MWIMBA COLLEGE OF AGRICULTURE

Academic rules and regulations

Policy Reference Number	10001
Approval Authority	College Council
Original Document Approval Date	2020
Most Recent Approval Date	26.02.2025
Date Effective	26.02.2025
Version	02
Next Scheduled Review	2030
Policy custodian	College Registrar/Administrator

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DEFINITIONS

i. **Academic Integrity**

The adherence to ethical principles in academic work, including honesty, fairness, and respect for intellectual property. This includes avoiding plagiarism, cheating, and any other form of dishonesty.

ii. **Academic Misconduct**

Any breach of academic rules or ethical guidelines, including cheating, falsification of data, plagiarism, or other forms of dishonesty in assessments or research.

iii. **Academic Standing**

A student's status regarding their academic performance, which may be classified as good standing, probation, or dismissal, based on their grades and adherence to academic policies.

iv. **Academic Year**

The period during which a student is enrolled in an academic programme, typically spanning two semesters or terms.

v. **Appeal**

A formal request by a student to review and possibly change an academic decision, such as the result of an exam, assignment, or disciplinary action, based on specific grounds.

vi. **Assessment Essay/Report**

A written academic assignment designed to assess a student's ability to critically analyse, research, and present information on a given topic, usually forming part of the student's final grade.

vii. **Assessment**

The process of evaluating a student's academic performance through exams, essays, reports, projects, and other forms of academic work.

viii. **Class Attendance**

The requirement for students to attend scheduled classes and participate in academic activities. Non-compliance may affect their academic performance and progression.

ix. **Complaint**

An expression of dissatisfaction by a student regarding an academic decision or process, including the handling of assessments, examinations, or academic conduct.

x. **Course Requirements**

The academic standards and obligations that a student must meet in order to successfully complete a course, including attendance, participation, assessments, and exams.

xi. **Credits**

The units of measurement used to indicate the completion of a certain amount of academic work, usually linked to the number of hours spent in class and the work required for a course.

xii. **Examination Regulations**

The rules and procedures governing student conduct during examinations, including the eligibility criteria, conduct during exams, and consequences for violations.

xiii. **Examination Results**

The outcomes or grades awarded to students for their performance in formal examinations, reflecting their understanding of the course content.

xiv. **Final Examination**

A comprehensive examination at the end of a course or programme, usually covering all topics studied throughout the term or academic year.

xv. **Grading System**

The scale or method used to assign a grade or score to a student's academic work, often expressed in letter grades (e.g., A, B, C) or numerical values (e.g., percentage or GPA).

xvi. **Graduation Requirements**

The academic criteria that students must meet in order to be awarded a degree, diploma, or certificate, including the completion of required courses, assessments, and a minimum grade point average (GPA).

xvii. **Industrial Attachment**

A period of practical training or work experience related to a student's field of study, typically undertaken at an external institution or company as part of their academic requirements.

xviii. **Plagiarism**

The act of using someone else's work, ideas, or expressions without proper attribution, presenting it as one's own. It is considered a serious academic violation.

xix. **Project**

An academic assignment, often requiring independent research or application of knowledge, leading to the production of a report, thesis, or similar academic output.

xx. **Student Progression**

The process by which students advance through their academic programme, based on successful completion of required courses, assessments, and exams.

xxi. **Transfer Credits**

Credits earned at another institution that are accepted and applied toward fulfilling the requirements of a student's programme at MWICA.

xxii. **Withdrawal**

The formal process by which a student terminates their enrolment in a course or academic programme before completion.

EXECUTIVE SUMMARY

The **Academic Rules and Regulations** of Mwimba College of Agriculture (MWICA) provide a comprehensive framework for the academic conduct and expectations of MWICA students. These rules and regulations are designed to guide students throughout their academic journey, from admission to graduation, ensuring that all academic activities align with the College's standards of excellence, integrity, and fairness. This policy outlines the expectations for student behaviour, academic performance, and progression.

The policy is structured into thirteen sections:

i. **Definition**: Provides clear definitions of key terms used within the policy to ensure a shared understanding of academic norms and expectations.

ii. **Introduction/Purpose/Scope**: Outlines the purpose and scope of the academic rules and regulations, establishing the importance of adhering to the College's academic standards throughout the student's tenure.

iii. **Mwimba College Essentials**: Highlights the essential academic requirements and expectations at MWICA, providing students with a foundation for their academic and institutional responsibilities.

iv. **General Academic Regulations**: Details the broad academic rules that govern student conduct, including attendance, participation, and general academic behaviour.

v. **Assessments**: Defines the procedures and guidelines for academic assessments, ensuring fairness and consistency in evaluating student performance.

vi. **Examination Regulations**: Specifies the rules and procedures for examinations, including conduct during exams, eligibility, and handling of misconduct.

vii. **Assessment Essays/Reports, Industrial Attachments, and Projects**: Outlines the expectations for written assessments, reports, and practical work such as industrial attachments and projects, ensuring academic integrity and quality.

viii. **Grading System and Student Progression**: Describes the grading system, criteria for progression, and requirements for students to advance academically and meet graduation standards.

ix. **Release of Examination Results**: Provides the guidelines for the timely release and communication of examination results to students.

x. **Appeals**: Details the process for students to appeal academic decisions, including assessment results and disciplinary actions.

xi. **Commencement and enforcement:** Clarifies the date on which the policy comes into effect or a particular clause becomes unenforceable.

xii. **Policy Review:** Specifies a set of time frame or criteria for regularly reviewing and updating the policy.

xiii. **Policy Approval:** Provides authority to the decision-making body to formally review and accept the policy before its implementation

1.0. INTRODUCTION/PURPOSE/SCOPE

1.1. Introduction

Mwimba College of Agriculture (MWICA) was formed in 1999 by the Agricultural Research and Extension Trust (ARET). This was an outcome of a visit to Zimbabwe where ARET Board learnt that, in addition to the Research institute, the Tobacco Research Board (TRB), the tobacco industry in Zimbabwe has a Training Institute, Blackfordby College in Mazoe Region. Mwimba College was therefore, formed as a Training Department of ARET, to model the situation for the Tobacco industry in Zimbabwe. MWICA was positioned at the opposite fringe of the forest from Mwimba Research Station, in Kasungu.

Initially, the College was established as Mwimba Farm Institute, mandated to train children of estate owners with an aim of sustaining tobacco production in estates, the main stay of Malawi economy. The Institute was officially opened by the then Vice President of the Republic of Malawi, Right Honourable Justine Malewezi, on 3rd May, 2021.

From the original mandate to develop manpower for the tobacco industry, and a humble beginning of a student population of 10, the College has evolved from providing a Certificate in Tobacco Production, to Certificate in Agriculture and finally to a Diploma in General Agriculture with a student population of about 500. All this was done in an effort to align itself with the changing needs of the Agricultural Sector. The Certificate in Agriculture program was introduced in 2007, following the dwindling number of available trainees and the need for technician level agricultural frontline staff. The Diploma program was introduced in 2009, at a time the Natural Resources College (NRC), which was the main government institution training agricultural technicians to diploma level, was closed. The program at MWICA was therefore, developed to close the gap created by the closure of NRC.

In 2024, ARET Board made Mwimba College a stand-alone tertiary institution with its own Council and Senate to govern its operations and decisions.

1.2. Scope

The academic rules and regulations apply to all MWICA students, academic staff, students under short term courses, prospective students and everyone subjected to academic activities of MWICA

1.3. Purpose

The purpose of the policy is to bring order in the operation of academic activities. The regulation has several areas that maintains the integrity of MWICA academic affairs.

1.4. Policy Objectives

The **Academic Rules and Regulations** aim to:

a) Establish clear expectations for student behaviour, academic conduct, and progression throughout their studies at MWICA.

b) Ensure a fair and consistent approach to assessments, examinations, and grading.

c) Provide a framework for handling student academic appeals and ensuring that students have the opportunity to challenge academic decisions.

d) Promote academic integrity, professionalism, and excellence among MWICA students.

e) Support students in their academic journey, from admission to graduation, by outlining their rights, responsibilities, and expectations.

2.0. MWICA ESSENTIALS

2.1. Vision

To be a leading centre in providing responsive training in agriculture and rural development for the development of the Agro-industry.

2.2. Mission

To build the capacity of frontline field personnel and farmers to effectively and profitably manage agricultural enterprises in a sustainable manner through delivery of tailor-made training programs.

2.3. Objectives

a) Equip trainees with practical knowledge and skills in ecologically sustainable and financially profitable agriculture;

b) Provide technical back up to trainees on the management of farms including complementary enterprises.

2.4 Values

a) Professionalism

b) Transparency

c) Accountability

d) Partnership

e) Independence

3.0. GENERAL ACADEMIC REGULATIONS

3.1. Students

a. Students must be familiar with and conform to the academic rules and regulations and all College policies and regulations.

b. It shall not be acceptable for a student to profess ignorance or confusion in the interpretation of any policy when faced with their application.

3.2. The college council

a) These academic rules and regulations shall be approved by the College Council.

b) They may from time to time be amended, repealed, replaced or added to by the Council

3.3. The senate

a) The Senate shall be the supreme body in which shall be vested the power to implement and interpret these policies,

b) In the event of any vagueness, uncertainty or argument, including interpretation of any policy or procedures, the decision of the Senate shall be final.

c) The Senate shall be entitled to set up any structures, committees or rules for use in the implementation of these academic rules and regulations

d) The Senate shall have the power to pass or approve other academic procedures and rules as long as they are not in conflict with these general rules and procedures. Where a conflict arises, these general academic rules and regulations will take precedence.

3.4 Programmes

a) The colleges offer programmes leading to the award of

   i. Certificate in agriculture

ii. Diploma in agriculture

b) The minimum duration for certificate in agriculture shall be 1. 5 years while for the diploma shall be 2.5 years.

c) If a student fails to finish the programme within the normal duration with valid reasons, the duration may be extended by 1 year by applying for an extension.

d) Application for extension of the study period must be made at the beginning of the semester in which the normal study period is set to expire; otherwise, the student will automatically and permanently be deregistered upon the expiry of the normal study period and be considered for a compensatory award where it applies.

e) Students who fail to complete their studies after an approved extension will automatically and permanently be deregistered upon the expiry of the extended study period and be considered for a compensatory award where it applies.

f) Programmes that follow the College Calendar shall normally start in October to March for semester one, and from April to August for semester two.

g) At the end of each semester, results for all courses registered for that semester shall be submitted to the Senate for consideration.

4.0. ADMISSION POLICY

4.1. Guiding principles

a) MWICA shall select students based on their academic merit.
b) The admission of suitably qualified candidates well-matched to their chosen program of study shall be in line with the Government's policy.
c) The College is striving towards achieving gender-balanced admission of 1:1 female to male.
d) The College shall not discriminate against any person because of race, colour, age, ethnic origin, political affiliation or opinion, religion, or sex in respect of registration of any person as a student.
e) The College Council shall ensure that the Senate, any statutory committee, or any responsible officer of the College shall not practice such discrimination in any instance.
f) The council has final approval for admission of students after all due diligence has been done through academic assessment committee and Senate.

4.2. Candidates with special needs

Candidates with special needs shall be required to state their impairment and any special assistance/facilities that they require when applying for admission.

4.3. Eligibility

Candidates who were previously withdrawn from the College shall not be eligible for admission.

4.4. Entry requirements

4.4.1. Certificate in Agriculture

For certificate in agriculture, the entry requirement is the Malawi School Certificate of Education (MSCE) or its equivalent

4.4.2. Diploma in Agriculture

4.4.2.1. Minimum Entry Requirements

a) Candidates must be holders of MSCE/IGSCE or other internationally recognised qualification comparable to 'O' level certificates with at least six credit passes in relevant subjects (a minimum of grade '6' at MSCE or 'C' at IGCSE) including English Language.

b) The following is the MWICA's interpretation of IGCSE results for admission purposes: A*= 1; A = 2; B = 3; C = 5; D = 7; EFG = 8.

4.4.2.2. Addition Entry requirements for the Diploma in Agriculture

a) A student who has an MSCE with six credits in Mathematics and English or its equivalent grades in O Level

b) Candidates with an A-Level certificate with at least a grade of 'A" or "B" or 'C' in subjects relevant to the program applied for, qualify for admission in the Second Semester of the program.

c) A student who has a certificate from a recognised institution of higher learning covering relevant basic science courses and two years of working experience shall be exempted from first semester courses and will start in second semester

d) A student from a recognised institution of higher learning, doing similar program to MWICA's shall be exempted from courses already

covered in the previous institution in line with mobility policy and credit transfer policy.

e) Where students fail to meet the necessary entry requirements, they might be taken through a bridging program in line with bridging program policy

f) All new students must produce original certificates or result slips to the Registry to prove their qualifications.

g) English is the language of instruction at MWICA. For that reason, all prospective students shall be expected to demonstrate proficiency in English to pursue their studies at the College.

4.4.2.3. Re-direction of candidates

Candidates who fail to qualify for selection but have all necessary requirements for bridging program may be redirected for the bridging program.

4.5. Registration

a) Registration will be done following fees policy rules.

b) The registration process shall not be complete until the student has paid fees, completed and submits a designated registration form to registry.

c) Students must register online and in person at the College.

d) The registration process shall be completed within the first two weeks of opening.

e) A list of courses on offer shall be available before the commencement of a semester.

f) Students shall complete their registration for a semester on the day(s) specified by the College.

g) A student registered for a subject and course is expected to attend all prescribed activities for that subject/course such as classes, tutorials, seminars, examinations, fieldwork, practical sessions and vacation work.

h) Any student who registers after the day specified in point (d) but within the twenty-five days of the commencement of classes shall pay a late registration fee that shall be determined from time to time by the College.

i) Normally, a student shall not be allowed to register for a given semester after 25 working days of commencement of classes.

j) A student who registers late shall be subject to payment of full tuition and other fees, without remission.

k) A student will only be allowed to change wrong spellings of their first and last names but not to change their first and last name to something different other than the name they were selected into the College with. Such changes should be done within the first semester of the student's initial registration.

l) A student shall be allowed to add and change their middle names for purposes of appearing on the certificate.

4.6. Deferred admissions

a) Candidates will be expected to start their respective courses on the date indicated/announced by the College. However, candidates may apply for a deferral on the following conditions:

    i. Unforeseen and unforeseeable circumstances that are outside candidates' control. This might include, for example, health or bereavement, and insufficient funds.

    ii. In some instances, deferrals can also be requested because of visa application issues for international students.

iii. Deferrals are not granted for more than one year.

iv. Requests for deferral must be made in writing to the College Registrar.

4.7. Student accommodation

Successful candidates shall be admitted on a non-residential basis. However, candidates will be required to apply for the limited MWICA on-campus accommodation after being selected.

4.8. Application fee

Candidates are required to pay a non-refundable fee determined from time to time by the College.

4.9. Submission of applications for admission

Candidates can submit their application at any time of the year to the College Registrar, Mwimba College of Agriculture, Private Bag, 234, Kasungu, provided it's the period specified in the advert for the Programmes offered at the College.

4.10. Normal Course load

Normal course load is between 17 to 22.5 credit hours per semester

4.11. Orientation

All students shall be required to participate in orientation sessions as determined by the College Registrar from time to time.

4.12. Disqualification after admission

A student shall be discontinued from MWICA if it is established that the student was deceptive in the admissions or registration process.

4.13. Absence from the College

a) No student can be absent from the College without official permission.

b) If a student is unable to attend classes or any academic activity for health reasons, he/she must notify the Director of Students Affairs (DOSA)/Patron in writing and must attach a certification from a College appointed medical practice, in support thereof. The DOSA/Patron will inform the relevant offices.

c) For absence on grounds other than health or compassionate grounds, the student must obtain confirmation from the Head of Academics in writing to be away from campus, which must be presented to the DOSA/Patron.

d) A student who misses a test without health or other valid reasons as provided under (points a) and c)) shall be deemed to have failed the test.

e) A student who misses two weeks of consecutive lectures shall be required to withdraw from the programme.

5.0. EXAMINATION REGULATIONS

5.1. Preamble

a) The formal College examinations are compulsory and performance in these examinations, coupled with performance in the continuous assessment during the semester, shall determine the candidates' results.

b) All candidates are reminded that the examiners may require any candidate to attend an oral examination after the written examinations to clarify, or probe, further aspects relating to the written examination.

5.2. Accompanying regulations

These regulations should be read in conjunction with the Rules of Student Discipline, moderation of examination policies and other necessary policies.

5.3. Moderation of examinations

a) All examinations shall be moderated internally within the Department under the supervision of the Principal, before being sent to the office of the College Registrar in sealed confidential envelopes one week prior to the commencement of examinations.

b) Draft examination papers shall be submitted to the Head of Academics for transmission to the external Examiners for moderation.

c) The External Examiner shall be expected to visit the College every semester to mark a sample of scripts and attend the Department meetings.

d) The typing of examination questions and photocopying of examination papers shall be organised by the department.

5.4. Scheduling of examination

a) Examinations are scheduled at mid-semester and the end of each semester, with supplementary and deferred examinations held subsequently.

b) All courses for which an end-of-semester examination is appropriate shall normally be examined at the end of the semester in which the course was taken.

c) Deferred examinations shall be administered immediately after the period set for the normal examinations.

d) In cases where a candidate misses a deferred/supplementary exam for the reasons approved by the College registrar, the candidate will sit for the examination when it is next offered.

5.6 Timetable

a) The College publishes an official examination timetable at least ten days before the commencement of end-of-semester examinations, allowing students ample time to prepare.

b) Students must note the dates, times and venues carefully for their examinations as given in the final version of the timetable published on their student portals/noticeboards.

c) It is the students' responsibility to check the timetable and to ensure that they know the correct date, time and venue of each examination.

d) Misreading the timetable is not an acceptable excuse for missing an examination.

e) Any queries on the timetable should be directed in the first instance to the Head of Academics.

5.7. Examination Venues

Examinations are conducted in designated venues, with seating arrangements communicated in advance. Examinations follow specific protocols, including the presentation of student identity cards and examination passes.

5.8. Conduct of the End-of-Semester Examinations

a) End-of-semester examinations shall be conducted under the administration and control of the College Registrar, or such other officers of the College as appointed by the College Registrar. The College Registrar may also delegate all these functions to Faculties.

b) A candidate shall use only the College Registration Number and full name to identify his/ her scripts.

c) The duration of each end-of-semester examination period shall normally be one hour of examination time for each hour of academic credit.

d) Examinations shall be time-tabled and supervised by approved invigilators.

e) The Registrar shall provide invigilators with a list of candidates registered for that examination.

5.9. Absence from or Failure to Write Examination(s)

a) Every student is required to write examinations at the scheduled times unless she/he has been granted prior written permission from the Dean of Students and approved by the Head of Academics to miss or to sit for the examination at another time.

b) A student who absents himself/herself from an examination without medical or other good cause shall be deemed to have failed that examination.

a. A student who is absent from an examination due to unforeseen circumstances must notify the Dean of Students in person or through a third-party within 24 hours from the day of the examination.

b. A student who is absent due to illness must notify the Dean of Students in person or through a third party. A formal report should be submitted, supported by a certificate from a Medical Practitioner appointed by the College, in person or through a third party within 24 hours from the time of the missed examination.

a) The College will not accept any excuses for absence which are not adequately substantiated and authenticated or submitted within the stipulated time.

b) In cases where a student fails to write an examination on medical grounds or any other reasonable cause, the student shall be allowed to sit the examination during the deferred examination time or at the time the examination is next offered. In such cases, proof, e.g., a doctor's certificate or an official copy of a death notice/certificate in the case of bereavement of a close relative, to substantiate the reason for absence must be presented before admission into the examination.

5.10. Entry into the Examination Room

a) All candidates are required to be present at the start of examinations.
b) To be admitted to any end-of-semester examination, a candidate must:

i. have registered as a student at the College, in accordance with the General Academic Regulations.

ii. have duly registered for examinations and obtained an examination pass from the academic office.

iii. show his/her student identity card and original examination pass.

iv. have completed the requirements of the course by attendance and otherwise.

a. Candidates may be admitted up to 30 minutes late but shall not be given extra time to complete the examination.

b. Candidates who get to the examination room later than 30 minutes will not be allowed to sit for the examination and a Zero "0" will be recorded for that missed examination.

c. An examination is deemed to be in progress from the time candidates enter the examination room until all the scripts have been collected.

d. Students should arrive fifteen (15) minutes before the start of an examination.

5.11. Examination Materials

a) Answer books, graph papers, mathematical tables, statistical tables and reference materials or any other material required for the examinations will be provided by the college. Students are not allowed to bring these items into the examination room, nor any other similar items, unless specified before the examination by the examiner.

b) Students must bring their writing materials (pens, pencils, rulers, erasers, calculators, etc.)

c) No student should borrow anything from another student during examinations.

d) All authorised materials (such as basic scientific calculators) must be displayed for scrutiny by the invigilators. Electronic calculators should be portable, silent, battery-powered, nonprinting and not pre-programmable.

e) Students are not allowed to bring into the examination room unauthorised material, including the following:

i. Bags, briefcases, parcels, pencil bags/boxes/cases, containers and other similar items.

ii. Papers, books, notes or equipment other than what is permitted.

iii. Course materials and dictionaries not supplied or permitted by the examiners.

iv. Radio, alarm watch, computer, cellular telephone, smart watches, pager and any other communication device.

v. Instruction manual for a calculator and detachable calculator case.

vi. Permitted materials containing unauthorised annotation.

vii. Course material written on permitted materials or any part of the student's body, clothes, etc.

viii. Clothes not being worn.

ix. Calculators with meeting organisers.

x. Hats, hoodies, Caps and other headgear

xi. Gumboots or open shoes

xii. Any other items as determined by the invigilator(s).

f) Materials not allowed in the examination room must be left at a place specified by the invigilator(s) at student's own risk.

g) Any student who contravenes any provision in this section will be deemed to have engaged in the act of misconduct and cheating and will be dealt with according to the disciplinary provisions.

5.12. Conduct during Examinations:

a) Students are expected to maintain silence, follow instructions, and refrain from any form of communication or misconduct during examinations.

b) Each student must sign the attendance register provided for that venue.

c) All students are required to bring and place their MWICA student identity cards, and examination passes on their desks. Any person who is unable to identify himself/herself to the satisfaction of the invigilators shall be barred from the examination, and a Zero "0" shall be recorded for the concerned examination.

d) Students must fill in their MWICA student registration numbers clearly and correctly, and other details as required on the front cover of the main answer book, and all supplementary answer books.

e) Smoking, eating and drinking are not permitted in the examination room.

f) Silence must be maintained throughout the examination and, while in the examination room, students must not communicate with each other in any way.

g) No student shall be allowed to leave the examination room, except in an emergency, during the first thirty (30) minutes and the last fifteen (15) minutes of the examination.

h) No student will be allowed to leave and return to the examination room without permission.

i) Students must write in blue or black ink or pencil where the examiner specifically requires it.

j) All rough work must be written in the answer book and should be neatly crossed-out.

k) Misreading the examination timetable will not be accepted as an excuse for missing exams. Students should consult the examination timetable displayed before each examination session.

l) Invigilators are appointed to oversee examinations and ensure compliance with examination procedures.

m) Any breach of regulations is reported and dealt with accordingly.

5.13. At the end of the examination

a) candidates must insert the supplementary answer book inside the main answer book and must check the accuracy of all details in the answer books.

b) no examination stationery should be removed from the examination room. Rough work done in the answer book must be neatly crossed out.

c) Candidates are allowed to take mid semester examination question papers out of the examination room except when answers are written on the question paper or otherwise stated by the invigilators.

d) candidates must remain seated until all the examination scripts have been collected by the invigilator(s).

e) A candidate must not leave the examination room during the last fifteen (15) minutes of the examination and must remain seated until the examination scripts have been collected by the invigilator(s).

f) No candidate shall be allowed to return to the examination room after he/she has been out of the room, except under escort or in an emergency.

5.14. Marking of Coursework and examination for spouse/dependent/relative/friends

a) The member of staff concerned is required to declare the nature of the relationship to the Head of Academics within the first two weeks of classes.

b) The Head shall moderate the paper if it is deemed necessary to do so.

5.15. Deferred examinations/ Supplementary

a) Deferred/ Supplementary examinations shall be governed by the same procedures for handling normal examinations.

b) A student who for valid reasons absences him/herself from an examination as provided under these regulations, shall be permitted to sit for a deferred examination.

c) A student who for very valid reasons fails to sit for a deferred examination shall be permitted to sit for another deferred examination.

d) The grade earned during a deferred examination shall be the actual grade obtained at this examination inclusive of marks from continuous assessment.

e) A student, who for no valid reason fails to write a deferred examination, shall be given a grade of F.

5.16. Examination Misconduct

a) Definition: Examination misconduct encompasses various prohibited actions, including cheating, unauthorized communication, or any behavior that compromises the integrity of the examination process.

b) Penalties: The College imposes strict penalties for examination misconduct, ranging from barring students from future examinations to suspension or expulsion, depending on the severity of the offense.

5.17. Misconduct in the examination room/Examination irregularities

The following are acts of examination misconduct and are punishable. Cheating in any college Examination, shall include:

a) Using or possessing any unauthorised materials while in the examination room, i.e., books, notes, or other unauthorised materials.

b) The removal or attempted removal from an examination room of any examination book or writing paper supplied by the college for answering an examination.

c) Consulting or trying to consult with another student during the examination either inside or outside the examination room.

d) Impersonating another student or allowing yourself to be impersonated.

e) Collaborating with another person to write an examination on behalf of a bona fide student.

f) Attempting to bribe the examiner or other college officials.

g) Failing to obey or comply with any of the examination regulations or instructions of the Invigilator acting within the scope of their authority;

h) Presenting yourself for examination while drunk or under the influence of drugs

i) The use of a false name or identity number in examinations, tests and other forms of assessment conducted by the college.

j) The submission for examination as own work any written matter which has been copied, reproduced or extracted in part or whole from the work of another student or some other person.

k) Submission of a fake or doctored medical report as a plea for failure to present oneself during college examinations.

l) Conduct in the examination room which constitutes a breach of the published rules and regulations of the college.

m) Having prior knowledge about examination questions with or without marking scheme.

n) Having access to examination questions with or without marking schemes and distributing them.

o) Trying to gain unfair advantage from lecturers, attendants, other students and any relevant personality about the examination.

p) Gaining undue information on examination before, during and after.

q) Breach of any examination regulations and instructions.

r) Undue communication with another student.

s) Possession of printed material (relevant or irrelevant) or written information of any kind except for those allowed by the rules of a particular examination.

t) Refusal to follow or obey the instructions of the invigilator.

u) Refusal to cooperate with the invigilator.

v) Copying from prior prepared notes or from another student.

w) Discovery of any printed or written unauthorized material on any part of the body.

x) "Girrafing" or looking over another student's shoulder to get access to what he/she is writing.

y) Talking to a fellow student with intention to cheat.

z) Unauthorized tampering with examination booklets and accessories.

aa) Exchanging question papers with answers (partly or fully written) in the examination hall.

bb) Positioning answer scripts at points that can be accessed by another student to copy the contents

cc) Challenging, being rude, violent or struggling with invigilator in the examination hall.

dd) Having prior knowledge to examination grades.

ee) Having prior knowledge to examination and illegally communicating such to others

ff) Procure or induce another person to sit for him/her

gg) Use false documents in relation to eligibility to sit for College examinations

hh) Sit or attempt to sit an examination without authority.

ii) Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for examination.

jj) Fraudulently give or receive examination papers/questions which have been illegally procured or made available.

kk) Fraudulent access or attempt to access examination questions before the examination is due or payment for or inducing another person to illegally procure or make available examination question papers.

5.18. Dealing with Examination Malpractices

a) When a student is found to have been involved in a case of examination misconduct, the Chief Invigilator shall confiscate or impound any evidence, get a witness to the alleged cheating and request the student to complete the cheating form (Form 1: report of

cheating or plagiarism during examination) before the student is allowed to continue writing the examination.

b) The Chief Invigilator should report any misconduct in writing to the College Registrar/ designated office using Form 1: report of cheating or plagiarism during examination within one working day.

c) A student who commits an act of misconduct is required to make a written statement to the Chief invigilator within 4 hours from the time of detection of the misconduct and failure to comply will be deemed as another act of misconduct and dealt with accordingly.

d) The Chief Invigilator is empowered to discontinue the examination of any student who commits an act of misconduct that may interfere with the work of the other students.

e) Any student alleged to have committed misconduct shall be required to appear before the students' disciplinary committee.

5.19. Plagiarism

The plagiarism policy provides a framework to define what plagiarism is in the context of promoting creative and intellectual endeavour as a public good, what the impact of plagiarism is on the academic integrity of teaching, learning and research, and practices to manage and prevent its occurrence.

As an institution of higher learning, the College expects all students and staff to be honest and to behave with integrity, that is, to do their work without unauthorized assistance.

The term "plagiarism" shall include, but is not limited to:

a) the use of paraphrasing or directly quoting the published or unpublished work of another person without full and clear acknowledgement.

b) It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
c) The intentional or unintentional act of representing someone else's work as one's own;
d) Quoting verbatim or almost verbatim from any source without using quotation marks or a block quote, thereby creating the appearance that material written by someone else was written by the student;
e) Submitting someone else's work, in whatever form, with or without his or her acknowledgement.

5.19.1. Scope of the Policy

This Policy applies to all persons affiliated to MWICA. These include students and staff of the College, community engagement research collaborators and all stakeholders. The Policy shall be applied, but not limited, to courses, practical, seminars, studio courses, manuscripts for publications, field placements and institutes as well as participating in other non-educational materials.

5.19.2 Guiding Principles

There is zero acceptance of plagiarism at MWICA and hence this policy underpins principles of academic honesty, integrity, and respect for other people's ideas and work. MWICA undertakes to make formal responses to all formally reported plagiarism cases. It is the responsibility of students and staff and all persons affiliated to the College to understand and avoid plagiarism. Therefore, "ignorance is not necessarily a defence" for committing plagiarism.

5.19.3. Examples of forms of plagiarism that must be avoided:

a) Direct copying without crediting the source.

b) Translating without crediting the source.

c) Paraphrasing someone else's work without crediting the source.

d) Piecing together sections of the work of others into a new whole.

e) Knowingly allowing another student to copy one's work.

f) Resubmitting one's own or the other's previously graded work.

g) Collusion (unauthorized collaboration, presenting work as one's independent work, when it has been produced in whole or in part in collusion with other people).

h) Copying the work of other students with or without their knowledge and presenting it as your own.

i) Host-writing – making use of ghostwriters or professional agencies in the production of one's work or submitting material that has been written on one's behalf.

j) Falsification of academic research through manipulation, change or omission of data or results of research material, or processes, resulting in inaccurate representation of research.

5.19.4. Responsibility

All staff and students shall adhere to the principles against plagiarism.

a) Staff Responsibilities

i. Staff shall provide students with guidance on how to avoid plagiarism; reference correctly; take appropriate action whenever plagiarism incidents occur and ensure appropriate disciplinary action is taken.

ii. Staff shall ensure that their work such as the development of research and teaching materials conform to this policy.

b) Students' Responsibility

i. The policy requires students to act with integrity and to take responsibility for the production and presentation of their academic work.

ii. Students shall seek guidance on referencing styles from relevant academic and Library staff.

c) Stakeholders

All stakeholders shall be required to abide by the Policy.

d) Management

College Management shall ensure that:

a) the Policy is widely circulated to all stakeholders

b) necessary resources are provided for its implementation

c) compliance by all stakeholders

5.19.4. General Statements on Plagiarism

a) Irrespective of whether plagiarism occurred with or without intent, it remains plagiarism.

b) Plagiarism is the verbatim presentation of a specific number of words as well as the use of a single phrase or idea.

c) Plagiarism is a serious misconduct for which a culprit shall be disciplined in conformity with the College's disciplinary code.

5.19.5. Acceptable Forms of Presenting Copied Work

There are several acceptable forms for the presentation of references and bibliography however, the following reminders might prove useful:

a) Specific information that is not general knowledge shall be referenced to indicate the source even if it is paraphrased and not directly quoted.

b) When the author's wording is used, the material shall be indicated as having been quoted by enclosing it in quotation marks, or if more than three lines in length, by indenting and single spacing, and credit is given to the source. In either case, page numbers shall be given.

c) Ordinarily, one expects the actual use of materials to be reflected in references in a research paper. References in a bibliography that were not cited in the text give the impression of being an attempt to "pad" a bibliography with unused material. There shall be a one-to-one correspondence between references in the text and references in the bibliography.
d) This Policy shall require public documents to be cited even though they are in the public domain.
e) Under no conditions shall more than 25% of a paper be quoted directly, since quoting does not give a student experience in expressing himself/herself professionally nor show that he/she has grasped the ideas or information presented by the source used.

5.19.6. Detecting Plagiarism

Plagiarism shall be detected through several means, some of which are:

a) Plagiarism detection software. The College shall use an electronic plagiarism detection software/tool that is widely used by international and national higher education institutions to detect plagiarism.
b) Submitted papers shall be used, amongst others, as source material to detect potential plagiarism.
c) Papers shall also be evaluated against pages from both current and archived instances of the internet, student papers previously submitted to plagiarism detection software and commercial databases of journal articles and periodicals.

5.19.6. Handling Cases of Plagiarism

5.19.6.1.Student

a) In cases where a student has violated the policy, the relevant staff member shall identify and act upon breaches of academic integrity according to her or his best judgment in conjunction with the College student's academic rules and regulations.

b) The staff member shall inform the relevant Head of Academics of the violation in writing who shall inform the student of the allegation in writing and request that he/she provide his explanation of the allegation in writing.

c) Within 3 days of being notified of the allegation, the student shall present her or his defense to the Head of Academics

d) Upon being satisfied that the student had committed an act of academic dishonesty, the Head of Academics shall constitute a three-member panel and call for a hearing within 3 days which will come up with a recommendation in accordance with the College Academic Rules and Regulations.

e) In case of examinations, the Registrar's Office shall call for an academic disciplinary hearing in accordance with the College Students Rules and Regulations on misconduct.

f) If it is established that there is a case of plagiarism, sanctions may be imposed in accordance with the College Students' regulations.

5.19.6.2 Member of Staff

a) In cases where a member of staff has violated this policy, the relevant supervisor shall identify and act upon breaches of academic integrity according to her or his best judgment based on College staff regulations.

b) The supervisor shall inform the relevant Head of Department of the violation in writing who shall inform the member of staff of the allegation in writing and request that he/she provide his explanation of the allegation in writing.

c) Within 3 days of being notified of the allegation, the member of staff shall present her or his defence to the Head of the Department in writing.

d) The Head of Department will scrutinize the report and upon being satisfied that the member of staff had committed an act of academic dishonesty, he/she shall endorse the report and submit it to the Registrar.

e) The Registrar, if satisfied that the member of staff has plagiarized, shall recommend to the Principal for disciplinary proceedings.

f) The Registrar's Office shall call for a disciplinary hearing in accordance with the College Staff regulations on academic misconduct.

g) If the Disciplinary Committee establishes that there is a case of plagiarism, sanctions shall be imposed in accordance with the College Staff regulations.

5.20. Penalties for Academic Misconduct

Cases of academic misconduct will be considered on their merit as provided in table 1. In this context "examinations" will be taken to include all final examinations, course tests and any other examinations taken during the year.

Table 1 - Range of penalties for academic misconduct	
Misconduct	Penalty
Plagiarism of assignments and cheating involving continuous assessment	Grade of 0
Plagiarism of research project or thesis/dissertation	A grade of "0" shall be awarded and report the matter to the Head of Academics who shall refer it to the Dean in writing. The Dean shall refer the matter to the disciplinary committee which may recommend suspension of the student pending decision of Senate.
Cheating in any examination	Expulsion from the College is mandatory.

Table 1 - Range of penalties for academic misconduct	
Misconduct	Penalty
Any other academic misconduct	The panel will choose a penalty ranging from deducting marks to permanent dismissal from the College.

5.21. Appeal procedure

a) The student/staff has the right to appeal against the outcome of a case on academic dishonesty in line with the College's laid down procedures. It is however important to note that the results of the appeals Committee shall be final.

b) Any plagiarism appeal shall follow the normal channels of appeals in written form and shall be treated as an appeal against a decision by the Students Disciplinary Committee or Staff Disciplinary Committee.

6.0. ASSESSMENT REGULATIONS

6.1. Preliminary

MWICA Assessment Regulations set minimum requirements and standards for students and staff, expressing in practical form the academic goals and policies of the College. The Policy outlines principles, procedures and good practices for the design and management of student assessment at programme and study-unit level at MWICA as follows:

a) Attendance and Engagement

i. All students are required to actively participate in their academic activities by attending lectures, laboratory sessions, tutorials, and practical sessions as per their registered courses.

ii. It is the responsibility of each student to familiarize themselves with the requirements of every course they are enrolled in.

b) Continuous Assessment

iii. Throughout each semester, students will be supervised, monitored, and assessed by their respective lecturers.

iv. Regular feedback on their performance will be provided to aid in their academic development.

c) Eligibility for End-of-Semester Examinations

i. To be eligible to sit for end-of-semester examinations, students must have registered for the semester and paid all required fees.

ii. Missing more than 12 hours of any registered course without valid justification, approved by the Senate, renders a student ineligible for the end-of-semester examinations.

6.2. Purpose of assessment

The purpose of assessment is:

a) To promote, enhance, and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant to the needs of the student;

b) To measure and confirm the standard of student performance and achievement in relation to a unit of study's defined by the learning objectives;

c) To reward student effort and achievement with an appropriate grade;

d) To provide relevant information in order to continuously evaluate and improve the quality of the curriculum and the effectiveness of the teaching-learning process.

6.3. Assessment Components

a) Both continuous assessment and end-of-semester examinations will assess the content covered in each course throughout the semester.

b) Extra-curricular activities will not be considered as valid excuses for poor academic performance.

6.4. Notification of assessment

a) A fundamental aspect of developing a unit of study is the specification of the prescribed assessment tasks in a way that relates them directly to the unit objectives (including expected learning outcomes), the course structure, the teaching methods to be used, and the learning strategies to be fostered.

b) Lecturers will ensure that students are fully informed, in writing, by the end of the first week of the term, about unit objectives and expectations, including the assessment requirements.

c) The details of all assessment tasks will be stated clearly in the unit outline, which will include a statement of the objectives of the unit; its assessment plan, including weights allocated to each assessable component and the links to the learning outcomes for each assessable component; related submission dates; deadlines, sanctions and penalties in a way that is appropriate to the academic level of the students.

6.5. Timing and weight of assessments

a) Students are expected to reach the objectives of a unit of study progressively throughout a term. They will be set tasks during the term that allow their progress to be evaluated against established criteria. Such tasks will contribute to the final assessment in a unit of study.

b) Assessment tasks will be designed carefully, first, to keep in proportion student time commitment and the weight of the assessment task in the overall assessment, and second, to reflect, as far as possible, the importance of each task in determining the effectiveness of students' having met the unit objectives. This might mean that an important task, such as a final examination, is weighted heavily.

c) Care should be taken to avoid the imposition of a heavy imbalance of assessment load toward the second half of the term.

d) One or more assessment tasks will be set, submitted, marked and returned to students by the mid-point of a unit.

e) Although students need regular feedback on their progress, set assessment tasks should be kept to the minimum that is sufficient to enable students to make judgements about their progress.

f) Due dates for assessment tasks will be well separated in time so as to give students periods of time for reflective learning that are free from the pressure engendered by a looming deadline.

g) In some disciplines, students are expected to practise skill development continuously.

h) To evaluate students' ability to perform such on-going tasks, consideration should be given to strategies for self-assessment. In this way, students can obtain evidence concerning their level of understanding of the work, while avoiding the stress of frequent formal appraisal by an examiner.

i) Apart from examination scripts, all assessed work will be returned to the student, preferably in a class context.

j) The student has the right to seek clarification of the assessment result.

k) Unit outlines will advise students at the beginning of a unit of study how all assessment results are to be combined to produce an overall mark for the unit. In particular, the unit outline will make expressly clear:

    i. the weight of each task in contributing to the overall mark;

    ii. the formulas or rules used to determine the overall mark;

    iii. minimum standards that are applied to specific assessment tasks, and the consequences if such standards are not met (including failure to submit particular tasks);

iv. rules regarding penalties applied to late submissions; and

v. precise details of what is expected in terms of presentation of work for assessment.

l) The unit outline will also make clear to students that the aggregated mark for the unit of study will be moderated by Unit Coordinators.

m) Moderation may result, in some cases, in a variation of the final grade awarded to the student for the unit of study which is inconsistent with the individual marks awarded to the student for individual assessment items.

n) Emphasis will be placed on appropriate referencing conventions and requirements, on the degree of cooperation permitted between students, and on what constitutes academic dishonesty and the consequences of committing it as outlined in the Students handbook.

6.6. Submission of assessment items

a) Students are required to submit assessment items at the time and date specified in the unit outline.

b) Assessment items submitted after the due date will be subject to a penalty unless the Lecturer has given prior approval in writing for an extension of time to submit that item or mitigating circumstances apply.

c) Assessments should be submitted in the form specified in the unit outline or as notified by the Lecturer.

d) Where assessment items are submitted electronically, the date and time the email was received will be considered the date and time of submission. Written papers or other physical submissions are to be time and date stamped as a record of receipt.

6.7. Penalties for late submission

a) An assessment item submitted after the assessment due date, without an approved extension or without approved mitigating circumstance, will be penalised.

b) The standard penalty shall be the reduction of the mark allocated to the assessment item by 25% of the total mark applicable for the assessment item, for each day or part day that the item is late (a 'day' for this purpose is defined as any day on which the relevant campus administration is open).

c) Extensions to assignment deadlines based on mitigating circumstances shall be at the discretion of the Lecturer or Head of Academics, and will be granted in writing. Mitigating circumstances are circumstances outside of the student's control that have had an adverse effect on the student's work or ability to work

6.8. Assessment feedback

a) Timely feedback to the student throughout the semester is considered an essential component of the teaching and learning process.

b) Feedback will be provided by a variety of methods including informal discussions in lectures and tutorials, review of individual marked coursework and review of marked examination papers on request.

6.9. Special consideration

a) Students whose ability to submit or attend an assessment item is affected by sickness or other circumstances beyond their control, may be eligible for special consideration.

b) No consideration is given when the condition or event is unrelated to the student's performance in a component of the assessment, or when it is considered not to be serious.

c) When considering the special consideration application, the Lecturer may take into account one or more of the following conditions:

   i. the student's performance in other assessment in tasks in the unit;

   ii. the circumstances, background, nature and severity of the event;

d) If an application for special consideration or misadventure is lodged, any one of the following outcomes may ensue:

   i. no action is taken;

   ii. Additional assessment or a supplementary examination is undertaken. Additional assessment may take a different form from the original assessment. If a student is granted additional assessment, the original assessment will be ignored;

   iii. Marks obtained for the completed assessment tasks are aggregated or averaged to achieve a percentage result;

   iv. The deadline for assessment is extended; or

   v. The student is allowed to discontinue from the unit without failure. This is unlikely to occur after an examination or final assessment has taken place.

e) The student will be advised in writing of the final decision regarding their application for special consideration at the earliest opportunity.

6.10. Forms of assessment

a) Normally, assessment of a unit of study will involve a number of different forms of assessment.

b) Some assessment is formative; it is specifically intended to assist students to identify weaknesses in their understanding, so that they may improve their understanding and enhance their learning.

c) Other assessment is summative; its objective is primarily to pass judgment on the quality of a student's learning, generally in terms of assigned marks and grades.

d) Furthermore, critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and students, not only about the quality of student learning but also about the effectiveness of teaching.

e) The forms of assessment to be utilised for each unit of study will be clearly set out in the documentation given to students at the commencement of each unit of study. Forms of assessment may include:

   i. **Assignments: (summative assessment):** These are pieces of work given to the students where they are required to demonstrate their scholarly or professional standard and style in a given period of time.

   ii. **Examinations (formative assessment):** These formal, regulated, tests will normally take place at the end of each semester in all examinable courses.

   iii. **Industry Attachment:** This is an integral part of programme for agriculture practice during which the achievement of a student is measured against professional standards and competency after directed learning within training institution. The details for assessment of industrial attachment are stipulated in guidelines for marking (policy)

   iv. **Project Report:** This is a written report on agriculture related research project undertaken by a student under expert supervision. The details for assessment of Research Project are stipulated in guidelines for marking (policy)

f) Students are required to sit for mid semester examination for each semester and an exam at the end of the semester for each course attempted.

g) Exams shall be invigilated by assigned invigilators for the college in accordance with the rules and regulations guiding examinations

h) To be accepted to sit for an examination, students should have submitted all required course work assignments. They should also have met all registration requirements of the college.

6.11. Assessment contribution

a) Final overall assessment of the course is weighed or measured on;

i. Continuous assessment: 50%

- Quizes: 5%
- Assignments: 15%
- Practical/lab work: 30%
- Midsemester examination: 50%

ii. Final examination: 50%

b) The assessments will be entered out of 100% each but converted to 50% each in the portal.

6.12. Assessment of essays

75% and above

For an essay to attain this mark or above, it means that:

a) The work is scholarly and unquestionably outstanding.

b) The work is publishable.

c) The piece of work is relevant to the question.

d) The work shows complete conceptual command.

e) The argument is original and critical.

f) Pertinent persuasive analysis has been employed in the work.

g) The essay has been rigorously executed.

h) Excellent use is made of well-chosen theory or relevant literature.

i) The essay is effectively organized.

j) Arguments are clearly and concisely expressed.

k) The essay demonstrates excellent command of English and the rhetoric used in the field.

l) The work includes a full, accurate and properly presented bibliography.

70% to 74%

For an essay to attain this mark or above, it means that:

a) The piece of work is relevant to the question.

b) The work is soundly structured.

c) It demonstrates thorough knowledge of the subject matter.

d) There is strong evidence of critical thinking.

e) Excellent use is made of well-chosen theory or relevant literature.

f) Arguments are clearly and concisely expressed.

g) The essay demonstrates excellent command of English and the rhetoric used in the field.

h) Footnotes or endnotes are properly written.

i) There is full, accurate and properly presented bibliography.

j) The work may, however, need some attention if it were to be recommended as publishable.

65% to 69%

For an essay to attain this mark or above, it means that:

a) The piece of work is relevant to the question.

b) It is a coherent essay which covers major points.

c) The argument shows satisfactory broad knowledge of the subject matter.

d) There is some evidence of critical analysis of the materials covered.

e) Arguments are clearly and concisely expressed.

f) The essay demonstrates excellent command of English and the rhetoric used in the field.

g) Footnotes or endnotes are properly written.

h) There is full, accurate and properly presented bibliography.

60% to 64%

For an essay to attain this mark or above, it means that:

a) The piece of work is relevant to the question.

b) The essay shows extensive consultation of relevant literature.

c) There is no adequate independent thinking.

d) The essay demonstrates good command of English and the rhetoric used in the field.

e) The essay shows some understanding with incomplete subject matter.

f) Footnotes or endnotes are properly written.

g) The bibliography is properly presented but incomplete.

55% to 59%

For an essay to attain this mark or above, it means that:

a) The piece of work is relevant to the question.

b) The argument is deficient at some levels.

c) Ideas are not well presented.

d) There is little independent thinking.

e) Footnotes or endnotes are properly written.

f) The bibliography is properly presented but incomplete.

g) The essay shows some understanding but incomplete grasp of the subject matter.

50% to 54%

For an essay to attain this mark or above, it means that:

a) The work shows extensive reading but patchy understanding of the material read or lack of extensive reading with some understanding of the subject matter.

b) The work shows poor grasp of the question.

c) The argument(s) is/are poorly structured.

d) Expressions are poor.

e) The bibliography is not properly presented and/or is incomplete.

0% to 49%

For an essay to attain this mark or above, it means that:

a) The work does not address the question at all.

b) The student shows poor understanding of the subject matter.

c) The argument is poorly structured.

d) Expressions are poor.

e) The bibliography shows incomplete researching.

f) Referencing is inaccurate, incomplete and poorly presented.

6.13. Industrial attachments

MWICA emphasises on hands on experience for its students. As such industrial attachment and practical on-farm work form an important part of its training programs. Therefore, the College aims to develop terms and conditions for contracting private and public institutions for setting up a sustainable network of collaborating partners offering places and projects in Malawi and the region that will provide the necessary experience to the students.

a) The College may continue to search for industrial attachment places for students.

b) Students and stakeholders may also assist in identifying attachment places which will be formalized by the College.

c) Students who fail to successfully complete industrial attachment and supervised practical work will not qualify for the award of diploma.

6.13.1. Procedure for industrial attachments

a) Industrial attachment commences the same period continuing students are opening and is run for a period of at least 13 weeks. However, Students who secure industrial attachments earlier before the opening dates are supposed to notify the coordinator on time.

b) Every student has the responsibility to notify the attachment coordinator on where he/she is attached. Such notification will assist the coordinator in timely planning of supervision schedule for the students.

c) Once students are attached and have started their work, they are supposed to report to the coordinator on weekly basis following a report format as presented on Report 1.

d) Each report is supposed to be kept secure in a hardcopy file as instructed in the schedule.

e) Students are supposed to get these reports signed by their supervisor before sending to the college.

f) At the end of the attachment period, Students are supposed to compile a final report summarising all activities and recommendations from their attachment. The report format is as attached on report 2.

6.13.2. Assessment of industrial attachment

a) Industrial attachment will have four levels of assessment. Visa viz:

Total assessment

a) Supervisory assessment 10%	This is assessment done by the industrial attachment supervision team. The supervision team will assess organisation of the student, understanding of duties and responsibilities and his ability to communicate and work with others at the work place. The schedule for assessment used by the supervisor is as shown on Form 3 part A.
b) Employers recommendation 10%	This is an assessment from the feedback of the employer to the supervisory team. The team will solicit information verbally from the employer regarding behaviour and performance of the student as shown in Form 3-part B.
c) Employer assessment 30%	This comprises performance assessment by Human Resource or immediate supervisor of the student. The employer will independently assess the student on general ethics, knowledge and understanding, and work attitudes and co-operation. The employer will use Form 4 for assessing students.
d) Report Content 40%	Forty percent (40%) will be marked following the final submitted report from industrial attachment.

	The report shall be marked based on grammar, report format, and concreteness of ideas. The final report format is as shown on report 2. These reports will be marked by the responsible supervisory team. All grades will be compiled by the team and sent to the Head of Academics for college academic assessment.

b) Attachment File and reports (10%)

The supervisory team will check the organisational skills of the student by looking at recording and filling of all activities, plans and achievements which were done during the industrial attachment period. The team will rate Availability of weekly reports and file outlook out of 10 marks based on the following schedule:

Criteria	Marks (%)
90-100% of all weekly reports available and signed by the supervisor, The file looks smart and well organised with proper numbering	100%
51-89% of the reports available , The file looks smart and well organised with proper numbering	80%
10-50% of the reports available and signed, The file looks smart and well organised with proper numbering	30%
90-100% of all weekly reports available and signed by the supervisor, The file looks unorganised	80%
51-89% of all weekly reports available and signed by the supervisor, The file looks unorganised	40%

Criteria	Marks (%)
All Reports available but not signed, file looks organised	30%
10-50% of the reports available, The file looks unorganised	20%
No reports available, no file available	0%

6.14. Research Projects

a) Students need skills to identify challenges/problems and seek solutions to the challenges. By conducting research, students gain skills in collecting and analysing relevant data, drawing conclusions and recommendations and presenting findings of their research to different stakeholders.

b) A component of research is prerequisite knowledge for all graduates of MWICA. Therefore, students in all programmes develop a research concept culminating into a research proposal. They then carry out research and write a dissertation in partial fulfilment of the requirements of their respective programme.

6.14.1. Assessment guidelines of research

a) MWICA curriculum has a taught component of research in third semester preparing the students for research in fifth semester. After completion of the course, students develop their topics and concepts which are presented in the fourth semester.

b) The research often starts with four weeks in fourth semester for the development of an individual research proposal which is presented to the assessment committee in the final week of on-farm attachments and defence which is presented in final weeks of fifth semester.

c) Then after, Students are supposed to implement the proposal in the 15 weeks of the fifth semester. Depending on complexity of the project, students may obtain a written recommendation from the academic registrar through the identified supervisor to start the project before the opening date to collect the necessary data.

d) The consent letter is approved following students agreement on fees payment for the research and declaration of discontinuity of the project and fees forfeited if the student is withdrawn from the semester. The anticipated fees schedule is stipulated in the fees policy while declaration form is as shown on form 6.

e) The student must demonstrate that the dissertation is his/her work and is a result of their work done mainly while they were registered as a student of MWICA.

f) In summary, the student must demonstrate that he/she has:

   i. Tackled a problem that is significant to society.

   ii. Come up with a critical evaluation of available data to generate information that can be employed towards resolving phenomenal arguments or solving institutional challenges in a different manner from that already obtained in their field of study. This should employ primary or secondary data collection and critical analysis

   iii. Contributed to the pool of knowledge.

g) The assessment of the research project shall follow the following criteria

   i. Project proposal 20%

   ii. Project monitoring and evaluation 30%

   iii. Project report and presentation 50%

6.14.2. The proposal

a) Develop a relevant research concept and proposal within their knowledge area that demonstrates comprehension of contemporary issues in their study field.

b) The proposal should demonstrate innovativeness and novice.

c) Clearly state the hypothesis or objectives and research questions of the project.

d) The objectives of the research should aid in answering the bigger question of the research

e) The methodology should be clear and demonstrate that it can be done within the specified time and resources.

f) Set the work in an appropriate context with enough information organised in such a way to allow the reader to appreciate the contribution being made.

g) All scholarly work well cited and acknowledged and demonstrate independence with less than 20% plagiarism check.

6.14.3. Project monitoring and evaluation

a) Demonstrate that conceptual design work and actual implementation are coherent; and

b) Report results and critical analysis followed by conclusions that relate well to objectives/hypothesis/research questions and discussion of results.

c) All work and progress must be sent to the supervisor in copy the research coordinator for evidence of approved work being done while in data collection and implementation.

6.14.4. Report and presentation

a) After collection of data and analysis, students are supposed to present their findings to the college internal assessment committee.

b) The assessment committee will comprise the research coordinator being an observer during the period of oral presentation, and a team of 4 independent assessors comprising speciality in different areas of study (Livestock, Crops, Business and social science research/Engineering).

c) Students' assessment shall follow Form 5. A student is deemed to have passed after attaining 50% of the course requirements.

6.14.5. Requirements for presentation

A student will be required to make a final oral presentation after:

a) Completion of full fees payment for the semester and program

b) Evidence of proposal and monitoring and evaluation component

c) Submitting a full research report to the research coordinator

7.0. Levels of assessment

7.1. Departmental assessment

a) All examiners shall upload student's examination grades into the system within three weeks from the last day of examinations.

b) There shall be Departmental Assessment consisting of all teaching staff and/or external examiners appointed by the College Senate.

c) The Chairperson of the Departmental assessment shall be the Head of Academics.

d) The Departmental assessment shall recommend to the Senate course results for each candidate.

7.2. Approval by Senate

Results shall be considered for approval by the College Senate on the recommendations of Departmental Assessment.

7.3. Release and access of results

a) The Senate is responsible for reviewing and releasing semester results and reports.
b) The results shall be communicated through the Registrar's office.
c) It is the onus of the students to find out their grades after the release of the same from their portals.
d) Students can access their examination results through the designated student portal upon clearance of all outstanding fees and dues to the College.
e) Results will not be published until a student has settled all financial obligations to the College.

7.4. Assessment Procedures

a) Each course assessment shall normally consist of both a continuous assessment and an end-of-semester examination.
b) No course can be passed based on only one component.
c) Because of the different course objectives, the percentage given to continuous assessment and end-of-semester examinations shall be determined by the faculty in which the course is offered but continuous assessment shall normally be 50% of the total marks and not less than 25% unless otherwise specified in this document.
d) No Diploma student shall be allowed to graduate without fulfilling requirements for industrial attachment and projects and obtaining a grade of at least C-.
e) Student performance for each semester attended shall be assessed on the basis of grade points of each semester credit from which shall be computed a grade point average (GPA).

f) Decision to award a pass, marginal and undoubted failure in a course is based on letter grades interpreted from the percentage mark ranges as shown below:

Grading system for Mwimba College of Agriculture (proposed)

REVISED MWICA GRADING SYSTEMS				
Percentage	**Letter Grade**	**Wt Pts**	**Qlty of Grade**	**Academic Decision**
90–100	**A+**	**4.00**	**Excellent**	**Distinction**
82–89	**A**	**3.80**		
75–81	**A-**	**3.60**		
70–74	**B+**	**3.59**	**Above Average**	**Credit**
65–69	**B**	**3.30**		
60–64	**B-**	**3.00**		
57–59	**C+**	**2.99**	**Average**	**Pass**
54–56	**C**	**2.50**		
50–53	**C-**	**2.00**		
45 -49	**D**	**1.99**	**Fail**	**Marginal Failure**
40 – 44	**F1**	**1.00**	**Fail**	**Failure**
35 -39	**F2**	**0.99**	**Fail**	**Undoubted Failure**
30 – 34	**F3**	**0.85**	**Fail**	
25 – 29	**F4**	**0.71**	**Fail**	
20 – 24	**F5**	**0.57**	**Fail**	

REVISED MWICA GRADING SYSTEMS				
Percentage	**Letter Grade**	**Wt Pts**	**Qlty of Grade**	**Academic Decision**
15 -19	**F6**	**0.43**	**Fail**	
10 – 14	**F7**	**0.29**	**Fail**	
5 – 9	**F8**	**0.15**	**Fail**	
0 – 4	**F9**	**0.00**	**Fail**	
	H - Audit	**0.00**		

7.4.1. Computation of Grade Point Average

- Semester Credit Hours ($_{t}$CH) = summation of credit hours of all semester modules
- Credit Points (CP) per module = Grade Point (0-4) x CH
- Semester credits ($_{t}$CP) = summation of all credit points (CP + CP_2 + CP_3 +... + CP_n)
- Semester Grade Point Average (GPA) = total credit points (CP) divided by total credit hours (CH)

7.4.2. Decision criteria for progression

7.4.2.1. Pass and proceed

A student who has a GPA of at least 2.00 and no grade below (50) C- in all courses prescribed and registered for the level is deemed to have passed at that level and will proceed to the next level.

7.4.2.2. Supplementary

a) A student who has a GPA of at least 1.50 regardless of whether the failing grade is undoubted failure shall write a supplementary examination for the failing grade

b) The maximum pass grade achieved after supplementary will be equivalent to grade C-

7.4.2.3. Deferred examination

a) Students who fail to sit for end of semester examination due to reasons beyond their control, as long as prior arrangements were made with the college's appropriate authorities and such reasons not being on academic grounds, shall be allowed to sit for deferred examination

b) The pass grade achieved after the deferred examination will be equivalent to any grade. Differed examination shall be written two weeks after normal examination

c) Deferred examination cannot be deferred

7.4.2.4. Repeating a course

a) A student who fails supplementary examination shall repeat the course(s) failed

b) A student whose Semester GPA is between (EXCLUSIVELY) 1.0 and 1.5 shall repeat all course prescribed for that semester

c) Examination results for a repeated course shall be the actual grades obtained in the repeated course examined but will be denoted with "*" to the right of the grade to indicate the grade from a repeated course(s).

d) A student can repeat courses in each semester as long as he/she does not exceed maximum duration for the program (3.5 years)

e) If a student is repearting a courses (s), They shall be required to pay a fee for each repeated course(s) as determined by Senate.

7.4.2.5. Withdrawn

A student shall be withdrawn when:

a) He/she has a GPA of less than or equal to 1.0 at the end of the semester

b) Students who have repeated a semester and subsequently obtained a grade of F in the course or less than 1.5 semester GPA for a repeated semester

c) Exceeds the maximum allowable duration for the programme (3.5 years)

d) Cummulative GPA of less than 1.5

7.4.2.6. Voluntary withdraw

a) Students may withdraw temporarily or permanently from a program of study by a written application to the Registrar and by approval from the Senate within two weeks of commencement of semester of study.

b) A student who discontinues attendance in a program of study without official withdrawal shall receive a grade of "F" in the courses he or she registered.

c) In all cases, a student shall be allowed to withdraw for a maximum period of one academic year and only once in their programme of study.

d) Below are acceptable reasons for a student to temporarily withdraw, unless the College Council deems fit to allow other reasons:

   i. Financial grounds;

   ii. Health grounds, (however, special consideration may be given in cases of serious illness, which has been certified by a certified doctor, and in such cases, the student may be allowed to withdraw for a maximum of two academic years.

   iii. Pregnancy

e) Place reservation for voluntary withdraw is only 1 academic year and once during the lifetime at the College

7.5. Grade definitions as they appear in the grade and on student portal

a) The following abbreviations and grade definitions are used at MWICA:

i. PP is given for Pass and Proceed for continuing students

ii. PS is given for a pass award to a final year student

iii. CR is given for a credit award to a final year student

iv. DS is given for a distinction award to a final year student

v. DE is given to deferred exam

vi. E is given for exempted courses which were already undertaken at certificate level

vii. RP is given for a failed course(s) to be repeated

viii. FW (Fail and Withdrawn) is given when a student has been officially withdrawn on academic grounds.

ix. OQ is given to candidates with a history of unresolved academic queries

x. SS is given to a course required for sitting supplementary exam

xi. RES is for reserved place

xii. ?? (Incomplete grade) is given when full amount of work is not completed by the end of the semester due to reasons of illness or other circumstances directly related to the student's wellbeing for which proof is available and approved by the Head of Academics. A student shall be required to clear the deficiency within the allotted time and the instructor shall submit the appropriate grade. An incomplete not removed within one academic year following its receipt becomes an "F". The ?? is also given when a grade for a course is not available at the time of compiling results.

7.6. Withdrawal tags as they appear in the grade and on student portal

a) A withdrawal remark is given when a student has officially withdrawn from a course based on any of the following reasons:

i. WB - Behavioural Withdrawal
ii. WF - Financial Withdrawal
iii. WI - Illness Withdrawal
iv. WP - Pregnancy Withdrawal
v. WD - Death Withdrawal
vi. WV - Voluntary Withdrawal
vii. EX - Expulsion on disciplinary
viii. WE - Withdraw due to extended stay

7.8. Scholastic recognition for candidates

A student shall be recognised for scholastic achievement at the end of each semester as follows:

i. Scholastics list – Semester GPA is at least 3.50 and less than 3.60.
ii. Dean's list – Semester GPA at least 3.60

7.9. Award

a) End of programme assessment is done in the final year of the program using letter grades and GPA. The system is based on cumulative GPA for the entire programme of study

b) Students are eligible for the final diploma award if:

i. She/he has completed industrial attachments and passed

ii. Has completed a supervised research project

iii. Has passed all courses

iv. Has fulfilled all other requirements including the minimum credit hours required for graduation and attained an acceptable cGPA;

c) Students who for academic reasons have repeated are not eligible for an award of a distinction, but will be awarded a credit

d) Students who are withdrawn on academic grounds in fourth semester and above may be considered for a certificate in agriculture

e) The required credit hours for the 2.5 years diploma in agriculture are 88 – 132

7.9.1. Classification of diplomas

3.6. Above …….. Distinction

3.0 to 3.59……. Credit

2.0 to 2.99……. Pass

7.10. Rounding of grades

Individual assessment results shall be rounded to one decimal place. Aggregate Marks for a unit of study shall be rounded to a whole number.

7.11. Standardization of student's grades

In an event where most of the grades are skewed towards either left or right, standardization may be applied.

8.0 APPEALS

8.1. Assessment Appeals

a) A student who is not satisfied with Senate decision on his/her results may appeal to Principal.

b) The grounds upon which the student may request a review of a grade are that the student believes that:

   i. an error has occurred in the calculation of the mark or marking of the examination;

   ii. the grade is inconsistent with the published assessment requirements or assessment criteria

c) The following reasons are not appropriate grounds for requesting a review of a grade:

   i. Close proximity of the result to another level of grade;

   ii. A comparison with the performance of another student or students;

   iii. The student's belief that the result is not commensurate with their effort;

   iv. Issues relating to the permanent residency status or potential status of the student;

   v. The visa status of the student;

   vi. Financial difficulties experienced by the student;

   vii. Issues relating to the employment prospects of the student.

d) Students should note that each review against a grade is determined on its own merits without reference to other applications.

e) The Registrar will normally respond to the request for a review of a grade in writing **within 10 working days** and may confirm or vary the original decision.

8.2. Procedure for contested examination results

a) A student who wishes to appeal for a review of the examination or final grade may do by completing an appeals form within 7 days after publication of the results.
b) The appeal form shall be addressed to the Principal through the College Registrar detailing the reasons for the appeal.
c) Upon receipt of the Appeal Form, the Principal shall refer the appeal to the College registrar in cases of requests for examination remarking and to the Appeals Committee for substantive appeals.
d) The student who appeals for a remark will be required to pay a non-refundable appeal processing fee as determined by Senate.
e) The grade awarded because of the appeal for a remark, whether higher or lower than the original grade awarded, will be the official grade.
f) In case of substantive appeals; the decision of the Appeals Committee shall be final.

9.0 COMMENCEMENT AND ENFORCEMENT

9.1. This policy or any amendment to it comes into effect when approved by the Council. When it becomes effective, the policy shall replace previous policies dealing with academic rules and regulations. Previous policies will continue to govern matters where formal steps have already commenced before their repeal.

9.2 If any provision of this policy is or becomes invalid or unenforceable due to law, such provision shall be divisible from the policy and regarded as not written and the remaining provisions of the policy shall remain valid and enforceable.

10.0 POLICY REVIEW

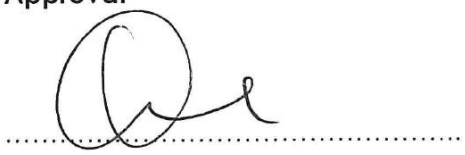
The College Registrar/Administrator shall monitor and evaluate the implementation of this policy with a view to forming a basis for review.

The Academic Rules and Regulations Policy shall be reviewed every five (5) years and when the need arises.

11.0 POLICY APPROVAL

This Policy was approved by the Council on 26.02.2025.

Approval



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Council Chairperson

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Secretary

Appendices

FORM 1

REPORT OF CHEATING OR PLAGIARISM DURING EXAMINATION

THIS REPORT MUST BE DULY COMPLETED BY A STUDENT SUSPECTED OF CHEATING/PLAGIARISM IN AN EXAMINATION, THE INVIGILATOR WHO SUSPECTS THE STUDENT OF CHEATING AND ANOTHER INVIGILATOR AS A WITNESS. THIS REPORT SHOULD ACCOMPANY THE SUBMISSION OF EXAMINATION SCRIPTS TO THE COLLEGE REGISTRAR.

Venue: _____

SECTION A – to be completed by a student

Date: _____ **Course Code:** _____ **Time:** _____

Name: _____ **Reg #:** _____

Venue: _____

Nature of violation: (use a separate sheet if necessary)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Signature _____ **Phone#** _____

SECTION B – to be completed by an invigilator who suspects a student of cheating

Date: _____ **Course Code:** _____ **Time:** _____

Name: _____ **Reg #:** _____

Venue: _____

Nature of Violation: (use a separate sheet if necessary)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Signature _____ **Phone#** _____

SECTION C – to be completed by another invigilator as a witness

Date: _____ **Course Code:** _____ **Time:** _____

Name: _____ **Reg #:** _____

Signature _____ **Phone#** _____

Report 1

Mwimba College Student Attachment Weekly Summary Report

A student intern is expected to provide a summary of experiences to his/her internship coordinator each week. Guidance can be found on annex

Student Name:	
Reg. No:	
Student contact details:	
Organization:	
EPA/ District/Region	
Contact details of organization	
Weekly #	**/13**
Dates:	

Accomplishments

Challenges

Questions, Observations &Concerns

Total time on the internship to date:	
Total hours on internship this week:	
List of Major Tasks/Responsibilities:	

The details on this section be removed when writing the report

ANNEX 1

At the completion of the work week the student intern is to write this report and submit it to his/her internship coordinator.

The weekly summaries can be sent by:

1. E-mail: Attchment coordinator 1 copy attachment coordinator 2 and principal@mwica.ac.mw

Reflections for the week: Discuss your:

1. Accomplishments
2. Challenges and how you handled them
3. Questions, Observations and Concerns
4. Majors tasks and total time spent on the internship to date and during the reporting week

Weekly reports must be sent in for full credit and a copy of each weekly form should be filed in your file for inspection during industrial attachment supervision. It is a requirement that each student has a file where all work activities and experiences will be kept. All file items need to be cleared numbered in order of filing dates for proper following. At the end of 15th week you are supposed to write an attachment report which will cover above details and recommendations. This should also be submitted to attachment coordinator and host institution in hard copies. Your logbook and weekly reports form 50% of total assessment.

Weekly Activity Reports

a. Each week the student intern will be required to submit to the *organization Coordinator* and then the *attachment Coordinator* a typed weekly activity report (log) summarizing his/her daily activities. This report should be a clear, concise, and accurate account of the types of activities the intern participated in and/or observed.

b. During the week, interns should make notes of their observations, thoughts, questions, and feelings. * At the end of five working days, interns should type their daily observations being certain to leave out any names, situations, or activities that are confidential. The typed weekly activity report should be submitted to the organization coordinator every Monday for his/her approval and then forwarded to the College's attachment coordinator. It is the intern's responsibility to make sure weekly reports are forwarded to the College's attachment coordinator. Organization Coordinators are also welcome to forward the intern's report through her/his professional email address to the College's attachment coordinator (Note: the professional e-mail address will act as a signature and release of information recorded).

c. Interns should always proofread their reports before submitting them to their organisation coordinator for approval. Effective communication skills are mandatory if an individual is to be successful in their career pursuits. An individual with inadequate communication skills (oral and written) will endure many frustrations and setbacks during their career (assuming they are fortunate to obtain employment within the field). Therefore, students must work hard during their internship by identifying and correcting their inadequacies to develop into a stronger candidate for employment.

d. If you engage in note taking during your observations, it is recommended that you share your notes with the agency personnel around you and explain why you are maintaining a log, i.e., College requirement. Taking notes during the event may have an effect on what people say and how they act around you.

I am wishing you wonderful and successful learning and work environment

Thank you

Name

Attachment coordinator

Mwimba college of Agriculture

email

Contact

INDUSTRIAL ATTACHMENT GUIDING NOTES

INDUSTRY EXPERIENCE FOR THE EFFECTIVE AGRICULTURE OFFICER

This section is designed to guide and direct you in mastering the science and art of agriculture profession; and how far you may safely be left to continue the development of your skills and competences as a member of agriculture experts.

(a) Organisation

- You will have nearly a semester of full-time attachment to agriculture related industry/organisation/ company.
- You will be expected to work following the work schedules assigned.
- Your free time should be spent on preparing, log book reporting or observing others at work and research projects.

(b) Duties, Responsibilities and Relationships within the Schools

General Profession Attitudes and Relationships

- Your position as student carries with it certain obligations and constraints, which influence your conduct and relationships in schools.
- You will be entering a system in which roles and relationships are well defined and established.
- There will, of course, be freedom available to you in deciding how you are to behave and the kind of relationships you wish to establish with staff. The amount of freedom will largely depend on the style of leadership which the managers choose to follow. Some managers will regard you as equals with the remainder of the staff; others may choose to see you still as unqualified

student. You will need to learn how you are expected to behave and conform to this expectation if you are to fit in well during your stay.

GENERAL INSTRUCTIONS

- Courtesy

On first arrival at the company, report to the manager and introduce yourself, greet the manager and all other staff daily, and remember to express your appreciation to the manager and staff on leaving at the end of your Industry attachment.

- Consideration

Always clean the work station and tidy the office at the end of every day.

Be ready to help other staff you are working with. Ask the mentor or supervisor about routine work schedule in advance.

After every activity remember to write a report which should be submitted to the mentor/supervisor every Monday.

At the end of the industry attachment remember to return to the college all books and equipment loaned to you.

- Absence from workplace - in case of foreseen absence from school:

  • Inform the supervisor/manager immediately

  • Should you want to go to hospital, inform the manager; and in the event of admission, inform the industry attachment Coordinator at the Mwimba College:

- Report to the manager as soon as you return to workstation and then industry attachment Coordinator.

It is imperative that industry attachment co-coordinator should be informed in good time of any changes in workstation location or change of industry attachment organisation. Failure to do so may result in a wasted visit by a coordinator.

THE INDUSTRY ATTACHMENT FILE

The industry attachment file is not an end in itself. It is intended to help train you in the routines and drills that trainees and professionals should automatically undertake, to assist you in the future and to give your supervisors the data they need to adequately appraise your progress and performance. The Industry attachment file must be handed in to the mentor every Friday. And should be submitted to Industry attachment coordinator at Mwimba College immediately after the industry attachment period. It will of-course, be returned to the student in due course.

In this respect you should appreciate the importance of the industry attachment file in assessment. Shabby, untidy, unorganised files will obviously be read by staff as indicative of uncaring approach to the whole task of preparing to become an agriculture expert.

Nevertheless the file is essentially functional, not ornamental: It is a working document. You should treat it as such.

Report 2

Mwimba College Student Final Attachment Report

Provide a summary of your experiences during your industrial attachment tenure following this guide.

Student Name:	
Reg. No:	
Student contact details:	
Organization:	
EPA/ District/Region	
Contact details of organization	
Attachment Dates:	
Submission Date	

1. Introduction
    - Background information on the industrial attachment.
    - Objectives of the attachment.
    - Your expectations during industrial attachment.
2. Description of the Organization
    - Overview of the organization where the attachment took place.
    - Mission, vision, and core activities of the organization.
3. Scope of Work
    - Description of the tasks and responsibilities assigned during the attachment.
    - Projects/Tasks worked on and their significance.
4. Experiences Gained
    - Description of the skills, knowledge, and experiences acquired during the attachment.
    - Lessons learned and insights gained.
5. General Challenges Encountered & Solutions
    - Identification and description of challenges faced during the attachment.
    - Analysis of the root causes of these challenges.
    - Strategies and actions taken to overcome the challenges.
    - Evaluation of the effectiveness of the solutions.
6. Recommendations

- Suggestions for improvements in the attachment program.
- Recommendations for future students undertaking similar attachments.

7. Conclusion
    - Summary of the key points discussed in the report.
    - Reflections on the overall experience.

FORM 3

MWIMBA COLLEGE OF AGRICULTURE

INDUSTRIAL ATTACHEMENT SUPERVISION

GUIDANCE FOR SUPERVISORS

Work station Student name

Supervisor's name Supervisors phone no:

Host coordinator Email: Region:

A. STUDENTS

Category	**Description**	**Maximum rating**	**Rate of the student**
Organization of the student	Availability of work schedules Availability of file for keeping all work related activities	3 2	
Duties and responsibilities	Does the student knows his duties and responsibility	2	

	Is s/he able to translate the duties and responsibility into a work plan ***(confirm with work plan schedules)***	1	
	is s/he able to follow up the plan ***(confirm with task preparations)***	2	
General instruction	Impression on first arrival at a work place	1	
	Work environment (tidy and smart)	1	
	Report writing (how frequent does s/he write reports for activities done	3	
General professional attitude and relationships	Perception of the student to the working environment	1 2	

	Describe a time when you faced a major obstacle and how did you deal with it How do you react when asked to do something beyond your capabilities (consultation)	2	
Relevance of work to the courses and practical	What work is relevant to what s/he learnt		
Where the college should improve/enhance			
Was the industrial attachment helpful			
Total (20)			

B. MENTOR/MANAGER

Category	**Description**	**Maximum rate**	**Rate of the student**
Organization of the student	Was the student able to develop work plans/ schedules depending on the job description of the assigned duties	4	
Following up of procedures	Was s/he able to understand and follow procedures related to each work Able to create a command with close relationships or those under his/her supervision	2 2	
Results	Was the work done by the student satisfactory (how would you rate him out of 5)	4	
Innovativeness	What new ideas does s/he brought in your organization/company	2	

	Was s/he inquisitive in work procedure and or trying to understand how things work and bring suggestions on how other things can be improved	2	
General professional attitude and relationships	How does s/he relate with other employees	4	
Where should the college improve			
How best can the college work hand in hand with the institution			
Total (20)			

For Official Use only

Total assessment

1. Supervisory assessment (10%)=
2. Employers recommendation (10%)=

3. Attachment File and reports (50%)=

4. Employer assessment (30%)=

TOTAL

: FORM 4

MWIMBA COLLEGE OF AGRICULTURE

mwica.ac.mw

Private Bag 234

Kasungu

Student Field Assessment form

Instructions: Please rate each student individually, you can show and discuss the blank assessment form, but **do not** show the form after completing it. Please treat student information as strictly confidential. Return all the completed forms to **The Attachment Coordinator, Mwimba College of Agriculture, Private Bag 234, Kasungu.** If you have any questions on the assessment form, please contact MWICA on **+265888208623. You can email the completed assessment form at 12th or 13th week of attachment period to principal@mwica.ac.mw copy attachment coordinator** We appreciate your time to supervise and assess the student

Name of Student:		**CLASS:**		
		Total Points Awarded **= /60**		
Institution:		**Rating**	**Explanation**	**General Remarks**
1.0.	**SELF ORGANISATION AND INTERACTION**			
1.1.	Punctuality		0 = Never punctual	

			2 = Usually punctual 3 = Always punctual	
1.2.	Absenteeism		0 = Did not report 1 = Absent for 1- 5 days 2 = Absent for more than 5 days 5 = Never absent	
1.3.	Note taking		0 = Never take notes 2 = Takes down notes	
1.4.	Interaction with staff and supervisors		0 = Very poor interaction 1 = Interacts sometimes 2 = Always interacts freely	
1.5.	Accepts criticism		0 = Never accepts criticism 1 = Rarely accepts criticism 2 = Readily accepts criticism	
1.6.	Handling of farmers (Clients)		0 = Rough and rude to workers 1 = Rarely shows respect	

			3 = Usually shows respects 6 = Always shows respect	
Total out 20 points =				
2.0.	**KNOWLEDGE & UNDERSTANDING**			
2.1.	Organization and presentation of demonstration to farmers (Clients)		0 = Never attempt 3 = Always poor 5 = Usually poor 6 = Sometimes poor 7 = Always good	
2.2.	Knowledge of basic technical information		0 = Knows nothing 2 = Knows very little 5 = Knows something 8 = Knows a lot	
2.3.	Ability to ask relevant questions to staff or supervisor		0 = Never asks, or always asks irrelevant questions 3 = Rarely asks relevant questions 4 = Usually asks relevant questions	

			5 = Mostly asks relevant questions	
2.4.	Ability to answer questions		0 = Never answers, or always gives irrelevant answers 3 = Rarely answers correctly 4 = Usually answers correctly 5 = Mostly answers correctly	
2.5.	Innovation thinking		0 = Not creative, always wants to be told what to do 2 = Rarely creative, not keen to try new ideas 4 = Usually innovative 5 = Always innovative	
Total out of 30 Points =				
3.0.	**WORK ATTITUDE & CO-OPERATION**			
3.1.	Ability to work hard		0 = Lazy, not willing to work 1 = Sometimes willing to work	

			3 = Works hard sometimes 5 = Hard working	
3.2.	Co-operation with other members of the team		0 = Not co-operative, self-centered 3 = Somewhat co-operative 5 = Co-operative	
Total out of 10 points =				

MWIMBA COLLEGE OF AGRICLTURE MWICA

Voluntary Withdrawal Form

To be used by student who is withdrawing from a programme of study.

_____ _____

Student's Name (Last) (First) (Middle) Year/Semester

_____

Registration Number

_____

Programme withdrawing from

List all classes/courses from which you would like to withdraw:

	Course Code	**Course Title**	**Department**
1			
2			
3			
4			
5			

6			
7			

Student Advisor's Signature: …….. Date: ……..

* Submit the completed form to the Office of the Director of Academic Affairs (in person or via mail)

* IMPORTANT NOTE ABOUT FINANCIAL AID ELIGIBILITY:

Current financial aid and/or scholarship benefits, as well as future financial aid eligibility, may be adversely affected by course/programme withdrawal. You may be required to return funds already received. If you have questions, please make an appointment to see the Finance and Administrative Officer.

►Student Signature: …….. Date: ……..

* I understand that academic support, tutoring, counselling and academic advising services are

available to me. At this time, I choose to withdraw from the class(es)/programme above without

consulting an advisor.

Office of the Director of Academic Affairs Processing:

……. …….