

WORLD MARITIME UNIVERSITY

RULES MADE UNDER THE COURSES AND AWARDS STATUTE

PROGRAMMES OF STUDY AND AWARDS RULES

Citation

1. These rules are made pursuant to Clause 3 of the Programmes and Awards Statute and may be cited as the "Programmes of Study and Awards Rules".

Interpretation of Expressions

2. For the purposes of these rules, unless some other meaning is clearly intended, the expression:

“delegate” means a person within the University to whom the President has delegated authority to undertake a task or function, which the President would have authority to undertake under the powers conferred on him by the Charter or any rule;

“enrolment” means the formal engagement of a student in a programme of study following acceptance of an offer of admission to the course and confirmation that there is no impediment to such participation;

“graduate” means a person who has been admitted to a degree or award of the University;

“fellowship” means financial sponsorship of a student secured by the University from a donor agency;

“programme of study” means the aggregate of studies the completion of which will result in an award of the University;

“semester” means one half of the teaching year of the University as may be defined from time to time by the Academic Council.

Programmes of Study

3. The University shall give instruction in the English language in programmes of study leading to the award of the degree of Master of Science, Postgraduate Diploma and Postgraduate Certificate in Maritime Affairs.

4. The University may also give theoretical and practical instruction in other programmes of study where such programmes are deemed by the Academic Council to be compatible with the aims of the University, and where funding and facilities are available to allow them to be mounted. The University may issue certification in a form approved by the President to the persons who have attended such programmes.

5. The contents of the programmes of study specified in Section 3 and 4 and the other requirements necessary to qualify for an award of the University shall be those prescribed from time to time by the Academic Council. All students shall be notified of such subjects of study and other requirements at the commencement of their programmes of study.

Admission and Enrolment

6. The Academic Council has delegated authority in the area of admissions and enrolment to the Admissions Board.
7. The Admissions Board shall prescribe particular minimum qualifications the possession of which will satisfy it that an applicant has reached a sufficient level of education and professional competence to be able to apply to pursue a proposed course of study. These shall be published by the University in the Academic Handbook.
8. Persons seeking admission to the University shall make their applications on the form issued by the Registry for that purpose.
9. The Admissions Board will consider applications from those who meet the minimum standards laid down, as described in paragraph 7 above. The Board shall then select for the offer of admission those candidates who are best equipped, educationally and professionally, to pursue their proposed studies successfully.
10. The Admissions Board may recognise qualifications gained elsewhere for the purpose of granting applicants advanced standing, thus exempting them from a period of enrolment at the University. Such credit granted by way of recognition of previous studies shall not, in general, exceed fifty percent of the coursework required for the programme to which the applicant seeks admission.
11. The Admissions Board may refuse admission to any applicant.
12. Applicants who are granted admission may enrol only if the financial means are available to them to undertake their studies successfully for the whole period of their proposed enrolment.
13. The Board of Governors may control and limit the admission and enrolment of students as it deems necessary, having regard, for example, to the accommodation and teaching facilities available.

Progress in a Programme

14. The progress of students through the programmes may be reviewed by the Academic Council at such intervals and in terms of such criteria as may be determined from time to time by the Academic Council.
15. A student who has been found by the Academic Council to have made unsatisfactory progress in a programme of study as a consequence of not having met the criteria determined by the Academic Council may have his/her enrolment terminated by the Academic Council.
16. A student whose enrolment has been terminated by the Academic Council under the provisions of Section 15 may apply for re-admission to the University after the expiration of one calendar year. If the student is permitted to re-enrol, the Admissions Board may put in place whatever conditions it deems necessary.

Withdrawal from a Programme

17. A student may withdraw from a programme of study at any time by notifying the President or delegate in writing of his/her intention to do so.

18. Such a student may be issued with a transcript of grades by the Registrar showing their academic record between enrolment and withdrawal.

19. A student who has withdrawn from a programme of study may apply for re-admission to the University to undertake the same or another programme of study.

Leave of Absence

20. At any time in the duration of a programme of study, a student may seek approval to take a leave of absence. Such requests shall be made in writing to the Vice-President (Academic) or delegate.

21. The Vice-President (Academic) or delegate shall determine whether such an application shall be granted and may impose such conditions as she/he thinks fit on the applicant.

Absences Resulting from Illness

22. Absences of three days or more resulting from illness shall be reported by students to the Vice-President (Academic) or delegate. Where an absence resulting from illness is likely to exceed three days the Vice-President (Academic) or delegate may treat the case as a request for leave of absence in which case the provisions of Sections 20 and 21 shall apply.

Requirements for Admission to the Master of Science Degree, Postgraduate Diploma or Postgraduate Certificate

23. To be admitted to the degree of Master of Science, Postgraduate Diploma or Postgraduate Certificate all candidates shall:

23.1 complete to the satisfaction of the Academic Council such subjects of study that has been prescribed by the Academic Council;

23.2 obtain at least the appropriate grade in the aggregate of all requirements for the Master of Science Degree, Postgraduate Diploma or Postgraduate Certificate prescribed by the Academic Council; and

23.3 be deemed by the President or delegate to have discharged all financial and other obligations to the University. In making a determination on a candidate's freedom from obligations to the University, the President or his delegate shall take into account such policies or guidelines as may be established from time to time by the Board of Governors in respect of the recoument of outstanding fellowship monies.

Conferring of Degrees

24. Subject to certification by the Academic Council that they have complied with the requirements specified, students shall be admitted to the degree of Master of Science, Postgraduate Diploma or Postgraduate Certificate. The University shall provide to each person so admitted a certificate issued under the seal of the University attesting to the person's admission to the degree.

25. Candidates may be admitted to the degree either in person or in absentia by the Chancellor or the President, or in the absence of both of them, by the Vice-Chairman of the Board of Governors.

26. The form of the presentation of candidates and admission to the degree shall be as determined by the Board of Governors from time to time.

27. If a candidate who has met the requirements for an award should die before admission to it, she/he may, by leave of the Board of Governors, be admitted posthumously to the award, with the form of certification and admission to be determined by the President.

Revocation of a Degree or Award

28. Where a graduate of the University or other person to whom an award of the University has been made is thought to have gained such degree or award by fraudulent or other improper means, the Academic Council shall investigate the case, giving the accused party an opportunity of presenting his explanation of the circumstances.

29. In the case that the Academic Council determines the case to be proved, the graduate or award holder may within three calendar months of the date of notification of the findings of the Academic Council appeal against the decision to the Chancellor. The Chancellor may, if he deems that there are grounds for review, remit the case to the Board of Governors for a final decision.

30. If the case is found to be proved, the Chancellor may revoke the degree or award and require the return of any certificate issued by the University.

Honorary Degrees and Distinctions

31. The University may admit any person, without examination, to a degree which the University has power to confer, or confer such title or distinction as the Board of Governors may determine upon any person deemed eligible for such an award by the Board of Governors.

32. Such nomination of any person for admission to a degree or for the award of a title or distinction may be made by any person or group of persons within or without the University and shall be submitted to the President together with written justification for the nomination.

33. The President shall refer the nomination to the Academic Council for advice and shall subsequently submit the nomination with his recommendation in regard to the justification for the person so nominated to receive a degree, title or distinction of the University, to the Board of Governors.

34. The Board of Governors shall consider any recommendation made by the President and if the recommendation is deemed worthy of support, and subject to the consent of the person nominated, shall determine the degree, or title, or distinction to be conferred and the form of presentation of the candidate for admission to such degree or for the award of such title or distinction.

35. In the case that a recommendation of the President is not deemed by the Board of Governors worthy of support, no further action shall be taken in respect of the nomination.

Power to Suspend or Vary Rules

36. If the President is of the opinion that compliance that any of these rules should be waived in a particular instance, he may permit such departure from the rule in question as seems necessary or desirable and record his reasons for doing so.

Made November 1991
Last amended January 2004