

COMPREHENSIVE EXAMINATION GUIDELINES

(203rd Senate Amendment No. 7/2021)

1. INTRODUCTION

These Guidelines are provided to guide Faculties and other Responsibility Centers (PTj) regarding the implementation of the Comprehensive Examination for Postgraduate students.

2. CATEGORY

Master's Degree students by Coursework Mode are given the option of either choosing to sit for the Comprehensive Examination or write a Project Paper beginning Semester 1 2013/2014. (110th Senate No.9/2013)

3. IMPLEMENTATION

- 3.1 Master's Degree Coursework Mode students who opt for the Comprehensive Examination will take the examination in the final semester of study as a condition of graduation.
- 3.2 Students who opt for Comprehensive Examination must also add two (2) courses in the field of specialisation to meet the minimum number of credits to graduate as a condition for taking the Comprehensive Examination. (82nd Senate No. 1/2011)
- 3.3 Supervisors need to inform students to make proper study plans especially at the beginning of the semester of study.
- 3.4 Students must apply to sit for the Comprehensive Examination in the second semester of study, which is at the latest in the 7th week of the academic calendar of the semester. Students are subject to a minimum registration of credit hours that have been set for each semester and refer to the program structure of study that has been set by the faculty. (203rd Senate No.7/2021)
- 3.5 Students are required to for the Comprehensive Examination to the Dean of IPS through the Dean of their respective Faculty. Approval to sit for the Comprehensive Examination is subject to approval at the faculty level. (203rd Senate No.7/2021)
- 3.6 The Faculty must evaluate the student's application by considering Cumulative Grade Point Average (CGPA) and the reasons submitted by the student and supervisor on the application form. (203rd Senate No.7/2021)

4. SCOPE OF QUESTION

- 4.1 The Faculty will coordinate the Comprehensive Examination and establish a Faculty-level Comprehensive Examination Committee.
- 4.2 The Comprehensive Examination will be conducted with the following question components:

Type of Master's Degree	The Components of Questions of Comprehensive Examination
Master of Education	a) Research Methodology b) Education Component c) Field of Specialisation
Non-Educational Master	a) Research Methodology b) Field of Specialisation

- 4.3 The scope of the questions is a synthesis of the courses in each component. Each question takes two hours each component.
- 4.4 The Faculty will appoint a Question Drafting and Assessment Committee.

5. GRADING

- 5.1 No grades and credit scores are given for the Comprehensive Examination. Examination results will be made in the form of Pass or Fail only.
- 5.2 To enable the candidate to pass the examination, the candidate must obtain at least 65% marks for each component of the question and a minimum of 65% marks for the entire examination.
- 5.3 If the overall mark is less than 65% , the student is required to repeat the entire examination.
- 5.4 However, if the candidate obtains an overall 65% and above but fails in a component, the candidate only needs to repeat the failed component.

6. DURATION OF EXAMINATION

- 6.1 Students are required to register for the Comprehensive Examination in Semester 3, which is within the week of course registration.
- 6.2 Students are eligible to sit for the Comprehensive Examination in the final semester of study. Faculty should always be prepared with questions and management of the examination.

7. REPEAT OF EXAMINATION

- 7.1 Students who fail the first time may repeat the examination on a date 90 days after the date the failed result is given.
- 7.2 A degree will not be awarded if the student fails a second time.
- 7.3 Students are only allowed to sit for the replacement examination if they do not attend the Comprehensive Examination for the following reasons only:
 - a) Death of immediate family member/s
 - b) Illness (with evidence from the Medical Officer)
 - c) Emergency cases

8. IMPLEMENTATION FLOWCHART OF COMPREHENSIVE EXAMINATION (Senate 203 No. 7/2021)

