



Academic Regulation

Reference:	LOU SCP01.1
Department:	Governance, Policy, and Compliance
Team:	Student Resolution and Casework
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1. Introduction

The academic regulations of Lumina Open University (LOU) are designed to ensure that all students, faculty, and staff operate within a structured and supportive educational environment. These regulations are established to maintain the integrity, quality, and standards of the university's academic programs.

By enrolling at LOU, students agree to comply with these regulations. The regulations are subject to review and may be updated periodically.

2. Admission Policies

2.1 General Admission Requirements

- Applicants must have completed their secondary education or an equivalent qualification recognized by LOU.
- Non-native English speakers must demonstrate proficiency in English through an accepted test, unless they have completed prior education in English.
- Applicants must submit all required documentation, including transcripts, recommendation letters, and a personal statement.

2.2 Special Admission Categories

- Mature students: Applicants who are 25 years or older may be considered for admission based on life and work experience.
- Transfer students: Applicants seeking to transfer from other institutions must submit official transcripts for evaluation.

2.3 Program-Specific Requirements

- Certain programs may have additional requirements (e.g., portfolios, interviews, prerequisite courses).

3. Academic Programs and Curriculum

3.1 Degree Programs

LOU offers undergraduate and postgraduate programs in various fields. Each program follows a set curriculum that is designed to meet the needs of the discipline while fostering critical thinking, creativity, and practical skills.

3.2 Curriculum Structure

- **Undergraduate Programs:** These programs typically consist of 120-180 credits, spread over 3-4 years of study or 4-6 years of study.

- **Postgraduate Programs:** These programs usually consist of 30-90 credits and may require thesis work or practical training.

3.3 Program Duration and Completion

- Undergraduate students must complete their program within 6 years, and postgraduate students must complete their program within 4 years.
- Extensions beyond these periods may be granted under special circumstances and with the approval of the academic department.

3.4 Course Registration

- Students must register for courses during the designated registration period.
- Changes to course registrations (e.g., adding or dropping courses) must be made within the first two weeks of the semester.

4. Grading and Assessment

4.1 Grading System

LOU uses a letter grade system for evaluating student performance:

- **A** (Excellent) - 90-100%
- **B** (Good) - 80-89%
- **C** (Satisfactory) - 70-79%
- **D** (Pass) - 60-69%
- **F** (Fail) - Below 60%

Grade Point Average (GPA) is calculated on a 4.0 scale:

- **A** = 4.0
- **B** = 3.0
- **C** = 2.0
- **D** = 1.0
- **F** = 0.0

4.2 Assessment Methods

- **Exams:** A combination of Tutor Marked Assessment (TMA) and Final Exams is typically used to assess knowledge.
- **Assignments:** Essays, reports, and other written assignments may contribute to the final grade.
- **Practical Assessments:** Depending on the program, students will be assessed through practical assignments, lab work, or project-based evaluations.

4.3 Late Submission Policy

- Assignments submitted after the due date will incur a penalty unless an extension is granted by the instructor.
- Extensions must be requested in advance and are subject to approval.

5. Academic Integrity

5.1 Plagiarism and Cheating

- Students must adhere to academic honesty and are prohibited from engaging in plagiarism, cheating, or other forms of academic dishonesty.
- Any student found guilty of plagiarism or cheating will face disciplinary action, which may include failing the course, suspension, or expulsion.

5.2 Collaboration

- Group work and collaboration are encouraged, but students must submit their own work unless otherwise specified by the instructor.

6. Attendance and Participation

6.1 Attendance Requirements

- Students are expected to attend all scheduled online classes, online lectures, and online seminars.
- If a student is unable to attend, they must inform the instructor in advance and provide any necessary documentation (e.g., medical certificates).
- Excessive unexcused absences may result in a failing grade or course withdrawal.

6.2 Online Learning Participation

- For online courses, students are required to actively participate in virtual classes, discussions, and other course-related activities.
- Failure to meet participation requirements may lead to academic penalties.

7. Examinations and Graduation

7.1 Examination Requirements

- Students must take all required exams for the courses they are enrolled in.
- Students who miss an exam due to illness or emergency must submit a formal request for a make-up exam within 7 days of the missed exam.

7.2 Graduation Requirements

- Students must complete the required number of credits as outlined in their program curriculum.
- Students must maintain a minimum cumulative GPA of 2.0 for undergraduate degrees and 3.0 for postgraduate degrees.
- Graduation applications must be submitted at least one semester before the anticipated graduation date.

7.3 Degree Conferral

- Degrees are conferred during the university's graduation ceremonies, which are held once per year.
- Students who meet all graduation requirements will receive their degree certificates.

8. Student Support Services

8.1 Academic Advising

- Each student will be assigned an academic advisor who will assist with course selection, program planning, and academic progress.

8.2 Counseling Services

- LOU offers counseling services to support students in their academic and personal development.

8.3 Disability Services

- The university is committed to providing support and accommodations for students with disabilities to ensure equal access to all academic opportunities.

9. Discipline and Code of Conduct

9.1 Code of Conduct

- All students are expected to maintain a respectful and professional behavior toward faculty, staff, and peers.
- Violations of the university's code of conduct may result in disciplinary actions, including warnings, suspension, or expulsion.

9.2 Disciplinary Procedures

- If a student is alleged to have violated the code of conduct, they will be notified of the charge and given an opportunity to present their case before a disciplinary panel.

10. Appeals and Grievances

10.1 Grade Appeals

- Students who believe their grade is inaccurate may appeal to the course instructor. If unresolved, the appeal can be taken to the department head or the university's academic review board.

10.2 General Grievances

- Students may submit grievances regarding academic or administrative matters through the university's formal grievance procedure.

11. Amendments to Academic Regulations

- These regulations are reviewed periodically, and any amendments will be communicated to the university community. All students are expected to comply with the latest version of these regulations.

Approved by the Board of Trustees of Lumina Open University

Effective Date: 07/04/2025