different email service, they must still check their MANCOSA email account or be sure to forward messages to the preferred account.
 - 10.4. A student shall not damage, destroy, misuse, or otherwise endanger MANCOSA's computing and information resources.
 - 10.5. Specific violations include, but are not limited to:
 - 10.5.1. Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, for any activity other than that for which access or use was assigned or authorised;
 - 10.5.2. Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, for commercial use;
 - 10.5.3. Accessing any MANCOSA computer, facility, equipment, software, network, or other resource, including email, without authorisation;
 - 10.5.4. Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, to commit or attempt to commit any other violation of these Rules;
 - 10.5.5. Disrupting, hindering, or damaging the service, use, or ability of others to access or use any MANCOSA computer, facility, equipment, software, network, or other resource, including email;
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- 10.5.6. Damaging, destroying, misusing, or otherwise harming any MANCOSA computer, facility, equipment, software, network, or other resource, including email;
 - 10.5.7. Wi-Fi download of non-academic programme-related material (e.g. videos, music, etc.); or
 - 10.5.8. Using any MANCOSA computer, facility, equipment, software, network, or other resource, including email, to commit or attempt to commit acts prohibited under applicable national laws.
11. Should a student be found in contravention of these rules, he/she may be suspended pending an investigation. Based on the disciplinary procedure, appropriate sanctions may be applied, which may include expulsion from MANCOSA.

[IR 26] SEXUAL ASSAULT

1. MANCOSA will not tolerate sexual assault by any student, academic, staff member or third-party vendor. Sexual assault occurs when consent is not received; a person is physically forced, intimidated or coerced into a sexual act, or when a person is physically or mentally unable to give consent. Assault may be committed by an acquaintance or a stranger. All reported violations will be adjudicated by MANCOSA and may be reported to the police.
2. Consent:
 - 2.1. Consent is an affirmative decision to willingly engage in mutually acceptable sexual activity given by clear words or actions. It is an informed decision made freely and voluntarily by parties who have reached the age of majority. In order for a sexual encounter to be consensual, each participant must agree to engage in each act of sexual activity in the sexual encounter.
 - 2.2. Relying solely on non-verbal communication can lead to miscommunication about one's intent. It is important not to make assumptions. Confusion or ambiguity may arise at any time during a sexual interaction. Therefore, it is essential that each participant clarifies his or her willingness to continue at each progression of the sexual interaction.
 - 2.3. Consent may not be inferred from silence, passivity or lack of active response alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent in every instance, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.
 - 2.4. Conduct will be considered "without consent" if no clear consent, verbal or non-verbal, is given. In some situations, an individual's ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, acting under duress, physically forced, intimidated, coerced, mentally or physically impaired, unconscious, beaten, threatened, isolated or confined.
 - 2.5. The use of alcohol or drugs can limit a person's ability to freely and clearly give consent. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether or not consent has been freely and clearly given. The perspective of a reasonable person will be the basis for determining whether one should have known how the use of alcohol or drugs impacted another's ability to give consent.
3. Specific violations include, but are not limited to:

3.1. Any uninvited, unwelcome advance, request for sexual favour, or touching or kissing of a sexual nature, where such conduct placed the victim in a position where he or she reasonably felt unable to avoid the uninvited conduct.

4. Sexual and other discriminatory harassment

4.1. MANCOSA is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination. Discrimination or harassment may be due to a person's race, colour, national origin, sex, disability, religion, age, gender identity or expression, sexual orientation or any other characteristic protected by law.

4.2. MANCOSA is committed to ensuring a safe and non-discriminatory environment that protects the constitutional rights of students, academics and staff.

4.3. Acts of discrimination and harassment undermine MANCOSA's mission by threatening the careers, educational experiences, and well-being of those associated with MANCOSA.

4.4. This rule expresses MANCOSA's opposition to discrimination and harassment and assists MANCOSA to comply with national laws in relation to such misconduct.

4.5. MANCOSA is committed to ensure that students, academics, staff, and visitors remain free from harassment and discrimination. As such, students, academics, staff and third-party vendors are permitted to file a complaint.

4.6. Relatedly, students, academics and staff are permitted to file a complaint against a third-party vendor working for MANCOSA. Following an investigation, if the third-party vendor is determined to have engaged in harassment or discrimination in violation of this policy, remedial actions will be taken up to and including restricting the individual from being on any MANCOSA premises and/or providing services to MANCOSA.

4.7. Prohibited Activities

4.7.1. Sexual Harassment

4.7.1.1. Sexual harassment includes unwelcomed sexual advances, requests for sexual favours, and other verbal or physical conduct of a physical nature when:

4.7.1.1.1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's academic advancement;

4.7.1.1.2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or student academic decisions affecting such individual; or

4.7.1.1.3. such conduct has the purpose or effect of unlawfully interfering with an individual's work or student's academic performance or unlawfully creating an intimidating, hostile, or offensive working or educational environment.

4.7.1.2. The following is a non-exhaustive list of actions that may constitute sexual harassment:

- 4.7.1.2.1. A demand for sexual favours accompanied by implied threats about the person's employment or student's academic status, or implied promises of preferential treatment;
 - 4.7.1.2.2. Persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature;
 - 4.7.1.2.3. Unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;
 - 4.7.1.2.4. Repeated degrading or insulting comments that demean an individual's sexuality or sex;
 - 4.7.1.2.5. Unwarranted displays of sexually suggestive objects or pictures; or
 - 4.7.1.2.6. Sexual assault.
- 4.7.2. Other Discriminatory Harassment
- 4.7.2.1. Other discriminatory harassment includes any verbal or physical conduct toward another that is based on the other's race, national origin, disability, religion, age, gender identity or expression, or sexual orientation or any other characteristic protected by law, and that:
 - 4.7.2.1.1. unreasonably creates an intimidating, hostile, or offensive learning and/or working environment; or
 - 4.7.2.1.2. unreasonably interferes with an individual's work or a student's academic performance.
 - 4.7.2.2. Discriminatory harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the educational activities of MANCOSA.
- 4.8. Behaviour of a sexual or discriminatory nature that does not necessarily rise to the level of sexual or other discriminatory harassment may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other MANCOSA policies and could warrant remedial actions and/or discipline.
- 4.9. The alleged conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position taking into account all of the circumstances involved in a particular matter.
- 4.10. It is a violation of MANCOSA policy to retaliate in any way against students or employees because they have raised allegations of sexual or other discriminatory harassment. Person(s) against whom the complaint is lodged also bear a responsibility to abstain from retaliatory behaviour toward the complainant(s) and/or any individual participating in the investigation.

[IR 27] THEFT

1. Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of MANCOSA, its guests, and all members of MANCOSA community.

2. Specific violations include, but are not limited to:
 - 2.1. The unauthorised taking, misappropriation, possession, retention, or disposal of any property owned or maintained by MANCOSA, another student, a person attending a MANCOSA sponsored event, or any other person; or
 - 2.2. The unauthorised taking or use of any MANCOSA-owned or contracted service.
3. Any lost or misplaced item that is found should immediately be turned in to a MANCOSA office. For instance, items found in the library should be taken to the library's circulation desk. Inquiries concerning lost books, articles of clothing, or identification cards should be directed to Reception.
4. MANCOSA will not be held liable for any and all liability for any damage, loss or injury to any person or property, save for gross negligence on the part of MANCOSA, where applicable.

[IR 28] WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE CHEMICALS OR DEVICES ON CAMPUS

1. The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.
 2. Specific violations include, but are not limited to, the possession, use or threat of use of any of the following items on campus:
 - 2.1. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
 - 2.2. Any toy gun which, based on colour, design or appearance, would be considered by a reasonable person to be an actual firearm;
 - 2.3. Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
 - 2.4. Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;
 - 2.5. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
 - 2.6. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.
 3. Possession of a license to possess or use any of the above items shall not constitute a defence of any violation of this section.
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