



**DDT COLLEGE OF MEDICINE
STUDENT HANDBOOK**

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WELCOME NOTE BY THE CHANCELLOR

Dear Students

We welcome you at the DDT College of Medicine, Botswana for the academic year 2016-2017. This year we received students in the disciplines of pharmacy, physiotherapy, medical laboratories, and doctor's assistance. We aspire to add, next year, faculties of dentistry & dental hygiene and masters programmes. With these programmes DDT College of Medicine is the first tertiary institution in Botswana to grow at such speed, and establish holistic disciplines in a record time. DDT College of Medicine opened its door to its charter class in 2015.

We thank you all for selecting DDT College of Medicine, which aspired to becoming another summit in higher education. Education in Botswana is reputable for excellence since the beginning of the last century, and the country still supplies the world with the best graduates in terms of knowledge, skills and attitudes. This College follows the path to produce the best graduates academically and ethically.

I have to remind new students that after secondary schooling, a student goes to a new educational and social pattern that needs some adaptation. Students used hitherto to rely on parents in the running of their affairs. Now they have to shoulder their own responsibilities. They used to be monitored day-and-night, and subject to intensive directives on behaving themselves and doing homework. The teachers used to designate some responsibilities to them, focused on specific pages and lessons, but are now expected to achieve unlimited success through diligence, research and verification. They were dependent on the teacher, textbooks and curriculum, and now on a multitude of references and unlimited options of resources. They have to be responsible for their own success or failure, and move out of limited patterns to the unlimited nature of the tertiary education, which is interaction, participation, differing scientific opinions, and appreciating the value of diligence in thinking and originality in creativity and meditation. The school has strived for them to excel and qualify for College. Their excelling in the College means success in all aspects of their lives. In schools the grades of one year would end by the end of the said year, and did not affect their subsequent results. Now, the results are calculated as per a cumulative average, in which early-on results determine the basis of future competition in employment and assignments. Students are thus advised to take into account this difference between the two phases and get psychologically prepared for the new environment. They are to bear in mind that failure in the study of a single subject adversely affects the subsequent results, and excellence in individual subjects raises the averages to a percentage that increases with more diligence and perseverance.

You will find that the administrative and service systems are specified and organized enough to allow students to present their opinions on these and find out the goals and objectives behind them. The first thing we hope to achieve is to meet the requirements of overall administrative quality. This requires patience with the documentation and perfection even in the details, record-keeping, automation of systems, information and practice, and continuing review and taking into account the aspirations of the consumer: the larger community around us. This is not achieved by a blow of luck, but through collaboration, solidarity and perseverance on the part of management and students together. The

students should be patient, because this policy is intended to prevent poor performance and dropout due to dismissal because of improper academic performance or ethical conduct, which becomes rampant when a College abandons its supervisory responsibilities, and turns into a body of pure evaluation - not rehabilitation. The DDT College of Medicine is proud that such close supervision and strict regulations have helped students achieve a high percentage pass rate in the academics, which is probably the highest retention rate in the Botswana's institutions of higher education as a whole. The students are to bear up should they desire belonging to a College characterized by excelling and perfection. These regulation, though may look tough, allow for a multitude of cultural, sports and social activities.

Our appreciation must be noted for the charter class students who bore with us through the expected troubles of beginning. We have been patient through the difficulties of founding this College, before we proceed on the path taken by the major universities before us, having more confidence and proved footsteps. The days will prove that DDT College of Medicine, is leading the higher-education tertiary institution in Botswana, and compete world-wide hence the College's saying of "Educating for Global Success".

May God Bless and Help you all

AWARDS

DDT College of Medicine will reward students who do attain/keep high academic standards as a part of encouraging the College's students to afford their studies utmost seriousness. The deserving students will have to have accumulated and overall/average GPA (CGPA) of between 3.5 and higher in every trimester. The awards are as follows;

Chancellor's Award	4.0+
Vice Chancellor's Award	3.8-3.9
Dean's Award	3.5-3.7

Other awards will be given to deserving topping students in each course of study.

ACADEMIC CALENDAR

The Academic Calendar is subject to change. Updated information will be available from the DDT College of Medicine’s administration office, Office 151. For dates pertaining to registration please consult the same office. For financial details and deadlines see the Administration office. **Deadlines falling on weekends* or holidays will be extended to the next working day.** **Except for academic withdrawal deadlines.*

REGULAR SESSIONS

1 ST TRIMESTER	AUGUST	3 RD WEEK	1 ST Year Students Orientation
		4 TH WEEK	1 ST Year Students Registration
		5 TH WEEK	Continuing Students Registration
		5 TH WEEK	Classes begins
		SEPTEMBER	2 ND WEEK
		3 RD WEEK	Last Week for Supplementary Results of Previous Trimester
	OCTOBER	2 ND WEEK	MID-TERM EXAM
	NOVEMBER	2 ND WEEK	QUIZ 2
		4 TH WEEK	FINAL EXAM
	DECEMBER	2 ND – 4 TH WEEK	College Closed
2 ND TRIMESTER	JANUARY	1 ST WEEK	Registration
		4 TH WEEK	QUIZ 1
		4 TH WEEK	Last Week for Supplementary Results of Previous Trimester
	FEBRUARY	4 TH WEEK	MID-TERM EXAM
	MARCH	1 ST WEEK	White Coat Ceremony
		4 TH WEEK	QUIZ 2

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	APRIL	2 nd WEEK	FINAL EXAM
	3 rd WEEK APRIL-1 st WEEK MAY		College Closed
3 RD TRIMESTER	MAY	2 nd WEEK	Registration
		4 th WEEK	QUIZ 1
		4 th WEEK	Last Week for Supplementary Results of Previous Trimester
	JUNE	3 rd WEEK	MID-TERM EXAM
	JULY	3 rd WEEK	QUIZ 2
	AUGUST	2 nd WEEK	FINAL EXAM
		3 rd WEEK	College Closed
		4 th WEEK	College Closed

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00.00 COMPREHENSIVE ACADEMIC REGULATIONS

00.00 Comprehensive Provisions

00.00 Exordium

00.10 DDT College of Medicine (DDTCOM) Senate reserves the right to alter, amend, replace or cancel any of the Academic Regulation and shall be the final authority for the interpretation of these regulations.

00.11 Senate has the power to exempt any student Academic Regulations.

00.12 In addition to these general academic regulations, special faculty and program regulations which must be proven by the Senate shall also apply.

00.13 General regulations shall take precedence over special faculty and program regulations unless Senate has otherwise provided.

00.14 Faculty regulations shall take precedence over departmental special regulations, unless the Senate has otherwise provided.

00.15 Should a regulation, according to which the programme it has to be complied, be amended, a student who has not interrupted studies may complete such a programme under the old regulation. The faculty board may formulate special transitional requirements in order to enable that student to complete studies in accordance with the new regulation.

00.16 A student who has been admitted to a programme and fails to register for such a programme in the three trimester period; or is re-admitted to continue such a programme, is deemed to have interrupted studies and forfeits the right to continue such studies under old regulations.

00.17 The Senate shall establish procedures for the approval of all academic programmes of the College.

02.00 Definitions of the following key words

In these regulations, the following terms shall be used.

03.00 Academic Year and trimester:

The academic year shall comprise three trimesters, each consisting of about 14 teaching weeks (with two quizzes and two examinations assessment tools) for the first 2 years of didactic. The last two years entails clinical rotations.

04.00 Programme:

A plan of study made up of core and courses lasting over a specified period leads to a diploma or degree.

05.00 Subject and Rotations:

This is a collection of core courses in each given discipline of study and practical rotations which constitute the programme.

06.00 Course:

For the purpose of teaching, a course is a basic building block of teaching and learning activities with the content designed to meet particular aims and objectives. Each course will normally be assessed within the trimester in which it is being offered.

07.00 Course Code:

A course code is an identification of a course with a prefix of coded letters followed by three digits. The coded letters shall normally be related to the subject, and has three digits that shall indicate the level with 400 to 470 for Bachelor's Degree and Diploma programmes.

08.00 Lecture Hour:

A lecture hour is a period of instruction of duration of 90 minutes.

09.00 Lecture Hour Equivalent:

One Lecture hour equivalent shall be equivalent to any of the following modes of teaching and learning: 90 minutes of practical laboratory work or 90 minutes of presentation activity defined by the individual department.

10.00 Credit or Credit Value:

The number of credits (or credit value) is assigned to a course in relation to the course work done. In any course, the work done entailing 90 minutes lecture or 2 lecture equivalent per week throughout a trimester shall have a credit value as stipulated by the curriculum.

11.00 Types of Courses:

Types of courses shall include the core, pre requisite, core-requisite, rotations and OSCEKIs.

12.00 Core Courses:

Core courses are those which must be taken in order to meet the requirements of an award, that is, they are compulsory or mandatory.

13.00 Pre-requisite:

A pre-requisite is a course that must be taken and passed in order to proceed to another course.

14.00 Co-requisites:

A co-requisite is a course that must be taken concurrently with other courses to enhance learning in the programme.

14.10 OSCEKIs:

14.11 At the end of 2 years into the program, students shall write a final exam which covers the whole of the 2 year didactic period.

14.12 Any student failing the exam mentioned in 14.11 will not be allowed to go for clinical rotations

14.13 Students who fail shall be examined again.

14.14 Similarly, at the end of clinical rotations, students shall sit for the final exam which covers that period

14.15 Students who fail the clinical rotations, final exam will not graduate until they pass such an exam

15.00 Attempted Credits:

Attempted credits are the total number of credits a student is officially registered for in a given trimester or in all years/levels of studying. They exclude audited courses, non-credited courses a student may take and courses the student has officially dropped. Attempted credits are used in the calculation of the grade point average (GPA).

16.00 Earning Credits

Earned credits are the total number of credit values of the courses a student has passed in a given trimester or in all year/level of study. Earned credits are used in the determination of a student's year/level of study and are required for graduation. Audited and non-credited courses do not count as credits required for a particular programme.

17.00 Academic Good standing:

Students are in the academic good standing at the College when their cumulative grade point average is 2.00 or above. Such students are to making satisfactory progress towards a qualification.

18.00 Academic Warning:

A student may be placed on the academic warning by the academic progress committee for failure to make satisfactory progress towards a qualification. Students whose cumulative grade point average is between 2.00 may be placed on academic warning for their subsequent trimester of enrolment. Students on academic warning may not enroll for more than 15 trimester credits depending on their Midterm examination performances. They are encouraged to seek appropriate advice and services from relevant offices.

19.00 Academic Probation

A Student may be placed on academic probation by the academic progress committee for failure to make satisfactory progress towards a qualification. Students whose cumulative grade point average is between 1.99-1.50 may be placed on academic probation for their subsequent trimester of enrolment. Student on academic probation may not enroll for more than 15 trimester credits. They are encouraged to seek appropriate advice from relevant offices.

20.00 Deceleration

Students who fail their Midterm examinations will be advised to drop such courses and re-do them as Off-Trimester courses or the following year when they are being offered again. A student can only decelerate or drop not more than 3 courses per trimester.

20.00 STUDENTS

20.10-Registered students

20.11-Full time student: A full time undergraduate student is one who is registered with the College and carries a minimum work load of 15 credits per trimester, unless officially exempted.

20.20 Transfer Student

A transfer student is the one who register with DDT College of Medicine after transferring academic credits deemed to be equivalent to DDT College of Medicine credits requirements. Such credits may come from another recognized university or equivalent or to be the results of various articulations agreed between DDT College of Medicine and other institutions. Such a student can only transfer up to a maximum of one half of the total credits required for the programme, and must complete the remaining one half in the College. The total credits transferred are subject to acceptance by the relevant Program(s). Grade points are not transferable, and the cumulative GPA of transferring students will be computed on the basis of the work done at DDT College of Medicine only.

20.30 Visiting /Exchange Student:

A visiting/exchange/student is one who satisfies the College entrance requirements and registered for a selected number of courses for the credit or audit. Those students may be from within the country from abroad or under exchange programmes.

20.40 Special Student:

A special student is the one who satisfies the College entrance requirements, and wants to take courses with approval from the department. This student shall be limited to register for a maximum of fifteen credits overall.

20.50 Responsibilities of Students:

20.51 While the College is striving to give the students proper academic advice, it is the responsibility of the individual student to know and follow the regulations of the College.

20.52 A registered student for a course is expected to fulfill all requirements prescribed for that course.

20.53 A registered student for a course is expected to pay the entire book fees (P3500 for government sponsored students or as determined by the college) at the start of the academic year for them to qualify for the College's book and companion' package.

20.54 A student who is unable to attend classes due to illness should notify the Director of Academic Service of this fact within twenty one consecutive from the day the student missed classes. Certification from recognized health officer will be required in support. Prior permission or supporting evidence will be necessary for circumstances other than ill health.

20.55 A student who enters or returns to the College late shall be entitled to extra tuition.

20.56 A student may have access to his/her academic transcript and has the right of appeal on any matter concerning it, to Senate through their Student Affairs Office via the Student Liason's officer.

20.60 Exemptions, Credit Banking, Credit, Transfer and recognition of prior learning

20.61 Permission for exemption shall be sought from the Direct Academic Affairs, and exemption shall be subject to the approval by the relevant Program Coordinator(s). Exemption from taking certain courses may be granted under the following conditions:

i. A student who has been registered at DDT College of Medicine can bank credit up to a maximum of 12 consecutive trimesters. Exemption may be given to a former DDT College of Medicine student who subsequently rejoins DDT College of Medicine if such student has a bank credits. Once such an exemption has been granted for the programme to which the student is registered, the banked credits will be credited with their respective original marks obtained and the corresponding grade points.

ii. Exemption(s) may be given to a student if such a student took a course or courses at another recognized university or institution with which DDT College of Medicine has a formal articulation agreement and a course to course articulation deemed satisfactorily within 12 trimesters prior to registration. Once such exemption has been granted, the student may transfer a maximum of one half of the total credits required for the programme. However grade points, for such student are not transferable, and the cumulative GPA shall be computed on the basis of the course work done only.

iii. Exemption may be granted to a student if such a student has graduated with a certificate or diploma at recognized university or institution with which DDT College of Medicine has no formal articulation agreement within twelve trimesters prior to register. Such exemption should be based on the course to course articulation and once they have been granted, student may transfer up to a maximum of one third of the total credit required for the programme. However grade points for such students are not being transferable and the cumulative GPA shall be on the basis of the course work done at DDT College of Medicine only.

iv. Exemption(s) may be given to a student for a relevant work experience and recognized prior learning upon satisfactory performance in assessment of the knowledge, skills and experience in the area as outlined in the policy organized by the Department of Academic Affairs. A student who has performed such a test shall be awarded an appropriate grade, and may be exempted in the relevant courses up to a maximum of one-sixth of the total credit required for the programme.

20.62 Articulation agreements between DDT College of Medicine and other institution(s) resulting in defacto exemptions shall be applied to general admission regulations to certificate, diploma and degree programmes as well as to satisfy the programme's specific internal requirements.

21.00 ENTRANCE

21.10 Normal Entry Scheme

21.20 Transferring Students:

21.21 Transferred students from other recognized universities or institutions may be accepted for undergraduate studies if they have at least a cumulative GPA of 2.00 (on a four point scale) or equivalent and are eligible to return to the college or institution attended.

21.22 Transferred students with a cumulative GPA less than 2.00 (on a four point scale) or equivalent shall be subjected to the provision(s) of general academic regulations 23.70 and 30.20 to determine their admissibility for undergraduate studies. Students admitted under such provision will have an academic probation status.

21.30 Registration:

21.31 The normal workload for full-time undergraduate student shall be 15 credits per trimester.

21.32 A full-time student may carry 9 or 12 credits per trimester if such student has approved course exemptions or is on academic probation, warning and deceleration.

21.33 No student shall be registered for any programme one week after the commencement of classes. Any exception to this regulation must have the written permission of the Dean of the Faculty who may consult with the Program Coordinator(s) and shall not extend beyond the end of the second week after the commencement of classes.

21.34 A student may register a course only if the official class timetable allows the student to attend all the classes.

21.35 No student shall be allowed to add a course or courses after the fourth week of commencement of classes.

21.36 A student may drop a course or courses up to the end of the fourth week of the commencement of classes.

21.37 A student who has been admitted to the College can register for a core course offered in any other approved College programmes, subject to pre-requisites or any other approved programme restriction.

21.38 A registered student shall have access to an official registration record printout detailing the course(s) registered for. It is the student's responsibility to ensure that the registration record is correct. Any registration amendments should be made within the add/drop/late registration period.

21.39 A student should not attend a course unless such a course is officially registered for as indicated on the official registration printout.

21.41 A student cannot earn credit for a course unless such a course is officially registered for as indicated on the official printout.

21.42 The number of students permitted to be enrolled in each course shall be determined by the Program Coordinator(s) in consultation with the Vice Chancellor.

21.43 Cancellation of Classes. If no class cancellation notice is posted on the lecture hall bulletin area, classes are officially considered on even if the lecturer is 30 minutes late. All cases of cancelled classes must be reported to the relevant Program Coordinator(s).

21.44 A visiting/exchange/special student may register to take courses for credit or audit. An application to take courses for credit or audit should be made to the Director of Academic Affairs. The application will be subject to approval by the relevant Program Coordinator(s).

21.45 A student may in addition to their normal academic programme, register to audit courses up to a maximum of three credits.

21.46 A student on audit courses shall not be assessed, but, such audited course(s) shall not be recorded on the student's academic transcript.

21.47 A visiting/exchange/special student who register for credit course(s) and subsequently enrolls in an academic programme of DDT College of Medicine shall have their courses treated in accordance with general academic regulation 20.61 (ii) on credit banking.

21.50 Withdrawal

21.51 Withdrawal refers to withdrawing from all courses for which a student is enrolled for a given trimester, and, therefore the student will no longer be enrolled. The withdrawal application should be lodged through the relevant Program Coordinator(s) and Director of Academic Affairs office.

21.52 A student may officially withdraw from the College by voluntarily terminating enrolment during the trimester in progress. Such a student shall not receive any taken course credits for the trimester. If such a student subsequently enrolls in the College, the courses previously taken shall be treated in accordance with regulation 20.61 (ii) on credit baking.

21.53 A student who withdraws prior to the end of the eighth week of a trimester or who withdraws after the eighth week of a trimester where there are documents acceptable extenuating circumstances, will receive a grade of “W”(Withdrawn) otherwise a zero mark will be recorded for any grade component not taken.

21.54 If a student is obliged through illness or any other cause to be absent from classes for a continuous period exceeding three weeks, the Program Coordinator(s) will consult the Student Affairs and Academic Affairs Offices in light of an appropriate medical report. They shall decide whether such a student shall be withdrawn from the College for the remaining part of that trimester after consultation with the Vice Chancellor’s Office.

21.55 A student who has withdrawn from the College may re-enter the programme subject to quota restrictions and compliance with the existing programme requirements. The College does not guarantee to offer the same courses as at the time when the student withdrew from College.

21.60 Assessment

21.61 Continuous Assessments

21.62 The continuous assessment component of each course may include one or more of the following: quizzes, examinations, written assignments, laboratory sessions, projects, research exercises, oral presentation, compiled reports plus other forms of continuous assessment as shall be determined by the Lecturer and approved by the Program Coordinator(s).

21.63 A student is required to fulfil all requirements prescribed for continuous assessment. Failure to do so without valid reasons will normally incur penalties as prescribed in Program regulations.

21.70 Final Examinations

Where the assessment of a course includes examination, the following regulations shall apply:

21.71 All examinations shall be held during the scheduled examination period in which the course is taught.

21.72 A paper in a written examination of a course shall be of 30 minutes to three (3) hours duration.

21.73 Other forms of examination of the course shall be as prescribe in special faculty and departmental regulations.

21.74 A student must take examinations at the scheduled times. Failure to do so without any valid reason will amount to the candidate being awarded a zero mark.

21.75 A special examination will be considered on an individual basis for students who miss scheduled examination due to exceptional and extenuation circumstances.

21.76 Once a student has sat for an examination, the student may not afterwards apply for a special examination due to unforeseen circumstances or illness.

21.77 During the week in which Quiz examinations are held, all lectures and reviews will continue, however, no laboratory sessions, field trip, presentations or any assessment work may be scheduled.

21.80 Quality Assurance

21.81 Senate shall determine the system of quality assurance of programmes of DDT College of Medicine.

21.90 Overall Course Grade

(Applicable to undergraduates entering the system from August 2016)

21.91 In any course, the weighting between different components of assessment shall be specified in the special Program regulations.

21.92 Overall performances in a course shall be assessed on a percentage scale, a letter, and grade point as follows:

Marks (%)	Letter Grade	Grade Point
90-100	A	4.0
80-89.9	B+	3.5
70-79.9	B	3.0
65-69.9	C+	2.5
60-64.9	C	2.0
<60	F	0.0

21.93 When letter grades are used, they shall represent the following:

A Outstanding

B+ Excellent

B Very Good

C+ Good

C Satisfactory

F Fail

I Incomplete

W Withdrawn

Audit Course. No Credit granted

An Incomplete grade (I) may be awarded when some assigned work comprising continuous assessment, for example a project, has not been completed with a valid reasons. The I grade must be converted to an appropriate mark within the following twelve months; otherwise the incomplete grade will be awarded a zero mark.

21.94 Passing a course means obtaining a mark of at least 60%

21.95 Re-grading: If a student wishes to challenge a(n) quiz/exam grade they must do so within 48 hours of receiving the grades of the questionable quiz/exam. A non-refundable fee of P200 must be paid by the student before the quiz/exam can be reviewed. The re-marking/reviewing of the quiz/exam must be done by a different lecturer in the presence of the course lecturer. The outcome re-marking/reviewing mark, whatsoever, will automatically replace the previously recorded mark hence change the grade.

21.96 Grade records: You are responsible for keeping all graded materials for the duration of the course. In the event you believe there is an error in your grade, whatsoever, it is important that you have your own grades records available for verification and correction.

22.00 Completions of Credits in a Programme

22.10 A student shall only be awarded a qualification after completing a minimum number of credits in a given programme as following:

- i. A minimum of 60 credits In Diploma programme with a duration of 6 trimesters or
- ii. A minimum of 150 credits in Bachelor Degree programme with a duration of 12 trimesters.

22.11 To be awarded a qualification; at least two thirds of the total credits must come from the core courses prescribed in the programme and the total number of credits.

22.20 Calculating Cumulative GPA

22.21 Cumulative GPA associated with courses at DDT College of Medicine at any time during the student's programme is obtained as follows.

- A) Identify the credit for the course;
- b) Identify the marks (%), corresponding letter grade and the grade point using the table regulation 21.92;
- c) Obtain the weighted score by multiplying the credits and the grade for each course;
- d) Obtain the total weighted score by adding the weighted scores for all the courses;
- e) The cumulative GPA is given by the total weighted score divided by the total number of credits. The cumulative GPA shall be computed to two decimal places.

22.22 Where there have been exemptions for credits as per regulation 20.60, grade points from other institutions are not transfer to DDT College of Medicine and the cumulative GPA shall be computed on the basis of the course work done at DDT College of medicine only.

22.30 Supplementary Examination

22.31 Supplementary examination may be permitted to enable a student obtain the minimum mark required in the course to satisfy any additional requirements as specified in the Faculty and Program special regulations in order to proceed the following trimester or pass the final trimester of study.

22.32 Except as stated in the Program Special regulations, a full time student may be allowed to write the supplementary examination in a minimum of three failed courses in any one trimester, or the equivalent number for time study.

22.33 In determining whether a student shall be permitted to supplement the Academic Progress Committee shall first satisfy itself that supplementation will enable the students to obtain the minimum mark required to pass a course before satisfying any other requirements such as administration fees.

22.34 In Order to be permitted to supplement a failed course, a student must have obtained the following overall marks in the course:

Diploma: <60%

Undergraduate: <60%

22.35 If a student is permitted to supplement in order to pass a course. The maximum course mark/grade awarded shall not exceed the minimum requirement to pass that course.

22.36 In recalculating the final course mark/grade, the other original continuous assessment shall be used.

22.37 If in a given course, a student obtains a supplementary mark that is lower than the original mark, then the original mark shall be retained.

22.38 The original mark/grade and the supplementary mark/grade obtained in a course shall be recorded on the Student Transcript.

22.39 A non-refundable, non-fixed supplementary fee of P500 shall be charged for each course to be supplemented and a student can discuss a payment plan with the Administration office 150.

22.391 To sit for the supplementary examination, a student shall be required to produce the proof of payment or payment plan as confirmed by the Administration office 150.

22.392 Supplementary examinations shall be written by a student in a period not exceeding 4 weeks after registration into the new trimester.

22.393 If a student fails to write the supplementary examination then the student must retake the course when next offered.

22.294 Any student who fails to write supplementary examinations during the date of the examination, whatsoever, shall be awarded a 0 (Zero) mark for supplementary examination.

23.00 Progression from Trimester

23.01 A student must pass at least half the attempted trimester credits and attain a cumulative GPA of between 2.0 and 1.50 for the status of academic warning or academic probation to apply.

23.02 The status of academic warning shall apply to a student whose cumulative GPA is 2.00 i.e., higher than the academic probation level as indicated in regulation 23.03 below.

23.03 The status of academic probation shall apply to student in accordance with cumulative GPA performance levels as indicated below:

Attempted Credits	Academic Warning	Academic Probation
Up to 30	2.0	1.99-1.50
31-60	2.0	1.99-1.50
61-90	2.0	1.99-1.50
>90	2.0	1.99-1.50

23.04 A student on academic warning status must retake any failed core pre-requisite and co-requisite course(s) when next offered. Such a student is allowed to carry a trimester credit load exceeding fifteen (15) credits.

23.05 Fail and Dismissal

23.06 A student who fails more than half the attempted semester credits or attains a cumulative GPA of 1.49 or less shall be put on the fail and discontinue (FD) status.

23.07 A student with two (2) consecutive academic probations shall be put on a fail and discontinue status.

23.08 A student with any combination of three (3) consecutive academic warnings and/or academic probations shall be put on the fail and discontinue status.

23.09 A student who fails a course thrice shall be put on a fail and discontinue status, even if the cumulative GPA is above 2.00.

23.091 A student on fail and discontinue status may apply for re-admission to programme after a lapse of at least three (3) trimesters. To return to the programme the student must apply and be accepted for re-entry/re-admission.

23.10 Retaking Courses

23.11 A student shall not retake a course already passed with a minimum grade of sixty percent (60 C).

23.12 Subject to regulations on academic warning/probation, fail and discontinue, and fail and exclude, a student may retake a failed course up to two (2) times.

23.13 A student who has failed a core, pre-requisite, co-requisite course must retake the course.

23.14 A student who has failed any course may retake the course.

23.15 When a student retakes a course, the series of retakes with their grades shall appear on the student's official academic record and count in the cumulative GPA. However, in satisfying the minimum number of credits required for graduation the credits shall count only once where a passing grade is recorded.

23.20 Pre-requisite Courses

23.21 A student must achieve at least sixty percent (60 C) in a pre-requisite to enrol in the specific courses(s) for which the course is a pre-requisite.

23.22 Academic Standing

23.22 At the end of each trimester, a student's academic standing shall be reported using the following symbols:

P Proceed (Academic Good Standing)

AP Proceed (Academic Probation)

AW Proceed (Academic Warning)

FD Fail and Discontinue/Dismissal

W Withdraw with Permission

23.40 Minimum Cumulative GPA Required for Graduation

23.41 A student should attain a minimum cumulative GPA of 2.00 to be considered for graduation. If cumulative GPA is below 2.00 after passing the course retakes, the student shall take additional courses to bring the cumulative GPA to at least 2.00.

23.50 Aegrotat Regulations

23.51 If a student in the final trimester of a programme is prevented by illness, or other unforeseen circumstances, from undertaking some of the requirements for assessment (quizzes or final examinations), the Senate may, upon a written report of the Program(s) concerned and upon any other evidence as it shall deem fit, recommend to assign an aegrotat award.

The student's illness or incapacity must be reported to the office of the Director of Academic Services within two (2) weeks of the date on which the test(s) or examination(s) should have been written.

23.52 The aegrotat award shall be unclassified.

30.00 GENERAL REGULATIONS FOR UNDERGRADUATE DIPLOMA PROGRAMMES

30.10 Diploma Programmes

30.12 Diplomas: Programme titles appear will appear in the Faculty and Program sections to be published.

30.20 Entrance Qualifications

30.21 The normal entry requirements for Diploma programme is at least six subjects not below grade D in the BGCSE or equivalent. English language shall be one of the required subjects. Five subjects may be accepted. A grade of C shall be required in at least three of the five or six subjects.

30.22 Other entry qualifications for entry to Diploma programme may be accepted on their own merit as alternatives.

30.33 The entry requirements specified in 23.71 and 23.72 do not guarantee admission.

30.30 Programme Structure

30.31 Curriculum and Assessment: The curriculum and methods of assessment for the undergraduate Diploma programmes shall be specified in special faculty and departmental regulations.

30.40 Duration of the Programme

30.41 Diploma Programmes: The normal duration for Diploma programmes shall be 6 trimesters on a full-time basis.

30.50 Classification of Results

(Applicable to Undergraduates entering from August 2016)

30.51 The overall result of the Diploma shall be classified based on the cumulative GPA (computed to two decimal places) that includes all attempted credits as follows:

Classification	Cumulative GPA
Summa Cum Laude	4.0+
Magna Cum Laude	3.8 to 3.9
Cum Laude:	3.5 to 3.7

40.00 GENERAL REGULATIONS FOR BACHELOR'S DEGREE PROGRAMMES

40.10 Degree Programmes: Programme titles appear in Faculty and Program sections to be published.

40.20 Entrance Qualifications

40.21 The normal entry requirement for Degree programmes shall be at least six subjects not below grade D in the BGCSE or its equivalent. The grades obtained in five of the subjects shall be grade C or better from one examination sitting. Grades obtained from two (not more) examination sittings are acceptable, provided the applicant has grade B or better in two subjects and grade C or better in four subjects. English language must be grade D or better in Science-based programmes.

40.22 Other entry qualifications may be accepted on their own merit as alternatives.

40.23 Applicants possessing an acceptable Certificate qualification with grade C or better in at least 4 subjects and grade D in English language in the BGCSE or equivalent may be considered for entry to Level 100 of a related bachelors programme.

40.24 Where entry is on the basis of a Diploma qualification, the Diploma shall normally be two years or more and one acceptable to DDT College of Medicine. Entry on the basis of a Diploma of less than two years in duration may be considered if the applicant has a previous related Certificate qualification.

40.25 Subject to Regulation 30.21, any additional requirements shall be specified in appropriate special faculty and departmental regulations.

40.26 The entry requirements specified in 30.21, 30.22, 30.23, 30.24 and 30.25 do not guarantee admission.

40.30 Programme Structure

40.31 Curriculum and Assessment: The curriculum and methods of assessment for the Bachelor's Degree programmes shall be specified in special faculty and departmental regulations.

40.40 Duration of the Programme

40.41 The normal duration for a Bachelor's Degree programmes shall be 12 trimesters on a full-time basis.

50.00 DEGREE CLASSIFICATION

(Applicable to Undergraduates entering from August 2016)

50.10 The overall result of Degree shall be classified based on the cumulative GPA (computed to two decimal places) that includes all attempted credits as follows:

Classification	Cumulative GPA
Summa Cum Laude	4.0+
Magna Cum Laude	3.8 to 3.9
Cum Laude:	3.5 to 3.7

60.00 EXAMINATIONS REGULATIONS

60.10 Information and Guidance for Candidates

60.11 All candidates are expected to following the examination rules and regulations.

60.20 Exams And Assessment

60.21 As a student at the DDT College of Medicine, you are required before completing any exam or assessment to make yourself familiar with relevant requirements and policies and to refer back to these throughout your course.

60.30 Guidelines And Regulations

- i. Students' guide to exams
- ii. Examination regulations
- iii. Regulations for students (includes full details of the College's rules about exam conduct and discipline)
- iv. Plagiarism and collusion
- v. Cheating in exams and its consequences
- vi. Proof-reading

60.40 Dates And Locations

- i. Exam dates
- ii. Exam timetable
- iii. Exam room locations

60.50 Examination Venues

60.51 Examinations are normally held in the College. The venue of each examination will be specified in the examination timetable. It is the candidates' responsibility to know in advance the rooms in which they are to write examinations.

60.60 Examination Numbers

60.61 Students must write their Students Identity number and full names on the cover of their answer booklet and any other materials used. They should make sure that they write their ID Number and full names on the examination materials clearly and correctly. Candidates must produce a valid Student ID card at each of their examinations and display it on the examination desk/table for checking by the invigilator.

60.70 Time of Arrival

60.71 Examinations will commence at times stated in the examination timetable. Candidates must confirm the times for each of their examinations. Candidates will be admitted into the examination

room approximately 30 minutes before the start of each examination session. Candidates will be given 10 minutes reading to read through the examination prior to the advertised time of exam commencement. Candidates must not make notes or commence writing during this reading through period.

60.80 Absence from an Examination

60.81 i. If a candidate fails to take an examination for no good reason, special papers will not be set and the candidate will be deemed to have failed the particular examination. Losing, misreading or failures to consult the examination timetable are not acceptable reasons for absence or late arrival at an examination.

ii. In the case of absence from an examination through ill health, the candidate (or someone on their behalf) must submit a relevant medical certificate/proof which must relate to the day or period of the examination.

60.90 Student Results

- i. Student results
- ii. Transcripts and certificates

61.00 Students' Guide To Exams

61.01 The information here is a summary of some of the most important things you need to know as a student taking an exam at DDT College of Medicine.

61.10 Before Your Exam

61.11 Check your timetable carefully and ensure you know the location of each exam room. Find out before the day of your exam if you are unsure where the room is located.

61.12 Misreading the timetable is not a satisfactory explanation if you are absent from an exam or arrive to it late.

61.13 Examination Room Locations: You should familiarise yourself with the location of each examination room and check in advance if you are unsure where a room is located. If you are sitting an examination which is split across two different examination locations please ensure that you check the timetable for confirmation of the room you will be taking your examination in prior to your scheduled examination.

61.14 Examination Dates: As a student, you are required to be available to attend examinations on any day (including Saturdays) throughout all formal examination and marking periods. Special arrangements cannot be made to accommodate your personal preferences, unless if it's due to medical reasons. You are required to notify the relevant authorities as soon as you are back and fit to attend the examination and a doctor's note should be provided.

61.15 Examination Timetable: If you are registered for alternative examination arrangements (i.e. additional time, alternative examination venue and/or the use of a computer) an email will be sent to your DDTCOM email address. This email will provide further details regarding the examination venue and any additional time you may be entitled to.

61.20 Materials Permitted In The Exam Room

Only bring essential items to your exam room.

61.21 Stationery: You must bring your own pens, pencils, rulers, calculators (Simple basic scientific calculator), and any other required equipment to each exam.

61.22 On your desk: Only the following items are permitted on your desk: your stationery items, your watch (see important guidance below), **DDT College of Medicine ID card**, and a small clear bottle of water with no label.

61.23 Bags and outdoor clothing: You are not allowed to wear coats, scarves, **hats** or outdoor wear (except where exemption applies for religious reasons) during examinations. Place any such clothing, together with any bags/rucksacks you have brought with you, in the area reserved for storage of personal items before the exam begins. Leave it there until the exam is over and you have been given permission to exit the exam room. An invigilator will advise you where the personal item storage area is located.

61.24 Valuable items: Ideally leave your valuables at home. If you do bring any to the exam (such as keys, purses/wallets or mobile telephones) put them in the clear plastic bag provided on your desk and place it under your chair before your exam begins. Mobile telephones must be turned off. No items should be touched during the examination.

NB: Smart watches or similar timepieces capable of storing or accessing data are not permitted on desks or to be worn about your person. They must be placed in the clear plastic bag provided with other valuables if brought into the exam venue. Failure to place these items out of reach will be treated as a disciplinary offence.

61.30 Identification

61.31 DDTCOM ID card: You should bring your student ID card to all exams. This must be displayed on your desk throughout your exam. ID cards will be checked by the invigilator once the exam has started.

61.40 During Your Exam

61.41 Entering the exam room: You will be admitted to the exam room by an invigilator shortly before your exam is due to start. Once admitted to the room examination conditions apply.

61.42 Sit at a desk allocated for the paper you are taking. The notices posted outside the exam room will tell you which desks have been allocated to each exam paper.

61.43 Exam conditions apply: Talking or communicating in any other way with any other student in the exam room before, during or after your exam is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.

61.50 Cheating In Examinations:

61.51 Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of the College. **The DDTCOM operates a zero tolerance policy in relation to cheating in examinations.**

61.52 Examples Of Unauthorised Behaviour

- i. **Taking unauthorised material into an exam:** This will be regarded as attempted deception. Unauthorised material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an ipod). If after the exam has started it is discovered that you have unauthorised material in your possession, including any information written on a part of your body, clothing or exam room walls, etc., it will automatically be assumed that cheating has taken place. The consequence will be the award of a mark of zero for the course examination affected.
- ii. **Talking or communicating with another student during an exam:** You are not allowed to talk or communicate in any way with another student whilst you are in the exam room. Talking or communicating with another student during an exam may result in you receiving a mark of zero for the course examination affected.

NB: Read and follow the DDT College of Medicine's Examination Regulations to ensure that you do not cheat in an examination, intentionally or otherwise. If you receive a mark of zero as a penalty for cheating, this will be recorded on your student transcript.

61.60 After Your Exam

61.61 You must remain seated at your desk until all scripts have been collected by the invigilator. Do not leave until instructed to do so. You must not remove any answer books or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam (statistical tables, data books, etc.)

61.70 Examination Timetable

61.71 Examinations will be held in accordance with the published timetable which will be available at least 2 weeks before the commencement of the examination period and will include the date, time and venue of each examination.

- i. Examinations are held on five days a week from Monday to Friday and are normally scheduled for two sessions a day starting at 09.30 and 14.30.

- ii. Students should read the Examination Timetable carefully to ensure that they have been correctly entered for their examinations and know the time, date and location of the examinations they are required to take.
- iii. Misreading the Examination Timetable will not be accepted as a satisfactory explanation for absence from an examination.
- iv. Special arrangements cannot be made to accommodate a student's personal preferences.

70.00 GUIDANCE FOR INVIGILATORS

70.10 The Supervisor on the course exam shall prepare all that is required for the exam, keep the exam papers in sealed envelopes, inspect the examination room(s) at most a day before the date of the exam, and again right before the exam.

70.11 Invigilators shall have to be inside the examination room half an hour before the time set for the beginning of the exam.

70.12 The Supervisor and invigilators shall alert candidates to place their college ID on their tables, and to write down their names and index numbers and any other required information.

70.13 The Supervisor and invigilators shall alert candidates about the time the exam is to begin, at half-time, passage of three-quarters of the time, a quarter of an hour before the end, and five minutes before the end of the exam.

70.14 The Supervisor and invigilators shall count present candidates after the passage of half an hour from the beginning of the exam, as well as duly inspecting the College ID and its validity. The Supervisor is to divide responsibilities among invigilators inside the hall, and be responsible for the overall progress of the process, control the time, act when issues arise, collect answer booklets in the end, make sure that the examinees filled out the required information, match the number of answer booklets with the number of those who sat the exam, organize the exit of students out of the hall, and supervise the rearrangement of the hall.

70.15 Invigilators are not to discuss the exam questions with students, and, in the case of any doubt about any question, this shall be referred to the Supervisor and Lecturer concerned to act upon.

70.16 The Supervisor of invigilators is to impose calm and seriousness in the room, and they (and other employees) are not allowed to raise their voices, browse newspapers, magazines, or books, or get distracted, for any reason, from the duty of proctoring (e.g. use of cellphone, in particular). They must

refrain from smoking, use of chewing tobacco, eating food or drinking - except for drinking water inside the hall.

70.17 If any candidate is caught cheating, offering or receiving help from another examinee, teacher, or invigilator, or committing any violation; the invigilators shall have to:

70.171 Confiscate all the papers and items that have been used in the process of fraud or said violation and attach them to the answer booklet, which is immediately taken from offender, and use another invigilator as witness as much as possible;

70.172 Write a report on the case and hand it over to the Supervisor, or a proctor/invigilator that is academically higher ranking, together with the documents and answer booklet, for the chair/proctor to write another report on the case, to be added to the documents;

70.173 Allow such a candidate to continue the exam with a new answer booklet given to them, in which they complete the rest of the exam answers. This booklet is collected at the end of the exam together with documents and evidence described above. They are also allowed to enter other following exams, until the case of cheating is decided on; and

70.174 Delivered all documents and evidence on the violation or case of fraud to the Academics Affairs Office. If the exam was of a course part of the College requirements, the case shall be raised to the Vice Chancellor via the Student Affairs Office.

70.00 STUDENT DUTIES AND RESPONSIBILITIES

70.01 Support Services

70.10 Communication Channels

70.11 DDT College of Medicine students must follow the formal communication channels that are in place. The formal communication channels are there to empower students. The following guidelines will help students make effective use of formal communication channels: The communication channels are structured hierarchically. This means that a student has to start addressing issues at the first level before moving on to the next level (s). A staff member cannot respond to a concern raised by a student unless that student has already attempted three times to find a solution on the student level of communication levels. For example, only after a student's own producer has neglected to respond to his/her question three times should he/she take the matter further and address the problem to a staff member.

70.12 Students must keep record of all their attempts to address an issue through all the levels in writing, so that they earn the right to move on to the next, higher level of communication channels. It is imperative that students approaching a staff member make an appointment with him/her first. A student should not expect to be helped by the staff member immediately if he/she just 'pops in' without

an appointment. Neither students nor their parents may phone a lecturer on his/her private phone numbers without the permission of the lecturer.

70.13 Disabilities Support: Students with disabilities (sensory, medical, physical, cognitive or mental health) needing academic accommodations should be afforded the right learning environment. Students with such disability that could limit their ability to fully participate in the class are strongly encouraged to contact the College to make appropriate arrangements.

70.14 Academic Accommodation for Religious Obligations: The College policy is that students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling of all examinations and other academic requirements. Therefore, students must notify the lecturer, within the first three weeks of the beginning of classes of the specific days or dates on which they will request accommodation from an examination or academic requirement.

70.15 Conduct and Decorum: An open, congenial, mutually respectful environment among students and the College staff is essential for learning. Creating an adverse learning environment for any student will be NOT be tolerated, or conduct leading to any form of harassment by a classmate inside or outside the class will be subject to disciplinary and legal action.

70.20 Student representatives council

See the DDTCOM SRC Government Policy and Regulations

70.30 Student Liaison officer

70.31 The Student Liaison officer is qualified to refer to any personal counselling need of a student to a professional off campus. The Student Liaison officer is available to provide students with career guidance and conflict resolution.

70.32 The Student Liaison officer liaises with all other channels and can direct students for further follow-up. If a student's parent wants to phone or visit the school, they must contact the Student Liaison officer.

70.40 Lecturers

Lecturers are available for set weekly consultation sessions on an appointment basis. Lecturers can also help students make decisions, such as discipline choices, and respond to other questions arising from the students' discipline (s) if necessary; the lecturer will report the concern to Student Mentor.

70.50 Student Mentors

70.51 The student mentors are assigned to help students with other matters throughout the year. The student mentors assess the students' projects and conduct the sessions at the beginning and end of every trimester. During these sessions the Student Mentors provide important information and orientation on the upcoming term and its outcome criteria.

70.52 Student Mentors can also call for meetings or hearings to be held if necessary. Student Mentors are available for consultation sessions on an appointment basis. Producers and/or head producers should arrange regular meetings with Student Mentors.

70.53 Class Mentors will report student concerns and problems to the Academic Office if that type of intervention is deemed necessary.

70.60 Accounts and Finance:

70.61 For any account or payment enquiries consult the Administration Office 150. This includes any questions about the activation of a student card.

70.70 Student Feedback

70.71 Each Term students are required to complete course and lecturer evaluation surveys. Failure to do so will result in blocked academic record reports.

70.80 Lecturers

70.81 Lecturers will be available to consult with students and assist them during campus hours. Each lecturer has an individual consultation schedule for that purpose.

70.82 It is the responsibility of every student to take notice of the schedule and plan individual consultations accordingly.

70.90 Student Academic Mentorship

70.91 For all academic problems, students can approach their relevant lecturers, who will either **provide academic support themselves or refer the student.**

70.92 Here the nature of their academic problem will be identified. They could then be channelled to participate in a peer tutor programme, monitored by the Peer Educators. The nature of the academic problem might necessitate external referrals to professionals, e.g. for learning disabilities or with a psychologist, with the help of the Student Liaison Officer.

70.93 Students who volunteer to act as tutors and offer academic support to other students are invited to contact the office of the Academic Affairs for arrangements.

71.00 Student Affairs Office

71.01 The student affairs office on the campus is the hub for any queries related to studies or relevant issues. The director will refer a student to the relevant department or bring him or her into contact with psychologists or to other professionals should this be needed. If the director is there (held up), contact the student liaison officer.

71.02 A student should read the section below on communication channels carefully to ensure that he/she understands the correct way of addressing any problems, even before going to the Student Affairs Office.

71.10 Library Centre

71.11 Each one of the campuses has a resource centre with access to books and DVD's. Versions of teaching material are available electronically and in hard copies.

71.12 The computers in each resource centre also hold the electronic versions of all course material. Students will be referred to download relevant information for the purpose of research, assignments and assessments.

71.13 The librarian can also help students with their research questions. He/she may refer to course specific questions.

71.20 Code of Conduct

71.21 Two copies of the student Code of Conduct are signed by the student during enrolment-a copy for the student, and a copy for the student's file, as acknowledgement of the governing rules.

71.30 Governing principles:

71.31 For the purpose of the DDT College of Medicine Student Code of Conduct comprise all rules, standards, or precepts of behavior, conduct and attitude, including those contained in the following:

- i. The principles of behavior and conduct, and all other norms and standards laid down in the code of conduct, the course guidelines and any other College documents (including any amendments that might be made from time to time).
- ii. Any other rules and regulations pertaining to particular levels, areas, facilities, programmes that might be published from time to time
- iii. Nothing in this Students Code of Conduct or any other rules and policies passed by the College shall be construed as absolving any student from liability for any misconduct in which he or she is personally involved.
- iv. For the purpose of this code of conduct "precinct of the College" shall include any institutional building, grounds or any other place where the College conducts its business, including film sets.
- v. There will be no legal representation allowed at a disciplinary hearing.
- vi. The students may appeal against the sanction imposed on the recommendation of the Disciplinary Committee. The decision after the appeal will be regarded as final.

71.32 Misconduct:

“Misconduct” comprises behavior, within or outside the precincts of the College, which:

- i. Constitutes the breach of any statute, regulation or rule of the College, or
- ii. Constitutes the breach of the course guidelines, or
- iii. Constitutes a failure or refusal to obey any lawful order given by any academic or support staff of the College, or
- iv. Interferes with or impedes the conditions necessary for teaching, learning and research, or
- v. Constitutes a failure or refusal to comply with any punishment or order imposed or made under these rules, or
- vi. Constitutes any conduct that tends to bring the institution or any part of it or a member of its staff or student body into contempt or disrepute

71.40 Basic rules:

71.41 A student must at all times within the precinct of the College wear his/her student card visibly, and produce it when called to do so by a member of staff. Student’s cards are required to gain access into the College campus, library and lecture halls.

71.42 All students:

- i. Shall obey lawful orders given to them by a member of staff.
- ii. Shall comply with the access control and parking rules of the College.
- iii. Shall comply with the course guidelines.
- iv. Shall comply with all rules prescribed for the use of the resource centers.
- v. Shall comply with all rules prescribed of College equipment.
- vi. Shall comply with all rules prescribed for the use of computer facilities in the Library Centre.
- vii. Students are responsible for loss or damage of equipment signed out in their names. In the event of damages or loss, the student must furnish a report detailing the exact circumstance of the event with counter signatures by all the persons present.
- viii. Unless prior arrangements have been made, students whose fees are in arrears according to the schedule of payments will be excluded from the programme of the College.
- ix. All student productions, imaging and audio recordings produced during the students’ academic programme, whatsoever, remain the exclusive property of the College perpetuity.
- x. No student may approach a facility house for equipment or personnel outside their project or any other services pertaining to the activities of the school without written permission from the Office of the Chancellor.
- xi. Students may not operate any equipment or enter any DDTCOM facility unless qualified or permitted by a staff member to do so.

71.50 No student shall:

- i. Bring alcohol or illegal substances within the precincts of the College.
- ii. Damage, either deliberately or negligently, or attempt to damage College property.

- iii. Bring unto the campus any firearm, or mock replica or toy weapon (except with the express permission of a designated senior staff member), nor any dangerous weapons or explosives. The definition of dangerous weapons includes, but is not limited to, knives, daggers, switchblades and martial arts equipment.
- iv. Smoke at any place in the precincts of the College where smoking is prohibited.
- v. Reproduce or distribute copies of any copyright protected notes or learning material of the College without the consent of the chancellor.
- vi. Obstruct, disrupt, or interfere with the teaching, research, administrative, custodial or other functions of the College.
- vii. Commit acts of damage or theft in respect of College property or the property of any person of the College precinct. For the purposes of this rule, possession of stolen property shall be deemed to constitute theft.
- viii. Commit any sale of, distribution, use or possession of any illegal drug, as defined by the Drug and Drug Trafficking Act of the Government of Botswana, on the precinct of the College.
- ix. Threaten to act in any manner that threatens the being and work or study of any student or staff member of the College.
- x. Abuse or otherwise interfere with any member of the College community, in any manner which contributes to a creation of an intimidating, hostile or demeaning environment for staff or students in general and specifically in relation to the person's race, gender, health, beliefs or sexual orientation
- xi. Use a cellular phone for private conversations during any academic period.
- xii. Eat during any academic period.
- xiii. Perform or participate in the performance of, or attempt to perform, or incite, instigate, command, advocate, advice or encourage the performance by any other person of assaulting or threatening any person.
- xiv. Impersonate himself/ herself to an organization as an agent of the college.
- xv. Furnish false information, including false identification, or fail to provide information to the institution or to any authorized employee of the College, including campus security.
- xvi. Initiate, cause or contribute to any false report, warning or threat of fire, explosion or other emergency.
- xvii. Use DDTCOM branding (including letterheads) in a private capacity.
- xviii. Share the college teaching materials with any other College or reveal plans of the College to anybody outside the College community.
- xix. Perform any sexual acts with any member of the College community within the College premises.
- xx. Not enter into love relationships with the College staff.

71.60 Electronic resources:

71.61 All students should acknowledge that the use of the College electronic resources is made available to them for academic purposes only.

71.62 The following actions or omissions shall constitute misconduct and the College will be within its right to initiate appropriate investigation and disciplinary action against students who fail or refuse to abide by these rules.

- i. Sharing network log-on usernames with any third person
- ii. Fabricating an untruthful message or sender of message
- iii. Intentionally by-passing the security mechanisms of the College network.
- iv. Storing, downloading and propagating, printing, distributing, sending or accessing racist, sexist, politically or religiously derogatory contents or material, or pornographic materials as contemplated in the Government of Botswana.
- v. Downloading, receiving or installing software applications not approved by the IT Officer.
- vi. The creation , sending and forwarding of unsolicited email
- vii. Knowingly sending or forwarding messages and attachments that could be infected with malicious codes such as viruses
- viii. Using discs that are known to be infected with viruses
- ix. Any disruptive and destructive practices either via email or the internet.

71.70 Criminal conduct:

71.71 Any criminal offence, in terms of the criminal law of Botswana, committed by a student of the College, is an offence deemed to be subject to disciplinary action, taken by the College.

71.72 Any student convicted of any criminal offence by a Botswana court with criminal jurisdiction in terms of the Criminal Procedure shall be guilty of an offence in terms of this code of conduct and shall be subject to disciplinary action by the College.

71.80 Rules relating to alcohol consumption and drug-taking:

71.81 Students shall at all times refrain from drunken and disorderly behaviour that disturbs the peace of other students or staff.

71.82 No student shall consume liquor or sell, serve or assist any other person to consume, serve or sell liquor on College property unless the requirements of the liquor act have been met and prior written permission was obtained from a designated senior staff member.

71.83 No student shall consume drugs or sell, serve or assist any other person to consume, sell or serve drugs on College property.

71.90 Sanctions:

71.91 The Disciplinary Committee may recommend that the Disciplinary Committee impose one or more of the following sanctions for any violation of the Code of Conduct:

- i. **Expulsion:** Permanent separation of the student from the College. The expelled student shall not participate in any College-sponsored activity and will be barred from the College property.

ii. **Suspension:** Temporary separation of the student from the College for a specified period of time or until specific conditions has been met. Except where prior approval has been granted by the Disciplinary Committee, a suspended student will not participate in any College-sponsored activity and will be barred from the College campus.

iii. **Probation:** Removal of the student from good disciplinary standing. Additional restrictions or conditions may be imposed. Probation will last for a stated period of time and until specific conditions have been met. Any violation of these rules, the conditions of probation or other College rules committed during the probationary period will subject the student to further disciplinary measures, including suspension or expulsion.

iv. **Warning:** A written statement advising the student that a violation of this Code has been committed and that further misconduct may result in more severe disciplinary action.

v. **Restricted access to school property:** a student's access to College property, including but not limited to learning, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.

vi. **Organizational Sanctions:** Sanctions for organizational misconduct may include revocation of the of College property or privileges for a definite period of time, revocation or denial of recognition or registration, or suspension of social or intramural activities or events, as well as other appropriate sanctions permitted under the code of conduct or other rules of the College.

vii. **Interim action:** Suspension of student for an interim period prior to resolution of the disciplinary hearing.

ix. **Other sanctions** that may be deemed appropriate could include remedial action prescribed by the Disciplinary committee to a student, including letting a student to community service on the precinct of the College.

72.00 Determining sanctions

72.01 The sanctions imposed will be proportionate to whether the student(s) is (are) found to have contravened the College rules beyond reasonable doubt or on the balance of probabilities.

72.02 Mitigating and aggravating factors will be considered. Factors to be considered in mitigation or aggravation may include the individual's prior disciplinary record, the nature of the infringement or offence, the severity of any damage, injury or harm resulting from the violation, the payment of restitution to the College or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling programme.

72.03 Repeated violations of the Code of Conduct cited above may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

72.10 Disciplinary procedure:

- i. A student will receive written notice of the disciplinary meeting.
- ii. All students involved will have the opportunity to prepare a written and verbal account of the events leading to the disciplinary.
- iii. The meeting will be held with disciplinary committee. This is an inquiry meeting and not a disciplinary hearing.
- iv. A follow-up meeting may be convened to clarify the circumstances. Only when it has been ascertained that there is indeed a strong likelihood that the student has contravened a provision of the code of conduct or course guidelines will this meeting be a disciplinary hearing.
- v. The Disciplinary Committee will determine whether the student(s) contravened the student code of conduct and/ or college rules beyond reasonable doubt, failing which, on the balance of probabilities.
- vi. The student will be informed of the disciplinary committee's resolution in writing.
- vii. The Disciplinary Committee may decide on remedial action.
- viii. A copy of the relevant documents will be filed accordingly.
- ix. Students will thereafter have the right to appeal the decision of the committee

80.00 QUALITY ASSURANCE OF EXAMINATION & ASSESSMENT

80.01 DDT College of Medicine have set up a system of administrative procedures, to ensure that effective quality assurance occurs in all the examination and assessment procedures in the college in an effort to maintain and enhance the academic quality and standards.

80.10 Administration Of Examinations

80.11 Administration of examination at the DDT College of Medicine is a rigorous exercise in terms of logistics and personnel. However, a common feature of the exercise involves:

- i. Test development
- ii. Test administration
- iii. Post-test administration / award procedures

80.20 Quiz/Exam Development

80.21 The procedure starts with the submission of courses to be examined by the Head of Academic Affairs. A table of specification derived from the thinking order as prescribed by Bloom (1956) is utilised in the preparation of examination questions. The question papers and marking schemes generated undergo moderation. The aim of the moderation is to check through each item for accuracy, consistency and coverage of course content. At the end of the moderation, items are compiled and eligibility report (course wise) per program is obtained, this is followed by printing and collation of question papers.

80.30 Quiz/Exam Administration

80.31 In DDT College of Medicine, quiz/exam papers are administered to eligible students, and to be eligible for examination students are expected to fulfil some conditions as follows:

- i. The student must have matriculated and registered for the courses to be examined;
- ii. The student must have been attending the lectures;
- iii. The student is expected to have been in the custody of the study materials to be examined for a minimum of eight weeks.

80.32 Arising from the above, the conduct of examination starts with the entry of students using appropriate entry requirements. Invigilators are nominated among the members of staff in the Academic Department and complimented by the Examination & Assessment Officer to supervise examination.

80.40 Post-Examination Activities

80.41 At the completion of examinations, answer scripts and question papers are collected and sent to the Examination and Assessment Office for grading exercise. The post examination activities entail the following:

- i. Standardization Process; this exercise involves familiarization of examiners with the marking guide and award procedures. The exercise is supervised by the Academic Progress Committee.
- ii. Marking of Scripts; Scripts are marked by lecturers with appropriate qualifications appointed by the College. Scripts are marked according to the specification of marking Guide.
- iii. Vetting of Scripts; one of the quality assurance measures put in place is the vetting of scripts graded by the Academic Progress Committee. This is done in order to standardize the marking exercise. Also, the evaluated scripts are sent to the Head of Academic Department.

This is done to assess the performance of script markers. After due approval of examination report, the results are sent to students through their emails for online result checking and they are also posted in the notice boards around the school.

- iv. Post-examination Analysis; one of the major effective quality assurance procedures is the feedback on the performance of students in examination. Analyses are carried out to determine the grade patterns course by course.

80.50 Instruments For Maintaining Quality Assurance

80.51 The Oxford Advanced Learners dictionary of current English (2000) defines quality as the degree of excellence and degree of conformity with standards. Tawari (2002) contends that quality assurance involves the detection and elimination of components which do not meet standards. She went further to highlight four criteria mostly applied to measure quality. These include;

- i. Input of resources-for example grade point average; or standard test scores of entering students; terminal degrees in the department; number of books in the library and of the institutions endowment.
- ii. Outputs which include such items as the overall graduation rate; the number of faculty publications or research grants; the number of scholarly awards; or the number of graduates in blue-chip companies.
- iii. Value added criteria defined not by some national standard. This is done through a comparison of the state of affairs before and after a process. An example is the intellectual development of a student from first year to graduation.
- iv. Improvement and effectiveness of the internal processes.

Thus, it can be deduced that quality assurance is directed at the level in which examination process meets the required standard. Below are some of the measures for maintaining quality control in examinations.

80.60 Internal/External Moderation Of Qizzes/Exam Papers

80.61 The moderation of questions papers by both internal and external assessors seek to answer inquiries concerning the following:

- i. Are the questions within the course content?
- ii. Are the questions devoid of ambiguity or properly worded?
- iii. Is the marking guide detailed?

80.62 These assessments are carried out to ensure that printed questions meet the desired standard.

80.70 Tutorial Staff Training

80.71 The DDT College of Medicine normally organizes workshop for tutorial staff prior to marking exercise. The Staff is trained on assessment and evaluation techniques. Edem (1987) observes that lack of training for teachers is a contributory factor to the poor quality of education. Undoubtedly, the training sessions enhance the performance of tutorial personnel in test development and evaluation.

80.80 Facilities Inspection

80.81 The role of inspection of facilities at the lecture theatres which serve as examination centres, in ensuring quality assurance practices in administering examination cannot be overemphasized. The inspection is to ascertain the level of materials and other logistics required for the conduct of examination.

80.90 Feedback

80.91 Examination Supervisors provide information to the Academic Progress Committee on the general conduct of the examinations. The report contributes to improved quality of examinations, as it highlights aspects of questions papers that were misunderstood or not properly worded, and some other deficiencies.

81.00 Conclusion

81.01 The instruments for maintaining quality control in examinations administered at the DDT College of Medicine have also been identified. Quality assurance in examinations is therefore a means by which an educational institution ensures that quiz/exam development and administration meet high standards.

81.10 Resitting Examinations

81.11 If you are unsuccessful in any of your exams then you will usually be allowed to re-sit. But before you can actually re-sit for the particular examination, it is important to obtain advice from mentor as soon as possible.

81.12 Your department will contact you once your results have been formally agreed on and to discuss your options with you and let you know when you will be able to re-sit your examination.

81.13 Re-sit exams are a walk-in service. Students do not have to schedule specific times, but they must complete the exam by the end of business hours according to the deadline established by the lecture.

81.14 Exams will be given only until the deadline requested by the lecture. In cases in which the deadline changes, new dates shall be communicated to you by your lecture.

81.20 Resits Can Only Be Taken:

- i. When you have obtained a mark of below 60% and your department has agreed on to let you take the re-sit.
- ii. If you are absent from an exam because of illness/injury, you are advised to submit an exceptional circumstance form together with supporting documents that verify your illness like a sick leave within 7 days of the date of your last exam.
- iii. If you are absent from an exam because of serious unforeseen circumstances like for example an immediate family funeral, you are advised to submit an **absence request form** or **exceptional**

circumstance form together with supporting documents that verify your circumstances within 7 days of the date of your last exam.

90.00 ACADEMIC PROGRESS COMMITTEE

90.10 Purpose

90.11 The Progress Committee reviews the academic performance of each student to determine suitability for continued advancement in the curriculum and for graduation. This review includes decisions about graduation, promotion, leaves of absence, special study, remediation, academic probation, suspension, and dismissal. The Progress Committee uses a single and uniform standard for the promotion and graduation of students.

90.20 Membership

90.21 The Academic Progress Committee is chaired by a senior faculty member, and includes approximately six faculty members from both basic science and clinical departments. The Director for Students Affairs and registrar are ex-officio (non-voting) members. Faculty members serving on the committee are familiar with the curriculum and graduation requirements and have demonstrated a deep interest in the well-being of the students. There are no term limits. Recommendations for changes in membership of the Committee are made by the chair in consultation with the Director of Academic Affairs and other members of the Progress Committee. Those recommendations are submitted to the Vice Chancellor who has final authority for committee membership.

90.30 Frequency of Meetings

90.31 The Progress Committee meets approximately monthly. When a question arises which cannot wait for the next full meeting of the Progress Committee, the Chair may call an emergency meeting, convene a subcommittee, or poll the members of the Progress Committee for their opinions by phone or email.

90.40 Review of Students

90.41 Each student's academic progress is reviewed annually, or more frequently as needed, as specified in the DDT College of Medicine Satisfactory Academic Progress Policy. In addition, the Progress Committee considers other relevant information in order to determine if the student is developing the professional attributes needed to become a safe and effective medical practitioner, including moral and ethical character, professional behavior, good judgment, sense of responsibility, sensitivity and

compassion for individual needs, and emotional stability. In making its decisions, the Committee takes into account the academic record of the student, including but not limited to information such as qualifier performance, standardized skills assessments, course commentaries, clerkship evaluations, performance on comprehensive or board exams, as well as letters and reports regarding incidents of unprofessional behavior, personal testimony and special circumstances.

90.50 Committee Decisions and Notification

90.51 In reviewing the academic progress of students, the Progress Committee makes one of the following determinations:

- i. Meeting the requirements for satisfactory academic progress
- ii. Not meeting the requirements for satisfactory academic progress, whereby actions may include one of the following:
 1. Remediation
 2. Academic Probation or Suspension
 3. Dismissal

90.52 Students who are making satisfactory progress will not hear directly from the Progress Committee.

90.53 If the Progress Committee determines that a student has not demonstrated satisfactory progress or performance in any aspect of the medical school curriculum, remediation will be required. This remediation is designed to provide the student with a structure to address any deficits with the goal of helping the student improve his or her performance to a satisfactory level. When remediation is required, the student will be notified in writing, including the specifics of the required remediation and of the consequences of not successfully completing the remediation according to a specified timeline.

90.54 If there is a pattern of poor performance or serious violation of the School's code of conduct or professionalism standards, the student may be placed on academic probation concurrent with the remediation, or suspended. The student will be notified in writing of the terms of the academic probation or suspension, including the requirements for having the academic probation or suspension removed as well as the consequences of not meeting these requirements according to a specified timeline.

90.55 If a student is unable to meet the academic requirements of the School despite remediation efforts, he or she may be dismissed. Additionally, if at any time a student behaves in a manner that is considered incompatible with the ideals of a medical professional, he or she may be dismissed. If dismissal occurs, the student will be notified in writing of the decision.

90.56 A summary of the actions taken by the Progress Committee may appear in the student's Director of Academic Affairs's letter and the student will be notified of this in writing.

90.60 Appeal Process

90.61 A student may appeal the decision of the Progress Committee. The appeal process includes 2 steps;

Step 1:

To begin the appeal process, the student must notify the chair of the Progress Committee in writing of his or her intention to appeal within seven (7) days from the date the student receives notification of the Progress Committee's decision. The student has the right to appear before the Committee, and for support may bring an advisor who is a member of DDT College of Medicine community. The student may not bring legal representation. The Committee will consider any additional information brought to its attention by the student in reaching a final decision.

Step 2:

Final decisions of the Progress Committee may be appealed to the director of academic affairs of DDT College of Medicine. A student wishing to take this step in the appeal process must submit to the Director of Academic Affairs (or the director's designate) a written request describing the basis of the appeal within seven (7) days from the date the student receives notification of the Progress Committee's final decision. Appeals may be based on a claim that some pertinent evidence was not taken into account or that the Progress Committee's consideration was unfair, and must describe the basis for such a claim.

The Director of Academic Affairs (or the director's designate) will review the appeal, and at his/her discretion may invite the student to meet. The Director of Academic Affairs (or the director's designate) may either issue a final decision, or may remand the case back to the Progress Committee for reconsideration. The Director of Academic Affairs (or the director's designate) shall communicate his/her decision in writing to the student and to the Progress Committee. The Director of Academic Affairs's decision is final.

100.00 DDTCOM CHEATING, PLAGIARISM AND OTHER ACADEMIC INTEGRITY POLICIES

ACADEMIC INTEGRITY AND ACADEMIC CODE OF CONDUCT: All courses offered at DDT College of Medicine, follows the 'Academic Integrity and the Academic Code of Conduct'.

"Chemists are magic men! They mix chemicals and form amazing new things with honesty, trust and carefulness." The College is committed to the highest standards of academic integrity and honesty. The College believes that academic honesty and integrity are fundamental to the mission of higher education and of the HRDC, BEC and BQA guidelines under the auspices of the Ministry of Education, Botswana. The College has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the College in this respect (see above for guidelines). Students are particularly urged to familiarize themselves with the

Plagiarism provisions below. They are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for the respect of others' academic endeavors.

100.10 Plagiarism: The most common offense under the Academic Code of Conduct is plagiarism which the Code defines as "the presentation of the work of another person as one's own or without proper acknowledgement". This could be material copied word for word from books, journals, internet sites, lecturer's course notes, etc. It could be material that is paraphrased but closely resembles the original source. It could be the work of a fellow student, for example, an answer on a quiz, data for a lab report, a paper or assignment completed by another student. It might be a paper purchased through one of the many available sources. Plagiarism does not refer to words alone - it can also refer to copying images, graphs, tables, ideas and sharing information during tests via cell-phones. It could be looking at someone else's answers during an exam or test. "Presentation" is not limited to written work. It also includes oral presentations, computer assignments and artistic works. If you translate the work of another person into English and do not cite the source, this is also plagiarism. If you cite your own work without the correct citation, this too is plagiarism. ***The first instance of plagiarism will result in a grade of "0".***

IN SIMPLE WORDS:

DO NOT COPY, PARAPHRASE OR TRANSLATE ANYTHING FROM ANYWHERE

WITHOUT SAYING FROM WHERE YOU GOT IT! DON'T FORGET TO USE

QUOTATION MARKS!

100.11 DDT College of Medicine does not condone student strikes, rioting and vandalism of property. All students' complains and grievances shall be dealt with through rightful-channelled consultations with the Students Representative Council. Students who violate all policies of the College are subject to disciplinary action which can result in suspension or expulsion from the College after the above-mentioned disciplinary procedures are effected.

110.00 POLITICAL ACTIVITY AND THE LIKE

110.10 DDT College of Medicine founders chose the particular slogan 'Educating for Global Success' because they intended it to be a cradle of knowledge and research, where people do not exhibit hatred and where no tribal, political, and regional affiliations lead to difference and animosity, but do show A Good Heart for the benefit of the nation. Accordingly, DDT College of Medicine respects the freedom of political affiliation of students and employees, without allowing the exercise of political activity, and prohibits any activity that would prevent a single student from studying for one minute of their entire time. Political activity within the college is prohibited, in accordance with the following guidelines:

110.11 Exercising (or advertising) any political activity is not allowed within the College sites at all times. The Students' Affairs Office retains the right to determine the details of the concept of political activity. This may include political party activity, regional or tribal activity. In order to ensure safety of employees and students, the College prohibits any riot-related chaos and conflict. The Ministry of Education is seeking to address these issues which lead to disruptions of teaching in many tertiary institutions around the country.

110.12 The ban includes the streets around the outside walls of the College; this includes the students and staff. Neither will the College defend (nor pardon) anyone belonging to College who carries out such activity, especially if it violates the reputation, activity, or instructions of any authority, or legal rights of others. This is for preserving the cohesion of the nation and its unity. Absence by a student due to such activity shall be deemed absence without excuse.

110.13 The College considers political parties' intervention in colleges and institutions by proxy is exploitation of innocence, abusing impulsive youth, making them deviate from focusing on learning needs and would stand firm to prevent that.

110.20 College administration - or others upon its consent - may invite academics, researchers or officials to talk on general topics affecting the nation and affecting its unity and well-being, which may include politics as a science and research, but are formally organized according to research and heuristics methods, and the politeness and culture of accepting differences.

110.30 The university is convinced that an undergraduate student enrolled desires to get real qualification that will lift away from him ignorance and inertia, and hails their families, and leveraging society from poverty and suffering. The College confirms its commitment to achieving this noble goal and in the time specified, and does not allow mixing cards. The overlapping of secondary goals, and fulfilling the dreams and goals of anyone other than the students and their families has no place in DDT College of Medicine, and it does not allow such distractors to negatively impact its educational programmes and philosophy.



CONCLUSION

Our sincere congratulations go to, wishing you find guidance to succeed. You will find that the College's environment is better than you expected, and likewise its programmes, and you will find from the staff of the College every assistance and keenness on your comfort, so you all assist each other to overcome the difficult beginnings and obstacles. We do apologize for the noise produced by the trading outlets in the College's vicinity and infrastructure improvement activities going on this year.