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# INSTITUTIONAL RULES

## 2021

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### Disclaimer

The terms and provisions in this document are subject to change without prior notice, in order to ensure MANCOSA adheres to requisite statutory and regulatory compliance.

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, gender or religion and with the intention of creating a secure and productive environment for our staff and students to achieve their objectives.

As a student of MANCOSA, the onus lies with you to read, understand and abide by the provisions contained herein. Notwithstanding anything to the contrary, MANCOSA, its directors, staff, affiliates and representatives are under no circumstances liable for any direct, special, indirect, incidental or consequential damages whatsoever caused and howsoever arising, whether in contract, warranty, negligence or otherwise, except where such liability cannot be excluded in terms of the laws of the Republic of South Africa.

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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
OSA	Online Summative Assessment
RPL	Recognition of prior learning
SAQA	South African Qualifications Authority
SDC	Student Disciplinary Committee
SIS	Student Information System
SRSAC	Student Recruitment, Selections and Admissions Committee
SS	Student Services

## 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 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 online MANCOSA student portal ([www.mycancosa.com](http://www.mycancosa.com)). The annual fee schedule and the most recent Programme Handbook must be consulted for the relevant fees for every programme.

## INSTITUTIONAL RULES [IR]

### [IR 1] LANGUAGE OF COMMUNICATION AND INSTRUCTION

1. The method of instruction of all MANCOSA lectures, tutorials, webinars workshops, assignments, examinations, research, etc. is conducted in English.
2. 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. MANCOSA does not disrespect or disregard any other language as they all have a role to play in different societies.

### [IR 2] PROGRAMMES OFFERED

MANCOSA has international recognition, or programme accreditation or institutional registration, as relevant, including but not limited to Mauritius, Zambia, Namibia and eSwatini. All MANCOSA programmes are accredited by the Higher Education Quality Committee (HEQC) of the South African Council on Higher

Education (CHE), registered by the DHET and recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA). MANCOSA also offers executive education and business development short learning programmes. The list of certificates, diplomas and degrees is available in the MANCOSA Prospectus or can be found on the MANCOSA website at [www.mancosa.co.za](http://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 General Certificate of Education (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.
4. An alternative access route is available in exceptional circumstances for mature-age applicants or via Recognition of Prior Learning (RPL), for applicants who do not meet the minimum entry requirements for undergraduate and postgraduate studies. An acceptance of a RPL candidate or granting of a mature-age exemption is based on MANCOSA's RPL policy which is subject to the approval of the Student Recruitment, Selections and Admissions Committee (SRSAC) and RPL Committee respectively.
5. Programme titles, the NQF levels, credits and admission criteria are subject to change, according to the requirements of the DHET, SAQA and/or the Council on Higher Education (CHE) and the Higher Education Qualification Sub-Framework (HEQSF).
6. Certified copies of all documents submitted must have been 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.

### **[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 now apply online for year one and two, there is an online application form on the My Mancosa portal. All registrations are to be submitted online and the current process is as follows:
    - 1.8.1 Log on to MyMancosa.com
    - 1.8.2 Select special request - returning registration requests.
    - 1.8.3 Complete module information and contact details (extremely important for verification purposes)
    - 1.8.4 Upload proof of payment or bursary letter.
    - 1.8.5 Verify and submit with one-time pin (OTP)
    - 1.8.6 You will receive a reference number
    - 1.8.7 Once completed a pro-forma invoice will be mailed to you within 24 hours.
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2. 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 - 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.

#### [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 Summative Assessment 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 phase of the programme.
8. Students who are eligible for supplementary Summative Assessment may only be re-registered after the initial Summative Assessment 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.

#### **[IR 12] REGISTRY AND DISPATCH**

1. The Registry Department captures all student information on the MANCOSA Student Information System, in line with the data privacy requirements of the Protection of Personal Information Act 4 of 2013.
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 Registration Confirmation Letter (RCL, pro forma invoice and any related documents are transmitted to the student electronically and where applicable, included in the study pack.
5. The onus is on the student to ensure that they receive the correct study material and related documentation.
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:
  - 1.1. additional time to complete Summative Assessments at the discretion of the institution;
  - 1.2. use of a computer for writing exams;
  - 1.3. preferential seating in the classroom and exam venue.

## [IR 14] ASSESSMENTS

1. The Programme Summary– Structure, Delivery and Assessment for each programme can be found in **Annexure 1** of this document or in the Programme Handbook.
2. Assessment guidelines for students can be found in **Annexure 2** of this document as well as on the MyMancosa and MancosaConnecect portals.
3. Summative assessment guidelines can be found in **Annexure 3** of this document as well as on the MyMancosa and MancosaConnecect portals.
4. Students are required to ensure that they familiarise themselves with all applicable rules, policies and guidelines, where applicable. Failure to read and understand the relevant rules may result in disciplinary action being taken against the student, where applicable.
5. The specific method of assessment for each programme can be found in the Programme Handbook.
6. Mitigating factors that affect a student's progress: For the purposes of MANCOSA, mitigating factors, affecting a student's progress shall mean; 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.
7. Students who wish to inform MANCOSA of any mitigating factors must do the following:
  - 7.1. Submit this information in writing to the Academic EXCO within five (5) days after the scheduled assessment submission date.
  - 7.2. Provide a full and complete account of dates on which the mitigating factors apply specifying the assessment(s) and/or Summative Assessment(s) affected.
  - 7.3. Medical certificates dated one week before or after the scheduled assessment and/or assessment date will not be accepted.
  - 7.4. Information of mitigating factors must be submitted on the MANCOSA Appeals/Mitigating Circumstances form. Students may be asked to submit evidence of academic work already completed
  - 7.5. Work commitments are not considered mitigating circumstances.
8. Right of appeal
  - 8.1. The following would suffice as Grounds for Appeal:
    - 8.1.1. 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.
    - 8.1.2. If there were procedural irregularities in the conduct of the Summative Assessment and/or assessment so as to create a reasonable possibility that the result might have been different had the procedural irregularity not occurred.
    - 8.1.3. If there is evidence of prejudice, bias or inadequate assessment on the part of one or more examiners or moderators.

- 8.1.4. No appeal challenging academic judgement will be considered.
- 8.1.5. The time limit within which a student may appeal the decision of the Academic EXCO is within 5 (five) calendar days from the date on which the student has been notified of the result. This time limit applies to the appeal received by the relevant manager on the appropriate Appeals/Mitigating Circumstances Form. Any discussions with academic or administrative staff do not count as notification of an appeal.
- 8.1.6. 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.
- 8.1.7. Any additional documents should be the original, typed or word-processed, legibly hand-written or certified if necessary. Faxes and photocopies are not acceptable.
- 8.1.8. 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 (7) above.

## 9. Evidence

- 9.1 The student's reason for appeal must be supported by evidence.
- 9.2 Unsupported claims or allegations against an individual or a group of staff will not be accepted as evidence.
- 9.3 MANCOSA may request affidavits from any interested or relevant party.
- 9.4 MANCOSA may also contact medical practitioners to confirm documents that are submitted.
- 9.5 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.

## 10 Advice and contact details

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

## 11 Academic dishonesty (including plagiarism)

- 11.1 Academic dishonesty 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.
- 11.2 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 work submitted and declared as being original.
- 11.3 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.
- 11.4 Cheating, plagiarism, fabrication of information and other dishonest academic practices are considered as academic offences. This may include, but is not limited to:

- 11.5 purchasing offering, giving or selling essays or other assessments with the knowledge that these works will likely be subsequently submitted for assessment;
- 11.6 allowing work to be copied during an Summative Assessment, or assessments;
- 11.7 purchasing, offering, giving or selling answers to Summative Assessments, or assessments;
- 11.8 sharing of Summative Assessment/assessment questions and/or answers;
- 11.9 intentionally misleading students with regard to assessments; or outsourcing of assessments to a third party with or without payment.
- 12 The Assessment, Verification and Certification Committee will request, where needed, the Student Disciplinary Committee (SDC) to investigate any allegations of such offences.
- 13 Assessments, research proposals and dissertations are put through plagiarism software (TURNITIN) to ensure that information used in work submitted is not plagiarised.
- 14 MANCOSA categorises plagiarism offences into 3 levels:
- 14.1. Level 1: Minor first-time infringement,
  - 14.2. Level 2: Repeated minor or first-time major infringement, and
  - 14.3. Level 3: Repeated offences and/or major offences that are possibly intentional and suggest collusion or deliberate dishonesty.
- 15 The Assessments, Verification and Certification Committee will establish the nature and/or the level of offence.
- 16 Classification of results - All marked assessments and Summative Assessments are classified into the following grades and percentages:
- |       |   |         |
|-------|---|---------|
| 16.1. | A | 75%+    |
| 16.2. | B | 70-74%  |
| 16.3. | C | 60-69%  |
| 16.4. | D | 50-59%  |
| 16.5. | E | 40-49%  |
| 16.6. | F | 33-39%  |
| 16.7. | G | 0 - 33% |
17. Grade Point Average (GPA) calculations are not considered at MANCOSA.
18. The detailed marking criteria used for each of the grades above are available in the Programme Handbook. In the grading process, one tick does not necessarily equal one mark.

## [IR 15] STUDENT SUPPORT

- 15.1. Student Services - 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 on:

**Fresh desk:** <https://mancosa.freshdesk.com/support/tickets/new>

**Tel:** (+27) 31 300 7200 or (+27) 861 800 000

#### 15.2. Research and Workshops (Academic Support)

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

15.2.2. The Postgraduate Research Department executes its mandate, by advancing the environment that underpins.

15.2.3. The promotion of intellectual and scholarly inquiry,

15.2.4. The development of appropriate research competencies,

15.2.5. The creation of scientific and ethical responses to challenges identified in organisations and society,

15.2.6. The expansion of the frontiers of knowledge through innovation, and

15.2.7. A commitment to quality administrative and academic support services, professionally and effectively.

15.3. 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.

15.4. 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, which will be made available prior to commencement of programme. All copyright of research and dissertations completed by students becomes the intellectual property of MANCOSA.

15.5. Publication and/or display of project reports/dissertations—MANCOSA reserves the right to publish coursework carried out by students. For example, by placing copies in MANCOSA libraries or giving exposure to the research in the media.

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

15.6.1 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.

15.6.2 Students are reminded to carry all relevant module study material on the 1<sup>st</sup> day of a workshop.

15.6.3 Students are encouraged to read all relevant modules prior to attending workshops in order to participate constructively in discussions.

15.6.4 Students are reminded that work on assignments should commence before attending workshops.

- 15.6.5 Students are encouraged to interact with verified MANCOSA representatives for academic support, where needed. MANCOSA discourages the use of third party academic service providers, especially where they are used for unethical and illegal purposes.
- 15.6.6 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.
- 15.6.7 The full workshop programme schedules of the dates, places and venues are contained in the Programme Handbook.
- 15.6.8 Students must abide by venue rules, including no eating during workshop classes/sessions.
- 15.6.9 Facilitators are appointed by MANCOSA as per subject area expertise – students do not have the option of selecting their facilitators.
- 15.6.10 Depending on student numbers, MANCOSA reserves the right to hold classes.
- 15.6.11 Students are encouraged to complete the workshop evaluation forms.
- 15.6.12 Students must sign a register during each workshop.

## [IR 16] FINANCE AND FEES

### 16.1 Payment of fees

- 16.1.1. 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.
- 16.1.2. 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.
- 16.1.3. The student, however, is ultimately responsible for all and any payment owing to MANCOSA in the case of default by the sponsor.
- 16.1.4. MANCOSA offers two tutorial options, pure distance and rich distance, linked to respective payment plans which are revised annually in the MANCOSA Enrolment Contract and Fee Schedule.
- 16.1.5. Once a specific payment plan is chosen, students may pay fees as follows:
- 16.1.6. Payment in cash at the MANCOSA offices in Durban or Johannesburg.
  - Credit Card, Chipped Credit Card and Debit cards payment via the MANCOSA website.
  - Electronic Transfer payments.
  - Debit Order payments by completing a Debit Order Authorisation Form and submitting it to the Finance Department in Durban.



- 16.1.7 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.
- 16.1.8 Payment details - The following details must accompany all payments made to MANCOSA:
- Student number or Enquiry number.
  - Full name and surname.
- 16.1.9 Proof of payment/transfer must be forwarded to the Finance Department. Incorrect payment details may result in student accounts not being credited.
- 16.1.10 Overdue accounts
- 16.1.11 Penalties may be imposed on all overdue accounts.
- 16.1.12 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
- 16.1.13 If students have outstanding financial obligations, MANCOSA reserves the right to apply two steps:
- 16.1.14 Withhold the results of Summative Assessments; and
- 16.1.15 Withhold the release of certificates.
- 16.1.16 No student may re-enrol for the following year or enrol for a different programme whilst still in debt to MANCOSA.
- 16.1.17 Students requesting additional material not included in the programme fee will be charged accordingly for items such as photocopying and postage.
- 16.1.18 MANCOSA will make use of debt-collecting services to recover unpaid student debts and possibly pursue further legal action where applicable. Additional fees/ charges
- 16.2 The following non-exhaustive list of additional fees, which are revised annually, are levied:
- Graduation Fees
  - Assignment Re-Mark Fee
  - Assignment Re-Submission Fee
  - Summative Assessment Script Re-Mark Fee
  - Supplementary Summative Assessment
  - Aegrotat Summative Assessment
  - Graduating in absentia
  - Transcripts / Certificates (copies)
  - Change of Elective
  - Extension on dissertation
  - Viewing of marked Summative Assessment script

- 16.3 A charge will be levied to cover administrative and bank charges in respect of returned cheques and/or unpaid debit orders.
- 16.4 Deferral of studies – financial implications - The following financial rules apply to deferrals:
- 16.4.7 Only if the financial obligations of a student are met, then a student may be granted permission to defer/postpone a programme.
  - 16.4.8 A deferral postpones a student's studies not his/her payment plan.
  - 16.4.9 The deferral fee is revised annually.
- 16.5 The deferral payment must be made at the time of application.
- 16.6 Cancellations/de-registrations and expulsion – fee liability
- 16.7 A student who intends cancelling his/her registration must notify MANCOSA in writing.
- 16.8 Students will be liable for the non-refundable registration fee, if the cancellation occurs within 20 business days from the date of initial registration.
- 16.9 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.
- 16.10 The decision of Academic EXCO, on the recommendation of the Director of Finance, is final and binding.
- 16.11 Re-registration of incomplete modules
- 16.12 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.
- 16.13 The re-registration fee is a modular fee which includes the registration fee.
- 16.14 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.
- 16.15 Assessments from incomplete modules will not be carried forward into the new registration/intake period.
- 16.16 The decision of Academic EXCO, on the recommendation of the Director of Finance, is final and binding.
- 16.17 Applications for registration of incomplete modules must be forwarded to the coordinator of Re-Registration and Deferrals at [rereg@mancosa.co.za](mailto:rereg@mancosa.co.za).
- 16.18 Change of elective
- 16.18.7 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
  - 16.18.8 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.
  - 16.18.9 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.

16.18.10 The decision of Academic EXCO, on the recommendation of the Director of Finance, is final and binding.

16.18.11 Account details- 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**

16.19 International (foreign) payments

16.19.7 All payments of student accounts made outside South Africa take at least three 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.

16.19.8 The SWIFT CODE for international payments are as follows:

**ABSA BANK** : **ABSAZAJJ**  
**STANDARD BANK** : **SBZAZAJJ**

## [IR 17] GRADUATION

### 17.1. Overview

17.1.1 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 can thus attend a graduation ceremony where the qualification is officially conferred upon him/her.

- 17.1.2 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.
- 17.1.3 Eligibility shall mean –
- a) Eligibility to graduate is dependent on factors, including, but not limited to:
  - b) Presentation of a student's dissertation outcome to the relevant academic/ research committees.
  - c) Verification of outstanding coursework modules.
  - d) Verification of outstanding student fees.
- 17.1.4 Inclusion in a particular graduation ceremony will be confirmed when a student receives the graduation invitation.
- 17.1.5 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.
- 17.1.6 A separate charge is levied per guest for a graduation ceremony.
- 17.1.7 Students graduating in absentia are liable for a fee. This includes the cost of postage/courier of the certificate to the student.
- 17.1.8 The student may not defer his/her graduation.
- 17.1.9 No advance confirmation of graduation will be provided to students.
- 17.1.10 The graduation ceremony venue, city and dates are determined by EXCO and will be communicated at least two months prior to the graduation ceremony.
- 17.1.11 Under no circumstances will a graduation certificate be issued prior to the graduation ceremony.
- 17.1.12 Graduation may take place biannually based on the number of students eligible to graduate per semester per region.
- 17.1.13 Graduation venues may rotate among certain regions based on the number of students eligible to graduate per semester.
- 17.1.14 Graduation venues will be communicated to the student within a reasonable time prior to graduation.
- 17.2 Graduation Certificate
- 17.2.1 Only one certificate will be issued. An official MANCOSA academic transcript and transcript supplement will also be provided.
- 17.3 The graduation certificate will contain:
- 17.3.1 The graduate's full name, as recorded in the student record.
  - 17.3.2 The type of award (certificate, diploma, degree).
  - 17.3.3 The classification of the award (if appropriate).

- 17.4 The graduation certificate will have the MANCOSA seal affixed onto it.
- 17.5 Once a student receives his/her certificate it is not normally possible to replace the certificate.
- 17.6 If a graduation certificate is to be replaced, the already-issued certificate must be returned before the replacement certificate is issued.
- 17.7 A fee will be levied to replace a graduation certificate.
- 17.8 Name on certificate
- 17.9 The graduation certificate will be printed with the graduate's name reflected as follows:
- 17.9.1 first name(s)/given name(s), followed by;
  - 17.9.2 family name/surname.
- 17.10 MANCOSA will print the full name as recorded in the student record. The student must contact MANCOSA to make any changes to his/her name. It is the graduate's responsibility to ensure that his/her name is correctly recorded in the student record.
- 17.11 The name in the student record should be the same as that on an officially recognised form of identification document such as:
- 17.11.1 passport, or
  - 17.11.2 national identity document/card.
- 17.12 Using a different version of a graduate's name may cause difficulties in the future in proving that the certificate does in fact belong to the graduate.
- 17.13 Changing the name on the certificate
- 17.14 Once a graduate receives his/her certificate it is not normally possible to amend the name. The only retrospective changes that can be made are where:
- 17.14.1 An administrative error has occurred or
  - 17.14.2 Change is required under national legislation requirements on gender recognition.
- 17.15 Stolen or lost certificates will require an affidavit in order for the certificate to be re-issued. Damaged certificates are to be returned to MANCOSA in order for the re-printed certificate to be issued.
- 17.16 Graduation gowns, Gown Hire and Photograph
- 17.16.1 At the graduation ceremony, graduates must wear the gown and carry the hood appropriate to the degree they are to receive.
  - 17.16.2 MANCOSA does not provide gowns and hoods.
  - 17.16.3 Graduates can hire a gown and hood at their own cost from the robe maker appointed by MANCOSA.
  - 17.16.4 Graduates are expected to hire their robes as soon as possible, and not later than two weeks before the ceremony.
  - 17.16.5 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.

17.16.6 Graduates who purchase official photographs and videos of the graduation ceremony do so at their own cost.

17.17 Ceremony tickets

17.17.1 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.

17.17.2 There is no guarantee that extra tickets will be available.

17.17.3 If you make arrangements on the assumption of obtaining extra tickets, you are doing so at your own risk. MANCOSA does not accept liability for any actual or alleged loss that may result in the event that extra tickets are unavailable.

17.18 Graduates and guests must produce their tickets to enter the graduation venues.

17.19 Children under the age of 12 years old will not be allowed to attend graduation ceremonies.

17.20 Qualifications conferred *With Distinction*, or *Cum Laude*:

<b>Programme</b>	<b>Requirements for obtaining a qualification <i>With Distinction</i> or <i>Cum Laude</i></b>
<b>Higher Certificate</b>	shall be conferred <i>With Distinction</i> if the student obtained a final <i>average</i> mark of at least 75% for all the modules in the programme
<b>Advanced Certificate</b>	shall be conferred <i>With Distinction</i> if the student obtained a final <i>average</i> mark of at least 75% for all the modules in the programme
<b>Advanced Diploma</b>	shall be conferred <i>With Distinction</i> if the student obtained a final <i>average</i> mark of at least 75% for all the modules in the programme
<b>Bachelor's Degree</b>	shall be conferred <i>Cum Laude</i> if the student has obtained a final <i>average</i> mark of at least 75% for all the modules with an average mark of 75% for all the exit-level modules of the programme
<b>Bachelor's Honours degree</b>	shall be conferred <i>Cum Laude</i> if the student has obtained a final <i>average</i> mark of at least 75% for all the modules in the programme
<b>Postgraduate Certificate</b>	shall be conferred <i>With Distinction</i> if the student has obtained a final <i>average</i> mark of at least 75% for all the modules in the programme
<b>Postgraduate Diploma</b>	shall be conferred <i>With Distinction</i> if the student has obtained a final <i>average</i> mark of at least 75% for all the modules in the programme
<b>Master's degree with coursework and dissertation</b>	shall be conferred <i>Cum Laude</i> if the student has obtained a final <i>average</i> mark of at least 75% for all the modules with a final mark of at least 75% for the dissertation in the programme
<b>Master's degree with dissertation only</b>	shall be conferred <i>Cum Laude</i> if the student has obtained a final <i>average</i> mark of at least 75% for the dissertation in the programme

- 17.21 The student may not obtain a qualification *with Distinction* or *Cum Laude* unless he or she passes all modules in the programme during the first Assessment attempt without re-registration (this includes both assessments and examinations and/or summative assessments).
- 17.22 The student may not obtain a qualification *with Distinction* or *Cum Laude* if he/she has:
- 17.22.1 attempted any supplementary or Aegrotat examination or a resubmission of an assessment.
  - 17.22.2 re-registered for any module in the programme.
  - 17.22.3 has received credit accumulated transfer from another institution.
  - 17.22.4 a deferral in the programme,
- 17.23 Award of qualification
- 17.23.1 Upon the recommendation of the AVC and the approval of the Senate, a qualification will not be awarded or conferred until all:
    - 17.23.2 Modules have been successfully completed and the programme requirements have been met
    - 17.23.3 All MANCOSA rules and programme requirements have been met.
    - 17.23.4 Financial obligations due to MANCOSA have been settled.
    - 17.23.5 A qualification may not be awarded for early exit from a programme.

#### **[IR 18] THIRD PARTY INFORMATION REQUESTS**

- 18.1 MANCOSA reserves the right to release student information to third parties, in compliance with the Protection of Personal Information Act 4 of 2013 and 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:
- 18.1.1 Result/qualification verification.
  - 18.1.2 Student fees and bursaries.
  - 18.1.3 Student misconduct and/or student irregularities.

#### **[IR 191] LETTERS OF CONDUCT AND STUDY PERMITS**

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

## [IR 20] RELEASE OF MARKING MEMOS AND PAST EXAM PAPERS

- 20.1 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.
- 20.2 Past year papers will be made available on the MyMancosa student portal and MANCOSA Libraries from time to time.

## [IR 21] PRIVATE TUITION

- 21.1 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.
- 21.2 MANCOSA is not affiliated to/with any private tutors or companies offering private academic services. Students who utilise these services do so entirely at their own risk. Students are reminded to avoid utilising these services and familiarise themselves with the MANCOSA Student Code of Conduct. The use of private tutors may result in the in a breach of the Code and may attract disciplinary consequences, especially where instances of academic dishonesty and/or plagiarism arise.

## [IR 22] COMPLAINTS

- 22.1 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.
- 22.2 Principles
- 22.2.1 Every attempt will be made to deal with student complaints as effectively as possible. Complaints will be treated in confidence and no victimisation or discrimination of any kind will be tolerated against the complainant.
- 22.2.2 Anonymous complaints against a person or persons will NOT be considered. The procedure is outlined in the Student Code of Conduct.
- 22.2.3 MANCOSA reserves the right to communicate directly to a student in the event that a complaint has been lodged. 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.
- 22.2.4 All queries and complaints including those related to MANCOSA electronic facilities (such as IT and website information) must be forwarded to Student Services on:

**Freshdesk:** <https://mancosa.freshdesk.com/support/tickets/new>

**Tel:** (+27) 31 300 7200 or (+27) 861 800 000



## [IR 23] SEXUAL ASSAULT

- 23.1. 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.
- 23.2. Consent:
- 23.1.1 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.
- 23.1.2 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.
- 23.1.3 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.
- 23.1.4 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.
- 23.1.5 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.
- 23.1.6 Specific violations include, but are not limited to:
- 23.1.7 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.

## 23.2 Sexual and other discriminatory harassment

- 23.2.1 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,
- 23.2.2 MANCOSA is committed to ensuring a safe and non-discriminatory environment that protects the constitutional rights of students, academics and staff.
- 23.2.3 Acts of discrimination and harassment undermine MANCOSA's mission by threatening the careers, educational experiences, and well-being of those associated with MANCOSA.
- 23.2.4 This rule expresses MANCOSA's opposition to discrimination and harassment and assists MANCOSA to comply with national laws in relation to such misconduct.
- 23.2.5 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.
- 23.2.6 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.
- 23.2.7 Prohibited Activities
- 23.2.8 Sexual Harassment
  - 23.2.8.1 Sexual harassment includes unwelcomed sexual advances, requests for sexual favours, and other verbal or physical conduct of a physical nature when:
    - 23.2.8.1.1 Exposure to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's academic advancement;
    - 23.2.8.1.2 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
    - 23.2.8.1.3 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.
  - 23.2.8.2 The following is a non-exhaustive list of actions that may constitute sexual harassment:
    - 23.2.8.2.1 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;
    - 23.2.8.2.2 Persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature;

- 23.2.8.2.3 Unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;
- 23.2.8.2.4 Repeated degrading or insulting comments that demean an individual's sexuality or sex;
- 23.2.8.2.5 Unwarranted displays of sexually suggestive objects or pictures; or
- 23.2.8.2.6 Sexual assault.

### 23.2.9 Other Discriminatory Harassment

- 23.2.9.1 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:
    - 23.2.9.1.1 unreasonably creates an intimidating, hostile, or offensive learning and/or working environment; or
    - 23.2.9.1.2 unreasonably interferes with an individual's work or a student's academic performance.
  - 23.2.9.2 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.
- 23.3 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.
- 23.4 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.
- 23.5 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 24] THEFT**

24.1 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.

24.2 Specific violations include, but are not limited to:

24.2.1 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

24.3 The unauthorised taking or use of any MANCOSA-owned or contracted service.

24.4 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.

24.5 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 25] WEAPONS, DANGEROUS INSTRUMENTS, AND EXPLOSIVE CHEMICALS OR DEVICES ON CAMPUS**

25.1 The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

25.2 Specific violations include, but are not limited to, the possession, use or threat of use of any of the following items on campus:

25.2.1 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);

25.2.2 Any toy gun which, based on colour, design or appearance, would be considered by a reasonable person to be an actual firearm;

25.2.3 Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;

25.2.4 Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;

25.2.5 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

25.2.6 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.

25.3 Possession of a license to possess or use any of the above items shall not constitute a defence of any violation of this section.

## Annexure 1: ASSESSMENT REQUIREMENTS

### PROGRAMME SUMMARY – STRUCTURE, DELIVERY AND ASSESSMENT – JANUARY 2021 INTAKE

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
HIGHER CERTIFICATES	MancosaConnect	<b>6/7/8 modules per year</b> Delivered on modular basis - 5 weeks per module <b>All modules:</b> 4 Formative Assessments (KCQ) + 1 Summative Assessment (Project)	4 Webinars per module – 4 x 1 hour = 4 hours per module

#### ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Number of Attempts	Sub-minimum requirement
Formative Assessment 1	10%	2	An average of 50% (20/40) across all Formative Assessments
Formative Assessment 2	10%	2	
Formative Assessment 3	10%	2	
Formative Assessment 4	10%	2	
Summative Assessment	60%	2 (Only applicable on resubmission if subminimum not met)	50%

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to submit their summative assessment provided that all formative assessments been attempted and a combined average of at least 50% is attained.

#### ASSESSMENT SUBMISSION

<b>Formative Assessment 1 – 4</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> Each assessment is assigned to the first four weeks of the module. Each assessment is available after the 1<sup>st</sup> webinar in that particular week. The assessment is thereafter available on the MancosaConnect student portal until the end of the five-week period. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension rule:</b> No extensions will be granted for these assessments.</p>
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<p><b>Summative Assessment</b></p>	<p><b>Description:</b> This assessment is in the form of a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.</p> <p><b>Re-submission rule:</b> In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission question. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
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**ACCESSING RESULTS**

<p><b>MancosaConnect portal</b> - Students can access their formative and summative assessment results on this portal</p> <p><b>MyMancosa portal</b> - Students can access their final results on this portal</p>
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
UNDERGRADUATE DEGREES YEAR 1	MancosaConnect	<b>8 modules – 4 per semester</b> All modules – Formative Assessment 1 (KCQ) + Formative Assessment 2 (KCQ) + 1 Online Summative Assessment	<b>Theory Modules:</b> 5/6 Webinars of 1 hour duration <b>Financial/Quantitative modules:</b> 7/8 webinars of 1.5 hour duration
ASSESSMENT OF PROGRAMME			
Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	20%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (KCQ)	20%		2
Online Summative Assessment	60%	30%	2 (Only if subminimum in the online summative assessment is not met and/or final mark is less than 50%)
<b>How to Pass a Module:</b> <ul style="list-style-type: none"> <li>To pass a module the following requirements must be met: <ul style="list-style-type: none"> <li>the compulsory completion of ALL assessment activities;</li> <li>the sub-minimum requirements as outlined above</li> <li>a final combined mark of 50%</li> </ul> </li> <li>Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.</li> </ul>			
ASSESSMENT SUBMISSION			
Formative Assessment 1 and 2	<b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both. <b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. <b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained. <b>Extension rule:</b> No extensions will be granted for these assessments.		
Online Summative Assessment	<b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory. <b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes. <b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%. <b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.		
ACCESSING RESULTS			
<b>MancosaConnect portal</b> - Students can access their formative and summative assessment results on this portal <b>MyMancosa portal</b> - Students can access their final results on this portal			

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
UNDERGRADUATE DEGREES YEAR 2 AND 3	MancosaConnect	<b>8 modules – 4 per semester</b> All modules – Formative Assessment 1 (KCQ) + Formative Assessment 2 (CaseStudy/Scenario) + 1 Online Summative Assessment	<b>Theory Modules:</b> 5/6 Webinars of 1 hour duration <b>Financial/Quantitative modules:</b> 7/8 webinars of 1.5 hour duration

### ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
<b>Formative Assessment 1 (KCQ)</b>	10%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
<b>Formative Assessment 2 (Case Study/Scenario)</b>	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
<b>Online Summative Assessment</b>	60%	30% - Year 2 40% - Year 3	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.

### ASSESSMENT SUBMISSION

<b>Formative Assessment 1</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> No extensions will be granted for these assessments.</p>
<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment will be available on the MancosaConnect portal to students prior to the first webinar (synchronous or asynchronous) in each semester. Students can download the question, work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>



<p><b>Online Summative Assessment</b></p>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% for Year 2 and 40% for Year 3 in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
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**ACCESSING RESULTS**

**MancosaConnect portal** - Students can access their formative and summative assessment results on this portal  
**MyMancosa portal** - Students can access their final results on this portal

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
ADVANCED CERTIFICATES	MancosaConnect	<b>6 modules – 3 per semester</b> All modules – Formative Assessment 1 (KCQ) + Formative Assessment 2 (Case Study/Scenario) + 1 Online Summative Assessment	<b>Theory Modules:</b> 5/6 Webinars of 1 hour duration <b>Financial/Quantitative modules:</b> 5/6 webinars of 1.5 hour duration

### ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
<b>Formative Assessment 1 (KCQ)</b>	10%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
<b>Formative Assessment 2 (Case Study/Scenario)</b>	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
<b>Online Summative Assessment</b>	60%	30%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.

### ASSESSMENT SUBMISSION

<b>Formative Assessment 1</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> No extensions will be granted for these assessments.</p>
<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment will be available on the MancosaConnect portal to students prior to the first webinar (synchronous or asynchronous) in each semester. Students can download the question, work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>

<p><b>Online Summative Assessment</b></p>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
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**ACCESSING RESULTS**

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
ADVANCED DIPLOMA	MancosaConnect	<b>8 modules – 4 per semester</b> <b>Semester 1 – 4 Compulsory Modules –</b> Formative Assessment 1 (KCQ) + Formative Assessment 2 (Case Study/Scenario) + 1 Online Summative Assessment <b>Semester 2 – 2 Compulsory Modules + 2 Electives -</b> Formative Assessment 1 (KCQ) + Formative Assessment 2 (Case Study/Scenario) + 1 Online Summative Assessment	<b>Theory Modules:</b> 5/6 Webinars of 1 hour duration <b>Financial/Quantitative modules:</b> 5/6 webinars of 1.5 hour duration

ASSESSMENT OF PROGRAMME			
Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (Case Study/Scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

**How to Pass a Module:**

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.

**ASSESSMENT SUBMISSION**

<b>Formative Assessment 1</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> No extensions will be granted for these assessments.</p>
<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment will be available on the MancosaConnect portal to students prior to the first webinar (synchronous or asynchronous) in each semester. Students can download the question, work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>

<p><b>Online Summative Assessment</b></p>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
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**ACCESSING RESULTS**

<p><b>MancosaConnect portal</b> - Students can access their formative and summative assessment results on this portal</p> <p><b>MyMancosa portal</b> - Students can access their final results on this portal</p>
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
HONOURS	MancosaConnect	<p><b>Semester 1:</b> 4 Modules – Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment</p> <p><b>Semester 2:</b> 2 Modules – Formative Assessment 1 (Project) + Formative Assessment 2 (Case Study/Scenario) + Online Summative Assessment 1 Research Report</p>	<p><b>Theory Modules:</b> 4 Webinars of 2 hour duration <b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration</p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/EXAM MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
<b>Formative Assessment 1 (Case Study/Scenario)</b>	20%	40% in each individual assessment and a combined average of at least 50%	2 (Only if subminimum in the first attempt is not met)
<b>Formative Assessment 2 (Project)</b>	20%		2 (Only if subminimum in the first attempt is not met)
<b>Online summative assessment</b>	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
<b>Research Report</b>	100%	50%	1

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted, a mark of least 40% is attained in each assessment and a final combined average mark of 50% is obtained.
- A final mark of 50% is required for the Research Report

### ASSESSMENT SUBMISSION

<b>Formative Assessment 1</b>	<p><b>Description:</b> This assessment is in the form of a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
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<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>

### ACCESSING RESULTS

**MancosaConnect portal** - Students can access their assignment/project results on this portal

**MyMancosa portal** - Students can access their final results on this portal

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
POSTGRADUATE DIPLOMAS	MancosaConnect	8 Modules Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment	<b>Theory Modules:</b> 4 Webinars of 2 hour duration <b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration <b>Elective Modules:</b> 4 Webinars of 2 hour duration
ASSESSMENT OF PROGRAMME			
Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case Study/Scenario)	20%	40% in each individual assessment and a combined average of at least 50%	2 (Only if subminimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if subminimum in the first attempt is not met)
Online summative assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
<p><b>How to Pass a Module:</b></p> <ul style="list-style-type: none"> <li>To pass a module the following requirements must be met: <ul style="list-style-type: none"> <li>the compulsory completion of ALL assessment activities;</li> <li>the sub-minimum requirements as outlined above</li> <li>a final combined mark of 50%</li> </ul> </li> <li>Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted, a mark of least 40% is attained in each assessment and a final combined average mark of 50% is obtained.</li> </ul>			
ASSESSMENT SUBMISSION			
Formative Assessment 1	<p><b>Description:</b> This assessment is in the form of a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>		
Formative Assessment 2	<p><b>Description:</b> This assessment is based on a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>		



<p><b>Online Summative Assessment</b></p>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
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### ACCESSING RESULTS

<p><b>MancosaConnect portal</b> - Students can access their assignment/project results on this portal</p> <p><b>MyMancosa portal</b> - Students can access their final results on this portal</p>
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Business Administration (MBA)	MancosaConnect	<p><b>Year 1</b>  <b>8 Modules</b>            Formative Assessment 1 (Case Study/Scenario) +            Formative Assessment 2 (Project) + Online            Summative Assessment</p> <p><b>Year 2: Semester 1</b>            1 Module - Formative Assessment 1 (Case            Study/Scenario) + Formative Assessment 2            (Project) + Online Summative Assessment            1 Dissertation</p>	<p><b>Theory Modules:</b> 4 Webinars of 2 hour duration  <b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration</p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case Study/Scenario)	20%	40% in each individual assessment and a combined average of at least 50%	2 (Only if subminimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if subminimum in the first attempt is not met)
Online summative assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
Dissertation	100%	50%	1

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted, a mark of least 40% is attained in each assessment and a final combined average mark of 50% is obtained.
- A final mark of 50% is required for the Dissertation

### ASSESSMENT SUBMISSION

Formative Assessment 1	<p><b>Description:</b> This assessment is in the form of a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
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<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
<b>ACCESSING RESULTS</b>	
<p><b>MancosaConnect portal</b> - Students can access their assignment/project results on this portal</p> <p><b>MyMancosa portal</b> - Students can access their final results on this portal</p>	

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Public Administration (MPA)	MancosaConnect	<p><b>Year 1</b> <b>6 Modules</b> Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment</p> <p><b>Year 2: Semester 1</b> 1 Module - Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment 1 Dissertation</p>	<p><b>Theory Modules:</b> 4 Webinars of 2 hour duration <b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration</p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case Study/Scenario)	20%	40% in each individual assessment and a combined average of at least 50%	2 (Only if subminimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if subminimum in the first attempt is not met)
Online summative assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
Dissertation	100%	50%	1

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted, a mark of least 40% is attained in each assessment and a final combined average mark of 50% is obtained.
- A final mark of 50% is required for the Dissertation

### ASSESSMENT SUBMISSION

Formative Assessment 1	<p><b>Description:</b> This assessment is in the form of a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
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<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
<b>ACCESSING RESULTS</b>	
<p><b>MancosaConnect portal</b> - Students can access their assignment/project results on this portal</p> <p><b>MyMancosa portal</b> - Students can access their final results on this portal</p>	

PROGRAMME		POR TAL	STRUCTURE	DELIVERY
Master of Commerce		MancosaConnect	12 Months 1 Module - Dissertation	4 webinars over 12 months
ASSESSMENT OF PROGRAMME				
Assessment type	Contribution to final mark		Sub-minimum requirement	Number of Attempts
Dissertation	100%		50%	1
<b>How to Pass a Module:</b>				
- a final mark of 50% is required for the dissertation				
ACCESSING RESULTS				
MyMancosa portal - Students can access their final results on this portal				
TIMELINES				
Weeks	Activities			
0-3	Topic finalisation with RC			
4	Topic approval			
5	Webinar: Research Proposal / Literature Review			
5-8	Proposal development			
10	Proposal approval			
11-13	Introductory chapter/s			
14-19	Literature review chapter/s			
20	Webinar: Research Methods and Instruments			
21	Pilot testing			
22	Refining the research instrument			
23-25	Research Methodology chapter/s			
26	Webinar: Data preparation and analysis			
27-30	Data collection			
31-34	Data analysis			
34	Webinar: Interpreting and discussing research findings			
35-39	Presentation of findings chapter			
40-44	Interpretation and discussion of findings chapter/s			
46-49	Final chapter			
50-51	Proofreading and final amendments			

PROGRAMME	PORTAL	STRUCTURE (OPTION 1)	STRUCTURE (OPTION 2)	DELIVERY
Postgraduate Certificate in Education in Further Education and Training Teaching	MancosaConnect	<p><b>Semester 1</b> 3 Modules – Formative Assessment 1 + Formative Assessment 2 + OSA 1 Module – Formative Assessment 1 + Formative Assessment 2 + 1 Oral OSA</p> <p><b>Semester 2</b> 1 Module - Formative Assessment 1 + Formative Assessment 2 + OSA 1 Module - 1 Project</p> <p><b>Semester 3</b> 1 Module – 1 School based assessments + 1 Professional Portfolio</p> <p><b>Semester 2 and 3</b> 2 Annual Modules - Formative Assessment 1 + Formative Assessment 2 + OSA</p>	<p><b>Semester 1</b> 3 Modules – Formative Assessment 1 + Formative Assessment 2 + OSA 1 Module – Formative Assessment 1 + Formative Assessment 2 + 1 Oral OSA</p> <p><b>Semester 2</b> 2 Modules - Formative Assessment 1 + Formative Assessment 2 + OSA 1 Module - 1 Project</p> <p><b>Semester 3</b> 1 Module – 1 School based assessments + 1 Professional Portfolio 1 Module - Formative Assessment 1 + Formative Assessment 2 + OSA</p> <p><b>Semester 2 and 3</b> 2 Annual Modules - Formative Assessment 1 + Formative Assessment 2 + OSA</p>	<p><b>Theory Modules:</b> 4 Webinars of 2 hour duration</p> <p><b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration</p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (Case Study/Scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
Oral Online Summative Assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

#### PROJECT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Project	100%	50%	2 (Only applicable on resubmission if subminimum not met)

**How to Pass a Module:**

- To pass a module that is assessed using assignments and an online summative assessment the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50% is required for the module
- Students will only be allowed to attempt the online summative assessment provided that the assignment for the module has been attempted and a mark of least 40% is attained.
- To pass a module that is assessed using a project the following requirements must be met:
  - the compulsory completion of the project;
  - the sub-minimum requirements as outlined above
  - a final mark of 50% is required for the module

**ASSESSMENT FOR WORK INTEGRATED LEARNING**

Teaching Practice 102	Assessor	Mark	Contribution to final mark
Teaching Practice 102 Assignment	MANCOSA Lecturer	100	50%
<b>TOTAL</b>			<b>100</b>

Teaching Practice 103	Assessor	Mark	Contribution to final mark
Teaching Specialisation 1	MANCOSA Lecturer/Mentor	100	35%
Teaching Specialisation 2	MANCOSA Lecturer/Mentor	100	35%
Professional Portfolio	Mancosa Lecturer	100	30%
<b>TOTAL</b>			<b>100</b>

**ASSESSMENT SUBMISSION**

<b>Formative Assessment 1</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> No extensions will be granted for these assessments.</p>
<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment will be available on the MancosaConnect portal to students prior to the first webinar (synchronous or asynchronous) in each semester. Students can download the question, work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>



<p><b>Online Summative Assessment</b></p>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
<p><b>Teaching Practice (TP)</b></p>	<p><b>Description:</b> This assessment is based on school-based teaching experience. These assessments are in the form of practical assessments and an e-portfolio.</p> <p><b>Submission:</b> All lesson plans need to be uploaded on the MancosaConnect portal before the practical assessments can be graded. The e-portfolio must be submitted on the MancosaConnect portal 5 days after the block teaching session is complete.</p> <p><b>Re-submission rule:</b> This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the block teaching time-frame. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension rule:</b> This rule only applies for the e-portfolio. An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p> <p><b>Subminimum:</b> In order to pass Teaching Practice 2 (TP103) a sub-minimum of 40% is required in each form of assessment and a final combined mark of 50% is required.</p>

### ACCESSING RESULTS

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**MyMancosa portal** - Students can access their final results on this portal

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 1	MancosaConnect	<p><b>All modules: Formative Assessment 1 (KCQ) + Formative Assessment 2 (KCQ) + OSA</b></p> <p><b>Year 1: Semester 1</b> 2 Compulsory Modules 2 FET subjects 1 SP subject</p> <p><b>Year 1: Semester 2</b> 3 Compulsory Modules 1 SP subject</p>	<b>All Modules:</b> 5/6 Webinars of 1 hour duration

#### ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	20%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (KCQ)	20%		2
Online Summative Assessment	60%	30%	2 (Only if subminimum in the online summative assessment is not met and/or final mark is less than 50%)

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.

#### ASSESSMENT SUBMISSION

<b>Formative Assessment 1 and 2</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained.</p> <p>The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension rule:</b> No extensions will be granted for these assessments.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p>

	<p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
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### ACCESSING RESULTS

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 2	MancosaConnect	<p><b>All modules: Formative Assessment 1 (KCQ) + Formative Assessment 2 (KCQ) + OSA</b></p> <p><b>Year 2: Semester 1</b> 1 Compulsory Modules 2 FET subjects</p> <p><b>Year 2: Semester 2</b> 2 Compulsory Modules 1 SP subject method module 1 Module – School based assessment</p> <p><b>Year 2: Semester 1 and 2</b> 2 FET subject method modules</p>	<p><b>Weekday webinars – Possibility</b> <b>All Modules: 5/6 Webinars of 1 hour duration</b></p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (Case Study/Scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	30%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.

#### ASSESSMENT FOR WORK INTEGRATED LEARNING

Teaching Practice 202	Assessor	Mark	Contribution to final mark
School based assessments	MANCOSA Lecturer	100	100%
<b>TOTAL</b>			<b>100</b>

Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 2 – Continued

ASSESSMENT SUBMISSION	
<b>Formative Assessment 1</b>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.</p> <p><b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.</p> <p><b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension rule:</b> No extensions will be granted for these assessments.</p>
<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment will be available on the MancosaConnect portal to students prior to the first webinar (synchronous or asynchronous) in each semester. Students can download the question, work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
<b>Teaching Practice (TP)</b>	<p><b>Description:</b> This assessment is based on school-based teaching experience. These assessments are in the form of practical assessments and an e-portfolio or assignment.</p> <p><b>Submission:</b> All lesson plans need to be uploaded on the MancosaConnect portal before the practical assessments can be graded. The assignment or e-portfolio must be submitted on the MancosaConnect portal 5 days after semester 2 block teaching session is complete.</p> <p><b>Re-submission rule:</b> This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the teaching practice time-frame. The higher mark of the 2 attempts will be retained.</p> <p><b>Extension rule:</b> This rule only applies for the e-portfolio or assignment. An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>

	<p><b>Subminimum:</b> In order to pass TP202 (NQF level 6), a sub-minimum of 30% is required in each form of assessment. In order to pass TP302 &amp; TP400 (NQF level 7) a sub-minimum of 40% is required in each form of assessment.</p> <ul style="list-style-type: none"><li>• In order to pass each module (TP202, TP302 or TP400), a final combined mark of 50% is required.</li></ul> <p>All submissions are compulsory.</p>
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 3	MancosaConnect	<p><b>All modules: Formative Assessment 1 (KCQ) + Formative Assessment 2 (KCQ) + OSA</b></p> <p><b>Year 3: Semester 1</b>            1 Compulsory Modules            2 FET subjects            1 SP subject method module</p> <p><b>Year 3: Semester 2</b>            1 Compulsory Module            1 SP subject method module            *1 Module – School based assessments</p> <p><b>Year 3: Semester 1 and 2</b>            2 FET subject method modules</p>	<p><b>Weekday webinars – Possibility</b>  <b>All Modules: 5/6 Webinars of 1 hour duration</b></p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	An average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (Case Study/Scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	30% or 40% (Depending on module – See table below)	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted and a combined average of at least 50% is attained.

**Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 3 – Continued**

<b>Module</b>	<b>Year</b>	<b>Semester</b>	<b>NQF Level</b>	<b>Subminimum Requirement</b>
Education Studies 301: Psychology of Education	3	1	7	40%
<b>FET Subjects</b> Accounting FET 311 Business Studies FET 321 Economics FET 331 Mathematics FET 341 English FET 351 isiZulu FET 361	3	1	6	30%
<b>Senior Phase Subject Method</b> Economics and Management Sciences Method SP 311 Mathematics Method SP 321 English Method SP 331 isiZulu Method SP 341	3	1	6	30%
Teaching Practice 302	3	2	7	40%
<b>Senior Phase Subjects</b> Economic and Management Sciences SP 312 Mathematics SP 322 English Method SP 332 isiZulu Method SP 342	3	2	7	40%
<b>FET Subject Method</b> Accounting Method FET 310 Business Studies Method FET 320 Economics Method FET 330 Mathematics Method FET 340 English Method FET 350 isiZulu Method FET 360	3	Annual	6	30%

**ASSESSMENT FOR WORK INTEGRATED LEARNING**

<b>Teaching Practice 302</b>	<b>Assessor</b>	<b>Mark</b>	<b>Contribution to final mark</b>
School based assessments	MANCOSA Lecturer	100	100%
<b>TOTAL</b>			<b>100</b>



Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 3 – Continued

**ASSESSMENT SUBMISSION**

<p><b>Formative Assessment 1</b></p>	<p><b>Description:</b> These are online assessments. These assessments are in the form of multiple choice, true/false or a combination of both.  <b>Submission:</b> These assessments are available for a 21 day period on the MancosaConnect student portal. Students will have two (2) attempts at each assessment. The higher mark of the two attempts will be retained.                      The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date.  <b>Re-submission Rule:</b> There are no re-submissions. The higher mark of the 2 attempts will be retained.  <b>Extension rule:</b> No extensions will be granted for these assessments.</p>
<p><b>Formative Assessment 2</b></p>	<p><b>Description:</b> This assessment is based on a case study/scenario and requires calculations and/or application to relevant theory.  <b>Submission:</b> The question for this assessment will be available on the MancosaConnect portal to students prior to the first webinar (synchronous or asynchronous) in each semester. Students can download the question, work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date.  <b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will be retained.  <b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<p><b>Online Summative Assessment</b></p>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.  <b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.  <b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.  <b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>
<p><b>Teaching Practice (TP)</b></p>	<p><b>Description:</b> This assessment is based on school-based teaching experience. These assessments are in the form of practical assessments and an e-portfolio or assignment.  <b>Submission:</b> All lesson plans need to be uploaded on the MancosaConnect portal before the practical assessments can be graded. The assignment or e-portfolio must be submitted on the MancosaConnect portal 5 days after semester 2 block teaching session is complete.  <b>Re-submission rule:</b> This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the teaching practice time-frame. The higher mark of the 2 attempts will be retained.  <b>Extension rule:</b> This rule only applies for the e-portfolio or assignment. An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>

	<p><b>Subminimum:</b> In order to pass TP202 (NQF level 6), a sub-minimum of 30% is required in each form of assessment. In order to pass TP302 &amp; TP400 (NQF level 7) a sub-minimum of 40% is required in each form of assessment.</p> <ul style="list-style-type: none"><li>• In order to pass each module (TP202, TP302 or TP400), a final combined mark of 50% is required.</li></ul> <p>All submissions are compulsory.</p>
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### ACCESSING RESULTS

**MancosaConnect portal** - Students can access their assignment/project results on this portal

**MyMancosa portal** - Students can access their final results on this portal

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Education in Educational Leadership and Management (MEd)	MancosaConnect	<p><b>Year 1</b>  <b>3 Modules (2 in semester 1 and 2 in semester 2)</b>            Formative Assessment 1 (Case Study/Scenario) +            Formative Assessment 2 (Project) + Online            Summative Assessment</p> <p><b>Year 2: Semester 1</b>            1 Dissertation</p>	<p><b>Theory Modules:</b> 4 Webinars of 2 hour duration  <b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration</p>

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case Study/Scenario)	20%	40% in each individual assessment and a combined average of at least 50%	2 (Only if subminimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if subminimum in the first attempt is not met)
Online summative assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
Dissertation	100%	50%	1

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted, a mark of least 40% is attained in each assessment and a final combined average mark of 50% is obtained.
- A final mark of 50% is required for the Dissertation

### ASSESSMENT SUBMISSION

Formative Assessment 1	<p><b>Description:</b> This assessment is in the form of a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
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<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the minimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>

### ACCESSING RESULTS

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education Honours in Education Leadership and Management	MancosaConnect	<b>Semester 1:</b> 3 Modules – Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment <b>Semester 2:</b> 1 Elective Module – Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment 1 Research Report	<b>Theory Modules:</b> 4 Webinars of 2 hour duration <b>Financial/Quantitative modules:</b> 6 webinars of 2 hour duration

### ASSESSMENT OF PROGRAMME

#### ASSIGNMENT/EXAM MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case Study/Scenario)	20%	40% in each individual assessment and a combined average of at least 50%	2 (Only if subminimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if subminimum in the first attempt is not met)
Online summative assessment	60%	40%	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)
Research Report	100%	50%	1

#### How to Pass a Module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities;
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Students will only be allowed to attempt the online summative assessment provided that formative assessment 1 and 2 have been attempted, a mark of least 40% is attained in each assessment and a final combined average mark of 50% is obtained.
- A final mark of 50% is required for the Research Report

### ASSESSMENT SUBMISSION

Formative Assessment 1	<p><b>Description:</b> This assessment is in the form of a case study/scenario and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
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<b>Formative Assessment 2</b>	<p><b>Description:</b> This assessment is based on a project and requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> The question for this assessment is available in the programme handbook and on the MancosaConnect portal. Students can work offline and submit the assessment on the MancosaConnect portal by 23:59 (SA time) on the due date. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt the resubmission assessment.</p> <p><b>Re-submission Rule:</b> The student is allowed to attempt the re-submission assessment. This only applies if the mark obtained in the first attempt is less than 50%. The higher mark of the 2 attempts will apply.</p> <p><b>Extension Rule:</b> An extension will be granted on the provision that the student has applied via the MancosaConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days.</p>
<b>Online Summative Assessment</b>	<p><b>Description:</b> This is an open book assessment and is similar in nature to the traditional examination. The nature of questioning requires calculations and/or application to relevant theory.</p> <p><b>Submission:</b> An online summative assessment per module will be available, for a limited period of five (5) hours on MancosaConnect. Online summative assessments will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook) and the assessment can be completed offline. Students are advised to work with the downloaded document and type their answers to each question in the allotted space provided on the document. The completed assessment should then be uploaded on MancosaConnect before the session closes.</p> <p><b>Re-write Rule:</b> The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%.</p> <p><b>Extension/Aegrotat Rule:</b> No extensions will be granted for this assessment. In the event that a student is unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MancosaConnect portal. Aegrotat applications must be submitted within 5 days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.</p>

### ACCESSING RESULTS

**MancosaConnect portal** - Students can access their assignment/project results on this portal

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## ANNEXURE 2: ASSESSMENT GUIDELINES FOR STUDENTS

### 1. Submission of Assessments - General Guidelines

- 1.1 Only one (1) assessment copy per student is required.
- 1.2 The responsibility lies with the student to ensure that an assessment is correctly labelled before its submission.
- 1.3 All assessment must include a standard MANCOSA Assessment Cover Page.
- 1.4 A copy of the Assessment Cover Page may be obtained from *MyMancosa.com*
- 1.5 All mandatory details must be correctly completed on the MANCOSA Assessment Cover Page, including the student's MANCOSA email address (not their personal email address). The responsibility lies with the student to update his/her personal details with the Registry Department or on *MyMancosa.com*.
- 1.6 Assessment 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.
- 1.7 The MANCOSA Assessment Cover Page, table of contents and bibliography (references) should not be added to the final word count of an assessment.
- 1.8 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 or a zero for the assessment that has been submitted. For this reason, students may override a submission up to five (5) times prior to the assessment due date. Each submission however will override the one made previously.
- 1.9 All assessments must be submitted in ONE ATTACHMENT. 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.
- 1.10 The student must ensure that the full assessment is submitted before/on the due date.
- 1.11 Assessments submitted after the due date will not be accepted. This includes additional parts to the initial submission and/or all relevant attachments.
- 1.12 It is the responsibility of the student to retain the acknowledgement of receipt email notification for future reference.
- 1.13 Students are encouraged to retain a copy of the submitted assessment for their record keeping and must not delete it after submission.
- 1.14 Students are encouraged to keep copies of their marked assessments for the duration of their studies.
- 1.15 It is the responsibility of the student to ensure that the correct assignment for the correct module is submitted. Incorrectly submitted assignments will not be considered for grading.

### 2. Mode of submission of assignments

- 2.1 Students must have access to a computer and are expected to be computer literate. All assessments must be typed and submitted online in a PDF format. No other format and mode of submission will be accepted, except where other formats are stipulated by the examiner.
- 2.2 No handwritten assessments will be accepted and/or graded.

### 3. Assessment uploading/submission procedures

3.1 Students must comply with the following procedures when submitting an assessment for ALL programmes:

- 3.1.1 They must Log onto the student portal [www.MancosaConnect.ac.za](http://www.MancosaConnect.ac.za) with their unique log in credentials.
- 3.1.2 After logging into the [www.MancosaConnect.ac.za](http://www.MancosaConnect.ac.za) portal, students must select the “My Modules” tab which is found at the top right hand corner of the dashboard.
- 3.1.3 A drop down menu appears. Select the module for which you would like to upload an assessment or project for.
- 3.1.4 Click on the “Assessment” tab which will direct you to the “Module Assessment Zone.”
- 3.1.5 Click on the “Short Essay”, “Assignment” or “Project” submission tab.
- 3.1.6 Read the “Important information” on Assignment submission (instruction).
- 3.1.7 Click on the “Upload Assignment” button.
- 3.1.8 Read and acknowledge the Submission Rules.
- 3.1.9 There are two (2) methods in which to upload:
- 3.1.10 drag and drop the completed assignment into the box area on MancosaConnect.
- 3.1.11 Click on “save changes”
- 3.1.12 click on the “add” tab
- 3.1.13 The “file picker” option will open
- 3.1.14 Click on “upload a file”
- 3.1.15 Click on “choose a file”
- 3.1.16 Locate your completed assessment through the browser
- 3.1.17 Click on the “file” that you wish to upload
- 3.1.18 Click “open”
- 3.1.19 Click “upload this file”
- 3.1.20 Click on “save changes”
- 3.1.21 Now your assignment has been submitted.
- 3.1.22 Students are required to upload their assessment in ONE ATTACHMENT.
- 3.1.23 Students that encounter difficulty uploading their assessments and receive an error message must immediately screenshot the error message and submit via the <https://mancosa.freshdesk.com/support/home>.  
Should the student experience *any* technical difficulty i.e. the module is not reflecting, the submit button is not visible, log in issues, etc. the student may seek assistance via the Student Help Zone on the MancosaConnect portal or contact the Student Support Team utilising the following support channels (Live Chat, Call Centre, Fresh Desk) for further assistance.

#### 4 Assessment submission date.

- 4.1 The Programme Handbook which is given to students at registration has the assessment submission dates clearly stated.



4.2 Each module has a carefully and progressively planned specific assessment due/deadline date per semester.

4.3 Students are expected to abide by these deadline dates and encouraged to upload their assessments well before the deadline.

## 5 Extension of assessment submission dates

5.1 Students can apply for a five (5) calendar day extension per assessment type, per module except on Knowledge Check, re-submissions and summative assessments. This is not applicable to research components.

5.2 Extensions must be applied for via MANCOSAConnect on or before the due date.

5.3 All extension requests must be received prior to the due date of the assessment.

5.4 An extension may be granted for an additional 5 calendar days after the scheduled assessment due date. No further extensions will be granted.

5.5 Extension requests will not be considered on the due date of the assessment.

5.6 In exceptional cases where there is evidence of mitigating circumstances (i.e. death or hospitalisation); late submission may be considered at the discretion of the Assessment Manager provided that supporting documentation is made available within 5 working days of the assessment due date. Work commitments are not considered as mitigating circumstances.

5.7 An extension request must be submitted online using the following links on the MancosaConnect portal:

5.7.1 Log onto MancosaConnect and refer to the relevant Module.

5.7.2 Click on Assessment Zone.

5.7.3 Click on Extension.

5.7.4 You will be redirected to complete the Extension Request Form.

5.7.5 Ensure that the correct Programme and Module details are selected in the electronic form.

5.7.6 Click on Submit.

## 6 Re-submission of assessments

6.1 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).

6.2 Re-submitted assessments are due 10 calendar days after the date on which the student assessment result is uploaded onto the student portal.

6.3 Assessments submitted after the re-submission due date, as determined by the Assessment Department, will not be accepted.

6.4 Students will be required to answer the same assessment question for all assessment resubmissions.

6.5 Should the student be required to resubmit an assessment; the resubmission mark will contribute to the final mark of the assessment

6.6 Application for a re-mark is not permitted on re-submitted assessments.

## 7 Re-marking of assessments

7.1 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.

7.2 In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.

7.3 Students applying for a re-mark must do so within 5 calendar days of receipt of the assessment result.

7.4 Any student requesting a re-mark must apply via MancosaConnect and complete the standard MANCOSA Re-Mark Request Form online (no manual requests will be accepted).

The following process applies should students wish to request to request for a Re-mark on an Assessment:

- The student must select the module they wish to request a re-mark for on MancosaConnect.
- Click on the respective “Re-Mark” button under the assessments tab for the relevant module.
- Upon clicking the re-mark request button, the student will be redirected to the MyMancosa portal.
- The request form must be completed on the MyMancosa portal. The following details will need to be completed:
  - Student Details
  - Programme/module details
  - Assessment type (Short Essay, Project, Assignment and Summative Assessment)
  - Proof of payment must be uploaded and attached to the request. (re-marks will not be processed if proof of payment is not received). Payment can be made via the payment gateway provided or via eft/bank deposit.

8 The re-mark request will be received by the assessments department for processing via MANMIS. The student will receive feedback on the outcome of the re-mark within 14 calendar days.

8.1 No re-mark will be granted on re-submitted assessments.

8.2 No refunds are granted for re-marks irrespective of results.

9 Study 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 Summative Assessments irregularity Academic EXCO may require students to resubmit or re-sit for the exam (for example, discussions and sharing of information on WhatsApp study groups regarding any assessment related questions).

10 Report of uploading errors

10.1 Students are required to contact the Student Services Department or email <https://mancosa.freshdesk.com/support/home> immediately to report any errors occurring whilst uploading an assessment on MancosaConnect. Screenshots of all correspondence and error messages must be retained by the student as proof for future reference.

11 Release of assessment results

11.1 Final Assessment results will be available on the MyMancosa student portal and a copy of the result letter will be emailed to the student.

11.2 Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

12 Return of assessments

12.1 A final marked copy of an assessment is made available on MancosaConnect in an annotated format. This does not include the Online Summative Assessment.

12.2 Marked assessments ARE NOT posted or emailed back to students.

## ANNEXURE 3: ONLINE SUMMATIVE ASSESSMENT GUIDELINES

### 1. Assessment schedules

- 1.1. All final and supplementary Summative Assessment dates, days and times for writing each module are listed in the Programme Handbook for each programme. These dates may be changed due to unforeseen circumstances.
- 1.2. All Summative Assessment schedules are confirmed in the Summative Assessment guidelines which are uploaded to MyMancosa and Mancosa Student Comms App at least one month prior to Summative Assessment sessions which are normally held in June and November.
- 1.3. Personalised timetables are available for download via the MyMancosa portal.
- 1.4. The Summative Assessment schedule follows SAST. All Summative Assessments commence according to SAST.

### 2. Marking of Summative Assessment scripts

- 2.1 Summative Assessment scripts are marked by a relevant academic.
- 2.2 The scripts are then moderated according to the institution's assessment policy.
- 2.3 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.
- 2.4 In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.
- 2.5 Students applying for a re-mark must do so within 5 calendar days from the official release of the Summative Assessment results for the period in which the student wrote.
- 2.6 Any student requesting a re-mark must apply via MancosaConnect and complete the standard MANCOSA Re-Mark Request Form online (no manual requests will be accepted).

### 3. The following process applies should students wish to request for a Re-mark on an Assessment:

- 3.1 The student must select the module they wish to request a re-mark for on MancosaConnect.
- 3.2 Click on the respective "Re-Mark" button under the assessments tab for the relevant module.
- 3.3 Upon clicking the re-mark request button, the student will be redirected to the MyMancosa portal.
- 3.4 The request form must be completed on the MyMancosa portal. The following details will need to be completed:
  - 3.5 Student Details
  - 3.6 Programme/module details
  - 3.7 Assessment type (Formative or Summative Assessments)
  - 3.8 Payment can be made via the payment gateway provided or via eft/bank deposit.
  - 3.9 Proof of payment must be uploaded and attached to the request. (Re-marks will not be processed if proof of payment is not received).

4. The re-mark request will be received by the assessments department for processing via the relevant student information system.

5. The student will receive feedback on the outcome of the re-mark within 14 calendar days.

- 5.1 No re-mark will be granted on re-submitted assessments.

- 5.2 No refunds are granted for re-marks irrespective of results.
- 5.3 The viewing of a Summative Assessment script: A request to view Summative Assessment scripts must be received within 5 calendar days from the official release of the Summative Assessment results for the period in which the student wrote.
- 5.4 The student will send a request to Student Services requesting to view a Summative Assessment script at <https://www.mancosa.freshdesk.com/support/home>.
- 5.5 The student must complete the application form and this request must be accompanied by the requisite fee (per Summative Assessment script)
- 5.6 The Assessments Department will communicate the details of the viewing meeting to the student in order to view the script.
- 5.7 When viewing a script, the following rules apply:
- 5.8 The viewing of the Summative Assessment will take place on an online platform. 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. The student will not be provided with a copy of the graded script. The viewing of the script will be done in the presence of a subject matter expert and facilitated by a nominated MANCOSA representative. No pictures, videoing, photocopying, etc. of the Summative Assessment script will be allowed.

## 6. Aegrotat Summative Assessment

- 6.1 An Aegrotat is a summative assessment subject to approval, taken by a student who has been prevented from taking the final summative assessment due to illness or circumstances beyond their control and will not be considered as a first attempt.
- 6.2 An Aegrotat Summative Assessment may only be granted to students who claim, and are able to provide evidence of mitigating factors and submit proof to substantiate their claims e.g. medical certificates, death certificates.
- 6.3 An application for an Aegrotat Summative Assessment must be obtained through MancosaConnect.
- 6.4 From MancosaConnect, the student will be redirected to the MyMancosa student portal where the application will be completed and proof of payment is uploaded.
- 6.5 The Aegrotat application is only processed on receipt of the prescribed fee per module.
- 6.6 A student who has qualified for an Aegrotat Summative Assessment must write it at the scheduled time. This is the final opportunity for the student to sit for the Summative Assessment in the semester. No postponement or claims of mitigating factors for Aegrotat Summative Assessment will be permitted.
- 6.7 Should a student be unable to attempt the Aegrotat assessment, the student will be required to re-register the module.
- 6.8 An Aegrotat request will only be considered for a Summative Assessment if the student has submitted the formative assessments for the module/s concerned.
- 6.9 An Aegrotat application can only be requested for a final Summative Assessment sitting and provided that the online application is received by the Assessments Department within 5 calendar days of the missed final Summative Assessment.

## 7. Supplementary/re-write Summative Assessments

Students may qualify for a supplementary Summative Assessment if the following conditions are met:

Submitted and achieved the sub-minimum mark in the formative assessment for a particular module.

7.1 Attempted the final Summative Assessment without achieving a pass mark.

7.2 An Aegrotat application has been approved by MANCOSA.

7.3 The supplementary Summative Assessment may be granted if all the required conditions listed above are met.

7.4 It is the student's responsibility to check if s/he has been granted any supplementary Summative Assessment.

7.5 A student granted a supplementary Summative Assessment must write the Summative Assessment at the scheduled time. No postponement or claims of mitigating factors for supplementary Summative Assessments is permitted.

7.6 A student who does not pass a module after having written a supplementary Summative Assessment will be deemed to have failed the module and will have to re-register for the module.

8. Eligibility to take a Summative Assessment - To be eligible to write a Summative Assessment for a module, a student must fulfil the following requirements:

8.1 Successfully complete all the relevant assessments for a module.

8.2 Obtain at least the sub-minimum required per module. If the student does not obtain the sub-minimum based on the average result achieved in the formative assessments, then the student is deemed to have failed the module and should not sit for the Summative Assessment for that specific module.

8.3 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.

8.4 Proof of identity is required. Only a government issued, i.e. an Identity Document or a valid Passport (not expired), will be accepted as positive identification for any summative assessment. No other form of identification or affidavits will be accepted including a driving license.

8.5 Student Authentication Mobile Application Features and Requirements:

8.5.1. The Student Comms Authentication Mobile Application is compulsory which all students must have access to.

8.5.2. Failure to download the app will result in the student not being able to access and attempt the Online Summative Assessment.

8.5.3. Upon installation of the mobile app, the student is required to follow a 2 stage process:

a. Stage 1 – the student will be required to submit pictures of their original identity document, driver's license or passport as well as a clear selfie picture via the mobile app which will be reviewed and verified by the assessments department. If the documents submitted are valid and meets the stage 1 requirements the student will be approved and the documents submitted will be kept on record which will be utilised during stage 2. If the documents are not valid or does not meet the stage 1 requirements the student's information will be rejected and will be notified to resubmit the relevant

documents. Upon successful completion of stage 1, the student will then have access to their Personalised Timetable and can proceed to Stage 2.

- b. Stage 2 – this stage takes place during the scheduled Online Summative Assessments whereby the student is required to log on to the MANCOSA Student Authentication App at least two hours prior to the commencement of the Online Summative Assessment. The student will need to click on the orange authenticate button which is found below the respective modules being written, an OTP will then be sent and a live selfie must be submitted for facial recognition. Upon successful facial recognition a confirmation pop up message will be displayed on the student's mobile device indicating that the student authorisation has been completed successfully which will then grant the student access to download the Online Summative Assessment question paper and begin attempting the paper.

8.5.4. The Authentication App further makes provisions for the following:

- a. The live chat feature which allows the student to raise necessary queries during an Online Summative assessment.
- b. A simple and easy way to submit a ticket/query which will be tended to by the Student Services Department.
- c. Access to all assessment results.
- d. Submit applications to re-register modules if need be.

## 9. Additional Requirements:

### Requirements to write a traditional Summative Assessment

- 9.1 Students must provide positive identification at Summative Assessment and those students who fail to do so will not be allowed to write the Summative Assessment. Only a government issued, i.e. an Identity Document or a valid Passport (not expired), will be accepted as positive identification for any summative assessment.
- 9.2 No other form of identification, affidavits or driving licences will be accepted.
- 9.3 Any student without valid proof of identification will not be allowed to write the Summative Assessment. No exceptions will apply.

## 10. Writing the correct Summative Assessment paper

- 10.1 The responsibility lies with the student to ensure that s/he writes the correct Summative assessment paper of a module with the exact and not similar module title.
- 10.2 Students who write the incorrect Summative Assessment paper will be required to re-register for the module.
- 10.3 MANCOSA will not be held liable for students who write the incorrect Summative Assessment paper.

## 11. Release of Summative Assessment results

- 11.1 It is the student's responsibility to determine if s/he is eligible to write a supplementary Summative Assessment.

11.2 No Summative Assessment results will be released to a student until s/he pays all outstanding study fees.

11.3 Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

11.4 Transcripts will be emailed to your student Gmail account and/or Student Comms App, provided your fees are up to date

12 Specific rules for writing Summative Assessment papers – Refer to the Student Code of Conduct for comprehensive Summative Assessment rules.

13. General Requirements to write the Online Summative Assessment:

13.1 The Online Summative Assessment which will take place on MancosaConnect (<https://mancosaconnect.ac.za>).

13.2 Students must access the portal using their MancosaConnect login credentials.

13.3 Students will require access to the internet in order to download and finally submit the assessment.

13.4 The Online Summative Assessment for each module will be available, for a limited period of five (5) hours on MancosaConnect.

13.5 Online Summative Assessments will be available for download at each scheduled session opening time and the assessment can be completed offline. Students are required to download the assessment and the answer booklet provided and are advised to attempt and submit the final assessment in the downloadable answer booklet.

13.6 The dates, start and end times are provided in the personal timetable issued on email. Students will also be able to download their personal timetable via the MyMancosa student portal. A full schedule of all modules will also be made available for ease of reference.

13.7 All sessions are scheduled according to South African Standard Time.

13.8 All Online Summative Assessments will be typed; no hand written submissions will be processed. Where this instruction differs communication will be targeted to students registered in those specific modules.

13.9 Students are reminded to **SAVE** their work as they go along.

13.10 Students are required to convert the completed Microsoft Word version of the assessment to a PDF format and submit the completed assessment as a PDF document only.

13.11 The completed submission must be submitted within the stipulated timeframe, no submissions will be considered and/or accepted after this time period has elapsed. If the assessment is not submitted on time, it will be annotated as a fail and the student will be required to re-register for the module.

13.12 MANCOSA may deploy any of the following security measures to ensure the integrity of the assessment is maintained:

- Randomised assessments questions
- Turnitin software may be utilised to review submitted answers
- Appropriate software to detect irregular activity during the online assessment
- Authentications and declarations

13.13 Students are reminded to submit their work as their own – no group work is permitted.

13.14 Students unable to sit for the scheduled online assessment must submit an aegrotat application within five (5) calendar days of the scheduled online summative assessment. The application must be



submitted online via the MyMANCOSA student portal with the appropriate evidence as per the guidelines provided in the Institutional Rules.

13.15 Re-mark requests must be submitted online via the MyMANCOSA portal together with proof of payment within five (5) calendar days of MANCOSA's official release of results in order to be processed.

13.16 The standard examination subminimum grade as stipulated in the Programme Handbook for each respective programme is applicable to this online summative assessment component. In order to pass the module students must meet the relevant subminimum criteria in each assessment component and attain an overall pass mark as applicable to that particular programme.

13.17 In the unlikely event that a student has two (2) online summative assessments scheduled at the same time, the student will be expected to attempt one (1) of the assessments and schedule the other in the next available online summative assessment cycle for the applicable intake.

13.18 Students found guilty of any academic misconduct or breach of the assessment rules will be penalised in accordance with institutional policies, procedures and codes of conduct.

14. Assessment Process:

14.1 Students must access MANCOSA Connect and download both the question paper and answer booklet provided at each scheduled assessment session. The download will be available on commencement of the online summative assessment session.

14.2 Students must attempt and submit the assessment in the downloadable answer booklet. The submission must be made before the session closes.

14.3 Present your answers in an orderly manner, appropriate to the requirements of each question.

14.4 Candidates are required to convert the completed Microsoft Word version of the assessment answer booklet to a PDF format and submit the completed assessment as a **PDF document only**.

14.5 Students are encouraged to have their materials and learning resources prepared and available for reference during the online assessment.

15. Before starting the online summative assessment:

15.1 Ensure that the correct question paper has been uploaded. Please read the question paper cover page carefully. The onus is on the student to ensure that they have the correct question paper. Should the question paper be incorrect please alert MANCOSA immediately via the WhatsApp number which will be displayed on the portal during the sessions.

15.2 Only one (1) upload attempt is permitted.

15.3 Ensure that you have entered your correct student details on the answer booklet.

16. During the online summative assessment:

16.1 Ensure that all answers are done in the answer booklet provided.

16.2 Read all questions carefully to ensure that you understand what is required.

16.3 The assessment will close at the stipulated time and no submissions will be accepted thereafter. You are therefore encouraged to submit well before the deadline as sufficient time has been allocated to complete the assessment. It is advisable to mirror an examination setting to ensure that you are able to complete the assessment timeously.

## 17. Online connectivity:

17.1 Students must ensure they have internet connectivity to perform the upload and download.

Furthermore, candidates are encouraged to not perform the upload in the last fifteen (15) minutes of the session. Note you are not required to be online for the five (5) hour duration. You are required to download the assessment, work offline and upload once the assessment is completed. This will also ensure that limited data is required in the process of doing this assessment.

17.2 If you are using a laptop, ensure that your computer battery is charged.

17.3 Students are reminded to ensure that they have the necessary power cables set up.

## 18. Communication and support:

18.1 Queries related to the online summative assessment will be prioritised during the scheduled assessment period.

18.2 Students are to communicate their queries via the WhatsApp number displayed on the Mancosa Connect portal or alternatively via the LiveChat function on MyMancosa.

## 19. Marking and Results:

19.1 The online summative assessment will be marked and moderated online.

19.2 Students can expect a 6 week turn-around time to the release of results.

19.3 Any student without valid proof of identification will not be allowed to write the Summative Assessment.

## 20. Writing the correct Summative Assessment paper

20.1 The responsibility lies with the student to ensure that s/he writes the correct Summative Assessment paper for a given module.

20.2 Students who write the incorrect Summative Assessment paper will be required to re-register for the module.

20.3 MANCOSA will not be held liable for students who write the incorrect Summative Assessment paper.

## 21. Release of Summative Assessment results

21.1 It is the student's responsibility to determine if s/he is eligible to write a supplementary Summative Assessment.

21.2 No Summative Assessment results will be released to a student until s/he pays all outstanding fees.

21.3 Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

21.4 Transcripts will be emailed to your student Gmail account provided your fees are up to date. Students are notified upon release of results via SMS.

## 22. Summative Assessment irregularity

22.1 If there is an assessment or Summative Assessment irregularity Academic EXCO may require students to re-submit or re-sit for the Summative Assessment, for example, missing Summative Assessment script(s), a leak of a Summative Assessment paper or any information related to the content of any Summative Assessment paper before the Summative Assessment is held.

22.2 A student found guilty of misconduct or found to have acted dishonestly during a Summative Assessment sitting will be penalised in line with the Student Code of Conduct.

22.3 MANCOSA reserves the right to constitute a special Committee/Working Group/AVC/Disciplinary Committee to evaluate any Summative Assessment /formative assessment irregularity and to further determine a sanction which it may deem appropriate.

22.4 Note that no outside legal representation will be allowed, where the internal processes of evaluation and review are ongoing regarding any irregularity.