



THE ACADEMIC AFFAIRS AND STUDENTS SERVICE UNIT (AASSU)

SALT University College

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PREAMBLE

The Academic Affairs and Student Service Unit performs a key role in the university's efficient management and coordination of academic functions and student services. It ensures the successful administration of academic programmes and student support services and extends to faculty services.

This Document serves as a comprehensive framework that outlines the principles, policies, and procedures implemented by Academic Affairs and Student Service Unit of SALT University College to ensure the consistent delivery of high-quality services to students and faculty members. It lays the foundation for maintaining excellence and continuously improving processes throughout the Unit.

POLICY OBJECTIVE

The purpose of this policy is to establish a fair, transparent, and standardized process for admitting students into postgraduate programmes at SALT University College. This policy ensures that only qualified applicants who meet the academic and administrative requirements are considered, thereby maintaining the university's academic standards.

The specific functions of the unit includes;

1. *Overseeing Admission processes*
2. *Facilitate Registration Process for students at the start of each trimester.*
3. *Preparation and Management of Academic Calendars and Teaching Timetable*
4. *Allocation of course to be taught to faculty members.*
5. *Supervise grading system of the university.*
6. *Circulation and filing of official notices to students, faculty, and staff.*
7. *Coordinate Examination process.*
8. *Facilitating the University's Mentor-Mentee arrangement and dissertation & defense processes*
9. *Coordination of processes leading to graduation ceremonies.*
10. *Preparation and distribution of Academic records and transcripts*
11. *Liaison between the Student & faculty member and the IT Manager on e-Campus engagements*
12. *Manage Official email of the University College.*
13. *Manage inquiries and requests from students and faculty.*

PROCESSES AND IMPLEMENTATION OF THE FUNCTIONS

The Admission Process

- ❖ The Admission Process begins from the start of admission publicity.
- ❖ All interested applicants must apply via the University College's website.
- ❖ After the first application process, applicant would be required to make payments for the process.
- ❖ Once payment is confirmed, qualified applicants will receive in their emails, a link to upload all relevant documents within 48 working hours.
- ❖ Applicants have a maximum of 10 working days to submit the required documents.
- ❖ The documents include;
 - Certified true copy Certificate of the previous degree(s)
 - Original Transcript of the previous degree(s) (Hard copy)
 - Current Curriculum Vitae
 - Evaluation Certificate (If certificate is foreign)
 - Research proposal for PhD Applicants
- ❖ For Masters Applications, 1st degree Certificates must be at least a Second Class (Lower Division) or better.
- ❖ Candidates with a third-class bachelor's degree may still apply if they have obtained a relevant postgraduate qualification **OR** have at least 5 years of working experience in the relevant field.
- ❖ Candidates with a 'pass' bachelor's degree may still apply if they have obtained a relevant postgraduate qualification **AND** have at least 5 years of working experience in the relevant field.
- ❖ For Doctor of Philosophy Degrees, the candidate must possess a good Master's degree in an area relevant to the programme of choice from a recognized university.
- ❖ A candidate with an Executive Masters Certificate may be considered if they have a professional certificate in addition.
- ❖ Applicants with Foreign Certificates who have not yet undergone the GTEC evaluation process will be required to do so.
- ❖ The Admission Officer will compile the submitted documents of the applicants and present to the Admissions committee to vet the documents and make Admission decisions.
- ❖ Applicants **MAY** be required to go through an entrance examination or a selection interview after the Admission Committee's vetting process.
- ❖ The short-listed students are presented to the Academic Board for ratification.
- ❖ Qualified Students are issued an admission letter to which they are expected to respond by completing the acceptance form.
- ❖ Applicants are officially considered students at the receipt of their acceptance to the admission offer.

The Course Registration Process

- ❖ At the commencement of each academic trimester, the Unit must furnish the IT Manager, Academics with the Academic Timetable and the list of qualified students to be registered.
- ❖ Qualified students here would mean students who have satisfied the minimum requirements in terms of financial and academic obligations in liaison with the Finance Office .
- ❖ Students who are yet to meet the said requirements are exempted from the initial registration until the IT Manager is otherwise advised.
- ❖ The Unit must clearly communicate to unregistered students the reason for their inability to access their courses on the e-campus.

Management of Academic Calendars/Timetable

- ❖ At the start of each Academic Trimester, The AASSU prepares the Academic Calendar which lists all activities that are expected to take place within the trimester.
- ❖ The calendar must clearly state the start and end date for all activities.
- ❖ The Academic Calendar may be modified in accordance with the change of events.
- ❖ The Unit again prepares the Teaching Timetable for courses listed to be taken within the trimester.
- ❖ The timetable must also clearly state the start and end dates for all courses.
- ❖ Based on the final teaching timetable, the unit also prepares a live class schedule for lecture sessions.
- ❖ Academic Calendars and timetables must be shared with students and faculty at least a week before the reopening of every trimester.

Course Allocation

- ❖ The Unit in collaboration with the various departmental heads determines the list of courses to be taken within a trimester based on the approved programme document.
- ❖ It also determines the qualified faculty members to teach each listed course in liaison with the heads of department.
- ❖ The Unit reserves the right to remove or add a course depending on the availability of a lecturer for the course in question.
- ❖ However, each course allocation must necessarily satisfy the minimum requirement for the programmes as stated in the approved programme document.

Grading System

- ❖ AASSU will generate a standardized grading system for use at all levels whether undergraduate or graduate and present to the Academic Board for approval.
- ❖ Once the grading system is approved, it is customized for all courses and shared with all students and faculty members.
- ❖ The Unit sees to the correct grading of all courses and other related issues that may occur.

Circulation of Official Notice

- ❖ The AASSU will coordinate communication among all stakeholders of the University College.
- ❖ It is responsible for circulation of all official communications to students, faculty, staff and other external stakeholders of the University College

Examination Process

- ❖ At the end of each Trimester, students will be examined based on the courses they took within the trimester.
- ❖ The AASSU prepares the examination schedule and oversees the entire examination process.
- ❖ It deploys officers to assist with invigilation.
- ❖ The process commences when faculty members submit their examination questions and marking schemes for the trimester.
- ❖ The questions undergo a pre-examination moderation process.
- ❖ Once all questions have been approved they can be administered to students on the scheduled examination dates.
- ❖ After examinations, faculty members are given a period of 14 days to mark and grade all students.
- ❖ The examination process ends with a post moderation report after all examinations scripts have been marked and submitted for post moderation.
- ❖ The Unit submits all grades to an external examiner to review and approve before graduation.

Dissertation/Thesis Processes

- ❖ The dissertation/ thesis process starts with the submission of topics for review and approval.
- ❖ Following the approval of topics, students are assigned mentors based on their research topics and their mentors expertise.
- ❖ Students will defend their proposals before a panel of faculty members.
- ❖ The Unit facilitates the mentor-mentee relationship by initiating contact between mentors and their mentees.
- ❖ The Unit requests periodic updates on dissertation /thesis writing to ensure that as many students as possible complete their research and are ready to complete their programme.
- ❖ The Unit organises periodic seminar/progress report session for students to report on the progress on their research work.
- ❖ The Unit sets appropriate dates for students (mentees) to defend their final work.
- ❖ Students correct their work based on the comments suggested during their defense
- ❖ The Dissertation/thesis are sent to an external examiner to mark and submit a report on.
- ❖ The Dissertation/thesis process ends when the final corrected work is printed and submitted for graduation audit.

Graduation Ceremonies

- ❖ The AASSU coordinates all the processes that lead to graduation.
- ❖ Prior to the ceremony, it collects all the students' records and documents required for audit.
- ❖ It also coordinates non-academic processes that will be required prior to the ceremony.
- ❖ The Unit creates an activity plan that clearly defines the roles of other units in preparation for the graduation ceremony.

Academic Records and Transcripts

- ❖ The units reports and shares with students the academic record at the end of each trimester.
- ❖ It is also responsible for the preparations of final transcripts after graduation.

Liaison between faculty and students and the IT manager

- ❖ Students and faculty complaints about e-campaign difficulties are submitted to the IT manager through the AASSU.

Manage Official email of the University College.

- ❖ The units manages the University College's official email.
- ❖ All official correspondents to the universities official email is managed by the unit.
- ❖ The unit also manages circulation of information to the staff of the University College via email between management and staff.

Inquiries and Requests

- ❖ AASSU manages all inquiries and requests that come in from students and other external individuals.
- ❖ It is also responsible for information that goes out to the public about the University College.

APPROVAL AND REVIEW

This policy is subject to periodic review to maintain alignment with best practices, regulatory requirements, and university objectives. All changes will be communicated to relevant stakeholders.