

Academic Policies for the BCom(Hons)/MCom Programmes

Information for Students

1. Introduction

This document provides the standard academic policies for all courses taught as part of the BCom (Hons)/MCom programmes in the Department of Management, Marketing and Entrepreneurship. Any variation from these policies will be explicitly stated in the course outlines and must be approved by the Honours/MCom Coordinator. This document supplements the University Calendar, which provides the definitive regulations of the University.

2. Course Grades

2.1 Interpretation of Grades

The following table provides an interpretation of grades.

A+, A, A-	These grades are awarded for outstanding work. Criteria for deciding this include: originality, quality of organisation, appropriateness of readings, clarity of argument, indication of the range of perspectives, correctness of computation, match of presentation and data, high level of analysis and that all important elements are included.
B+, B, B-	These grades represent a good quality of work. Criteria include a clear organisation of information following a standard format for the discipline area, an indication of knowledge of the literature, reasonable level of knowledge of specific computer software, adequate presentation of data but something important is left out.
C+, C	These grades indicate a minimum standard of work as indicated by a basic understanding of both the context and techniques of an area of knowledge, limited view of different perspectives, limited literacy with a computer program, lack of organisation, inability to present material coherently and lack of depth.
D, E	The student failed to meet the minimum requirements of the course.

2.2 Marks to Grades Conversion

In some cases lecturers give numerical marks for items of assessment. These are later translated into letter grades. Student transcripts record only letter grades. The conversion to letter grades is finalised at the Examiners' Meeting using the criteria described in Section 2.1.

The 'standard' scale used in the BCom (Hons)/MCom programmes are given in the table below:

A+	=	90 - 100	C+	=	60 - 64
A	=	85 - 89	C	=	50 - 59
A-	=	80 - 84	D	=	40 - 49
B+	=	75 - 79	E	=	0 - 39
B	=	70 - 74			
B-	=	65 - 69			

2.3 Final Grades

Any grades given by lecturers ARE NOT OFFICIAL. The Department reserves the right to scale marks/grades where this is deemed appropriate. Final grades will be released to students online usually in the first week of December.

2.4 Reconsideration of Grades

For information on reconsideration of grades in major tests or other major work, see Regulation 4(b) of the Taught and Project Course Regulations in the University Calendar.

For information on reconsideration of a final grade, see Regulation 8 of the Taught and Project Course Regulations in the University Calendar.

3. Requirements for Assessment

3.1 Policy on Late Assignments

The lecturer may allow an extension if factors beyond your control (such as illness or family bereavement) affect your ability to complete work on time. A heavy workload is not considered grounds for an extension. Check the course outline for any policy specific to the course. Generally extensions are not granted.

3.2 Dishonest Practice

- 1) **Plagiarism**, being the presentation of any material (text, data or figures, on any medium including computer files) from any other source without clear and proper acknowledgement of the source of that material.
- 2) **Collusion***, being work performed in whole or in part in conjunction with another person or persons, but submitted as if it had been completed by the named author alone (or joint authors if a group item of work).

*(This interpretation of the dishonest practice of collusion is not intended to discourage students from having discussions with each other about how to approach a particular assigned task, and incorporating general ideas coming out of such discussions into their own individual submissions.)

- 3) **Copying**, being the use of material (in any medium, including computer files) produced by another person or persons, with or without their knowledge and approval.

- 4) **Ghost writing**, being the use of another party (with or without any form of payment) to prepare all or part of an item of work submitted for assessment.

Under University Regulations, evidence of any of these or other forms of dishonest practice by any student(s) represents grounds for disciplinary action and may result in penalties ranging from denial of credit for the item of work in question to exclusion from the University.

4. Aegrotat Consideration

For information on late submissions and extensions, see section 3.1.

If factors beyond your control (such as illness or family bereavement) prevent you from completing some item of course work, then you may be eligible for aegrotat consideration. Aegrotat procedures are documented in the Special Consideration Regulations in the University Calendar. Course specific aegrotat information may be provided in the Initial Course Handout. Appeals must be made within seven days of the test date or the assignment due date. Supporting evidence, such as a medical certificate, is normally required. If in doubt, talk to one of your lecturers.

5. General Appeals

Concerns about a course should first be discussed with the course lecturer. Experience suggests that this leads to the quickest and most trouble-free resolution of most issues. The Class Representative can be used to facilitate the process.

Issues relating to the Programme (and in exceptional cases concerns about a course) should be raised with the Programme Coordinator. As a last resort talk to the Head of Department.

6. Provisions for Students with Disabilities

The department will, wherever possible, make appropriate arrangements for students with disabilities. Students with disabilities should consult with the Disabilities Coordinator for guidance and assistance. Students with disabilities are also advised to consult the Programme Coordinator as early as possible.

7. Return of Tests and Assignments

It is the normal practice of the department to return test scripts and assignments by handing them out in class. If any student objects to their scripts being returned in this way, they should indicate to us this objection, in writing, and their scripts will be returned separately by the departmental secretary.

Last updated: January 2018