Student Management Draft Quality Assurance Policy



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| **Responsible Executive** | **Vice Chancellor** |
| **Responsible Division** | **Directorate of Quality Assurance** |
| **Approved By** |  |
| **Date Approved** |  |
| **Review Date** | **After every four (4) years** |
| **Stakeholders affected by this policy** | **All categories of staff and students of University of Nigeria Nsukka as well as their partners (JAMB, ALUMINI, FGN and local and International**  **collaborators)** |

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# 1. Introduction

This policy outlines the University’s commitment to quality and integrity in the areas of student management which covers admission, academic progression, recognition of prior learning, certification, and the prevention and management of student malpractice. The objective is to ensure fairness, transparency, and adherence to the highest academic standards in all processes.

# 2. Student Admission

## 2.1. Principles

* The University is committed to a fair and transparent admission process based on academic merit and the potential of applicants to succeed.
* Admission policies promote diversity, inclusivity, and equal opportunity, in compliance with relevant legal and regulatory frameworks.

## 2.2. Procedures

* **Eligibility Criteria**: Each academic program will have clear eligibility criteria based on academic qualifications, language proficiency, and other relevant requirements. Criteria will be regularly reviewed and updated to reflect evolving standards.
* **Application Process**: Prospective students will be provided with detailed information on application deadlines, documentation requirements, and selection procedures. Applications will be assessed consistently and objectively.
* **Admission Decisions**: Admission decisions will be made based on predefined criteria and documented processes to ensure transparency. The decision-making process will involve input from relevant academic staff and admissions committees.
* **Appeals**: Applicants may appeal admission decisions if they believe their application has been handled unfairly. Appeals will be considered promptly by an independent body within the institution.

# 3. Student Progression

## 3.1. Principles

* Progression through academic programs will be based on the achievement of clearly defined learning outcomes, ensuring students are sufficiently prepared for the next stages of their education.

## 3.2. Procedures

* **Monitoring of Academic Progress**: The University will monitor students’ academic progress through continuous assessments, formal exams, and performance reviews. Support mechanisms will be in place for students who are identified as struggling.
* **Minimum Academic Standards**: To progress from one level to the next, students must meet minimum performance standards, as defined by the program. These standards will be communicated at the start of each academic year.
* **Academic Probation and Dismissal**: Students who fail to meet progression standards may be placed on academic probation, during which they will receive support to improve their performance. Students who do not improve after probation may face dismissal, in accordance with established policies.
* **Support and Guidance**: Academic advisors and support services will be available to help students overcome challenges and progress through their studies in a timely manner.

# 4. Recognition of Prior Learning (RPL)

## 4.1. Principles

* The University values prior learning experiences and will recognize them where appropriate, enabling students to enter programs with advanced standing or exemption from certain modules.

## 4.2. Procedures

* **Eligibility for RPL**: Students may apply for recognition of prior formal, informal, or experiential learning. The institution will assess the relevance and level of prior learning against the program’s learning outcomes.
* **Assessment of RPL**: Applications for RPL will be evaluated by academic staff with expertise in the relevant subject areas. Decisions will be based on evidence provided, such as transcripts, certificates, portfolios, or work experience.
* **Maximum Credit Transfer**: The University will establish limits on the number of credits that can be transferred or exempted through RPL, ensuring students still meet the core learning outcomes of the program.
* **Documentation and Appeals**: All RPL decisions will be documented, and students may appeal decisions if they believe their prior learning has not been appropriately recognized.

# 5. Certification

## 5.1. Principles

* The certification process will ensure that students receive recognition for their academic achievements in line with the standards of the University and any relevant accrediting bodies.

## 5.2. Procedures

* **Certification Criteria**: To be awarded a degree, diploma, or certificate, students must fulfill all academic requirements, including successful completion of required modules, assessments, and any other program-specific requirements.
* **Issuance of Certificates**: Degrees and certificates will be issued promptly following the confirmation of graduation. The documents will include relevant details, such as the program completed, the level of the award, and any honors or distinctions achieved.
* **Record Keeping**: The University will maintain accurate and secure records of all student qualifications awarded, ensuring that transcripts and certificates can be verified and reissued if necessary.
* **Revocation of Certificates**: In cases where it is discovered that a degree or certificate was awarded on the basis of fraudulent information or academic malpractice, the University reserves the right to revoke the qualification. This will be done in accordance with due process and legal requirements.

# 6. Student Malpractice

## 6.1. Principles

* Academic integrity is fundamental to the University’s mission. Any form of academic malpractice, including plagiarism, cheating, collusion, or falsification of data, will be addressed rigorously.

## 6.2. Procedures

* **Definition of Malpractice**: Academic malpractice includes cheating in exams, plagiarism, collusion, falsification of data, unauthorized assistance, and any behavior that compromises academic integrity.
* **Prevention**: The University will take proactive steps to educate students about academic integrity, including workshops, guidelines, and tools like plagiarism detection software.
* **Detection and Investigation**: Suspected cases of malpractice will be investigated through a fair and transparent process. Students will have the opportunity to present their case before a decision is made.
* **Penalties**: Sanctions for academic malpractice will vary depending on the severity of the offense and may include a warning, reduction of marks, failure of the assessment or course, suspension, or expulsion from the University.
* **Appeals Process**: Students may appeal malpractice decisions within a specified timeframe. Appeals will be reviewed by an independent committee to ensure fairness.

# 7. Policy Review and Updates

This policy will be reviewed regularly to ensure alignment with best practices in higher education and compliance with regulatory requirements. Feedback from stakeholders, including students, faculty, and external bodies, will be considered in the review process.

# 8. Responsibilities

* **Academic Staff**: Ensure adherence to admission, assessment, and progression policies, and maintain high standards of academic integrity.
* **Students**: Act in accordance with the University's academic integrity guidelines and engage actively in their own academic progress.
* **Quality Assurance Office**: Oversee the implementation, monitoring, and periodic review of this policy, ensuring that all processes meet the University's quality standards.

# 9. Conclusion

This Quality Assurance policy ensures that key academic processes, from admission to certification, are transparent, fair, and rigorous. The University remains committed to maintaining academic excellence and supporting student success through these robust quality assurance mechanisms.