

HONOURS POLICY

Reference Number: RGR - 011

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All Students enrolled at UCA on degree bearing programmes of study
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: The purpose of this Policy is to formally recognize outstanding academic achievement at the University. The Policy aims to motivate students to achieve academic excellence by establishing clear criteria for academic honours, including the Dean's Honour List and Graduation Honours.

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1. POLICY STATEMENT

- 1.1. This Policy outlines the standards and criteria for awarding academic honours at UCA. It is designed to recognize students who demonstrate exceptional academic performance in both the Preparatory and Undergraduate Programmes. These honours serve as a formal acknowledgment of academic excellence and are recorded on the student's official transcript. The Graduate School of Development will also develop honours for its postgraduate programmes consistent with the spirit of this policy.

2. PURPOSE

- 2.1. The purpose of this Policy is to define the criteria and procedures for awarding academic honours at UCA. It ensures that the process for recognizing students' academic achievements is consistent, transparent, and aligned with the academic standards of UCA.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

- 3.1. This Policy applies to all students enrolled in the University's Undergraduate and Postgraduate Programmes.

4. DEFINITIONS

- 4.1. Dean's Honour List. Recognition given to students who demonstrate outstanding academic performance in a given academic year, as indicated by a high Cumulative Grade Point Average (CGPA).
- 4.2. Graduation Honours. Special recognition at the time of graduation, based on a student's overall academic performance throughout their programme.

5. POLICY

5.1. SAS Dean's Honour List

- 5.1.1. To qualify for the Dean's Honour List, a student shall have:

- 5.1.1.1. Enrolled and successfully earned course load of 30 ECTS credits (at least 5 classes).
- 5.1.1.2. No grade of I (Incomplete) in any of the courses on the transcript.
- 5.1.1.3. No grade of "F" in any of the courses on the transcript.
- 5.1.1.4. No academic violations or offenses (as identified and described in UCA Academic Policies)
- 5.1.1.5. No disciplinary offenses (as identified and described in UCA Student Code of Conduct)

- 5.1.2. A student is placed on the Dean's Honour List if their Cumulative Grade Point Average (CGPA) is 3.5 or higher at the end of the academic year.

- 5.1.3. The Dean's Honour List is determined annually after the Spring Semester.

- 5.1.4. A notation of "Dean's Honour List" will be placed on a transcript of the top two students from each cohort across all majors. If the cohort is less than 15 students –

one student will be selected.

5.2. Graduation Honours

Graduation honours are awarded to students upon completion of an academic programme based on their cumulative academic performance, specifically their CGPA, and are recorded on the student's official transcript. These honours are classified as follows:

- 5.2.1. Cum Laude. Awarded to students with a CGPA between 3.5 and 3.74.
- 5.2.2. Magna Cum Laude. Awarded to students with a CGPA between 3.75 and 3.89.
- 5.2.3. Summa Cum Laude. Awarded to students with a CGPA of 3.9 or higher.

5.3. Additional Criteria

- 5.3.1. To qualify for any form of academic honours, students must have completed all required courses and met all programme requirements within the standard time frame for their degree.
- 5.3.2. Students found guilty of academic dishonesty or other forms of misconduct shall be disqualified from receiving academic honours, even if they meet the CGPA requirement.
- 5.3.3. Students must not have any outstanding disciplinary actions or unresolved grades at the time honours are awarded.

6. ROLES AND RESPONSIBILITIES

- 6.1. Registrar's Office. Responsible for calculating student GPAs, determining eligibility for academic honours, and recording honours on student transcripts.
- 6.2. Dean of the School. Reviews the list of students eligible for honours and approves the final decisions in consultation with faculty members.
- 6.3. Faculty Members. Support the process by ensuring timely submission of grades and adherence to academic policies related to performance and integrity.

7. CONTACT INFORMATION

Office of the Registrar (registrar@ucentralasia.org).

8. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				