



ST. PAUL'S UNIVERSITY

POLICY ON SPECIAL CLASSES

ACADEMIC POLICY NO. 017 OF 2014

2014

1. Preamble

St. Paul's University, in its pursuit of offering quality education to all, is keen in offering flexible modes of study that accommodate all interested in studying for various programmes and hence the current policy.

2. Name

The name of the policy shall be "Special Classes" (Hereinafter "the Policy").

3. Special Classes Admission

St Paul's University will admit students into special classes for those who may not fit in the regular classes and modes. In order for a student to qualify for such a class.

3.1 He/she must meet the minimum admission requirements.

3.2 He/she must apply for admission using the stipulated University admission process.

3.3 The University through the registrar's office, the department concerned and the senate will determine the admission of such a student.

3.4 The applicable University rules and regulations will be used to determine the admission of a special student.

3.5 The University through the senate in consultation with the Dean, the department and the registrar shall determine the number of students in such a special class.

4. Programme Progression

4.1 The student must follow the stipulated University rules and regulations.

4.2 The student shall adhere to the specific programme requirements.

4.3 The student shall be taught at designated classes in the University premises in the case of regular, part-time, school-based and weekend modes of study.

4.4 The student must successfully complete the minimum required time for the programme registered for to qualify for graduation.

5. Examinations

5.1 The student shall take examinations during the scheduled University examination periods for the programme and mode of study.

5.2 The Student shall take similar examinations with other students taking the same programme, similar courses and same mode of study each semester.

5.3 The student shall take examinations in the designated University Premises.

5.4 The Policy on Special Classes shall be reviewed every TWO Years.

6. Fees

6.1 A student must pay the stipulated fees for the programme and special class per semester.

6.2 The fees payable shall be determined by the fees payable by the break-even minimum number of students for Diploma, undergraduate and post-graduate students and the number of students admitted for the special class, per specific semester and the specific programme.

6.3 The fees shall be paid in accordance with the applicable University regulations for all University students.

REVIEW OF THE POLICY

This policy shall be reviewed after every two (2) years.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 25th August 2014, the 62nd University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp