



Policy on registering to an equivalent or same subject from different medium of instruction

Revised on:

Approved on: 8 December 2019

Approved By: Academic Senate

Contact Person: Registrar

1. Introduction

To provide opportunities for students to satisfy course requirement in a timely manner, the university will attempt to offer failed/deferred subjects as soon as possible. In cases where a section of a subject is unavailable in the home faculty, an equivalent subject may be offered for students to complete a failed/deferred subject. Likewise, the same subject in a different medium of instruction may be offered to cater to the need of a repeating student to complete the course. This policy sets about the principles governing registration in equivalent subjects under special circumstances where the failed subject has not been offered for the past two consecutive terms or a student is unable to complete the course within the maximum duration.

2. Definitions

Same Subjects: Same subjects are those subjects/units/modules with the same subject code, objectives, content and assessments regardless of medium of instruction.

Equivalent Subjects: Equivalent subjects are those subjects/units/modules considered equivalent by the Curriculum Committee of the Faculty to which these subjects belong and are documented in writing.

3. Principles

- 3.1. The focus of course administration is to facilitate student progression without compromising the quality or standards of qualifications.
- 3.2. The university will attempt to offer failed/deferred subjects to enable students to complete the course as soon as possible given the constraints of finance and availability of staff and space. However, the university is under no obligation to offer subjects for students who have failed/deferred a subject when the normal cohort of students progresses across semesters.
- 3.3. When the same subject is offered in different mediums of instruction, it is considered as equivalent.

- 3.4. Students will be allowed to take a failed/deferred subject if an equivalent/same subject is offered in any faculty, provided seats are available with no timetable clashes and the students meet the language requirements and pre- or co-requisite condition.
- 3.5. All assessment components should be in the same medium of instruction of the enrolled course.

4. Guidelines

- 4.1. The integrity, quality, currency and relevance of all MNU courses must be retained in all decisions regarding registration or transfer to an equivalent subject.
- 4.2. This policy is applicable under special circumstances in which the past 2 consecutive terms elapsed without the availability of the subject in any faculty and/or course completion within the maximum duration (as specified in 4.a of Policy Concerning Repeating Subjects and Courses) is hindered due to the non-availability of the subject.
- 4.3. The equivalence of subjects will be determined by the Curriculum Committee of the Faculty to which the subjects belong to in consultation with relevant staff. Decisions on subject equivalencies will need to be stated in writing.
- 4.4. All requests for registering to an equivalent subject must be made to the Faculty/Centre directly in writing.
- 4.5. Academic Review Committee (ARC) will decide to allow students to take a failed/deferred subject if an equivalent subject is offered in any faculty, provided that seats are available with no timetable clashes and the students meet the language requirements and pre- or co-requisite conditions.
- 4.6. The Registrar will cause students to be registered in an equivalent subject considering the subject overload policy, assessment requirements, student access to Learning Management System (LMS), transcript records and other requirements as established by the Dean or Head of the Faculty/Centre.
- 4.7. Deans/Heads of faculties/centres and respective lecturers may not withhold a student from taking an equivalent subject in another medium without due reason.
- 4.8. This policy does not concern itself with the transfer to an equivalent subject after 2 weeks had elapsed from the start of the semester.

5. Procedures

- 5.1 The Vice-Chancellor or his/her delegate may approve procedures, if applicable, which are secondary to and comply with this Policy.

6. Review

- 6.1 Governing Document reviews shall be conducted every two (2) years. The next scheduled review date for this Policy is December 8, 2021.

6.2 In the interim, this Policy may be revised or repealed if:

- (a) the Vice-Chancellor or the Academic Senate deems it necessary or desirable to do so;
- (b) the Policy is no longer legislatively or statutorily compliant; and/or
- (c) the Policy is in conflict with another Governing Document.

6.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed