

**St. Joseph University in Tanzania
(SJUIT)**

Dar es Salaam



Examination Regulations - 2018

TABLE OF CONTENTS

1.0	DEFINITIONS AND ABBREVIATIONS	1
2.0	STRUCTURES FOR THE MANAGEMENT OF EXAMINATIONS	4
3.0	EXAMINATIONS	10
4.0	REGISTRATION FOR MODULES	10
5.0	EXAMINATIONS SEASONS	11
6.0	ELIGIBILITY FOR EXAMINATIONS	11
7.0	ABSENCE FROM EXAMINATION	12
8.0	ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS	14
9.0	DATES AND DURATION OF EXAMINATIONS	19
10.0	CONDUCT OF EXAMINATIONS	19
11.0	EXAMINATION IRREGULARITIES AND PROCEDURES	20
12.0	PLAGIARISM	24
13.0	PROCESSING AND PUBLICATION OF EXAMINATION RESULTS	25
14.0	CLASSIFICATION OF DEGREES AND DIPLOMA	26
15.0	CLASSIFICATION OF AWARDS	28
16.0	CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS	29
17.0	LOSS OF CERTIFICATE	30
18.0	PROCEDURE FOR EXAMINATION RELATED APPEALS	31
19.0	ANSWER BOOKS AND PRESERVATION OF EXAMINATION SCRIPTS	32
20.0	DISPOSAL OF EXAMINATION ANSWER BOOKS AND OTHER SCRIPTS	32
21.0	CONDUCT OF EXAMINATIONS - INSTRUCTION TO CANDIDATE	34
22.0	INSTRUCTION TO INVIGILATORS BEFORE THE EXAMINATION	36
23.0	GENERAL GUIDELINES AND INSTRUCTIONS	41
24.0	PROCESSING OF TESTS AND EXAMINATIONS	42
25.0	CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR	44
26.0	CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS	44
27.0	CONDITIONS FOR CARRYING FORWARD FAILED MODULES	45
28.0	CONDITIONS FOR REPEATING AN ACADEMIC YEAR	46
29.0	POSTPONEMENT OF STUDIES	46
30.0	CONDITIONS FOR DISCONTINUATION/VOLUNTARY EXIT FROM AND READMISSION TO STUDIES	47
31.0	ADDITIONAL EXAMINATION REGULATIONS FOR MD PROGRAMME	47

32.0	ADDITIONAL EXAMINATION REGULATIONS FOR NURSING PROGRAMME	51
33.0	ADDITIONAL EXAMINATION REGULATIONS FOR PHARMACY PROGRAMME	53
34.0	AMENDMENTS	60

St Joseph University in Tanzania

Examination Regulations for Degree, Diploma and Certificate Programmes

1.0 DEFINITIONS AND ABBREVIATIONS

- a. "Assessment" means an evaluation of examination, dissertation, fieldwork report, and research project.
- b. "College" means St Joseph College of Engineering and Technology, or College of Health and Allied Sciences, or College of Sciences, and Mathematics Education.
- c. "Compulsory Module" means a subject that a student must take in a given semester in order to meet the requirements of the programme and which is designated as such by the SJUIT.
- d. "Continuous Assessment Test (CAT)" means a written examination in a particular module administered in class at any period during the delivery of the module but before end of semester examination session.
- e. "Controller of Examination (CoE)" means an office under the Deputy Vice Chancellor for Academics, Research and Public Engagement that coordinate the management of all examinations.
- f. "Course Work" shall consist of quizzes, take-home assignments, case studies, CATs, etc. other than semester examination undertaken for the purpose of determining the effectiveness of teaching and learning of a course by students.
- g. "Director of Undergraduate Studies" means the head of directorate of degree and diploma studies at SJUIT.
- h. "Elective Module" means a module chosen by a student from among the list in a given semester for students to take in addition to compulsory modules in that semester and which is designated as such by the SJUIT.
- i. "End of Semester Examination" means an examination taken at the end of a semester.
- j. "Examination Irregularity" means any conduct committed by a candidate in the course of examination that violates regulations, as stipulated in section 11 of the SJUIT Regulations.
- k. "Examination Number" means the number given to the candidate by the CoE for the purpose of identification during the examination.
- l. "Examination Premises" means the room, hall or venue in which an examination is conducted and will include surroundings of such premises.
- m. "Examination Season" means the period designated by SJUIT for conducting tests, end-of-semester examinations and supplementary examinations.
- n. "Examination" includes continuous assessment (tests, quizzes, assignments, seminars, presentations, practicals, oral tests, dissertations or any other form of assessment specified in the study guide issued at the beginning of a Semester) and end of Semester Examinations including practical and oral examination where appropriate.

- o. “Examinations Appeals Committee” is a committee of Senate Examination Committee that deals with Examinations Appeals and reports its findings to Senate Examination Committee.
- p. “Graduand” means a person who has satisfied all examination requirements for award of a Certificate or Diploma or Degree offered by the University.
- q. “Graduate” means a person who has satisfied all examination requirements for an award offered by SJUIT and has been duly conferred such an award.
- r. “Industrial Practical Training (IPT)” refers to work experience done during the program of study that is relevant to professional development prior to graduation.
- s. “Maximum Registration Period” means the interval between initial registration and the maximum period stipulated in these regulations excluding the period that the student may be allowed to postpone or freeze the studies.
- t. "Module" consists of a subject taught, fieldwork, project work or dissertation undertaken which counts for an award offered by the University.
- u. “Module Description” entails the detailed information about the module.
- v. “Plagiarism” refers to the practice of taking someone else's work or ideas and passing them off as one's own.
- w. “Provisional Results” means examination results, which have not been approved by the Senate.
- x. “Senate Examination Committee” is a committee set to consider results provisionally approved by the College Examination Committee and the award of qualifications. It is a committee of Senate and is chaired by the Deputy Vice Chancellor for Academics, Research and Public Engagement (DVC-ARPE).
- y. “Senate” means the University Senate as constituted by the University’s Charter.
- z. "Student" means any person admitted and duly registered to undertake any programme of study conducted by the University.
- aa. “Supplementary Examination” means a second attempt of the end of semester examination taken at the end of the year.
- bb. “Teaching Practice (TP)” is an integral component of teacher training. It exposes student Teachers experience in the actual teaching and learning environment. Teaching practice is an important component of becoming a teacher.
- cc. "Test" means a written examination in a particular module conducted any period before end of semester examination session.
- dd. “Theory Modules” refers to assessment of courses that have no practical components.
- ee. “Unauthorized Materials” means any form of materials which are not allowed into the examination venues as stipulated in these regulations.
- ff. “Undergraduate Programme” means any programme, which leads to the award of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma and

Bachelor Degree offered by the University.
gg. "University" means St. Joseph University in Tanzania.

ABBREVIATIONS

SJUIT – St. Joseph University in Tanzania
DVC (ARPE) - Deputy Vice Chancellor for Academics, Research and Public Engagement
CoE – Controller of Examinations
CAT - Continuous Assessment Test
SEC – Senate Examination Committee
EAC – Examinations Appeal Committee
CEC – College Examination Committee
DEC – Departmental Examination Committee
DPGS - Director of Post Graduate Studies
DUS – Director of Undergraduate Studies
DoS – Dean of Students
HoD – Head of Department
EC – Examination Coordinators
IPT – Industrial Practical Training
TP – Teaching Practice
GPA – Grade Point Average
CA – Coursework Assessment
IE – Internal Examiner
EE – External Examiner
MD – Doctor of Medicine
MoHCDGEC–Ministry of Health Community Development Gender Elderly and Children
TNMC – Tanzania Nursing and Midwifery Council
TMTB – Tanganyika Medical and Training Board

2.0 PROCESSING OF EXAMINATION RESULTS

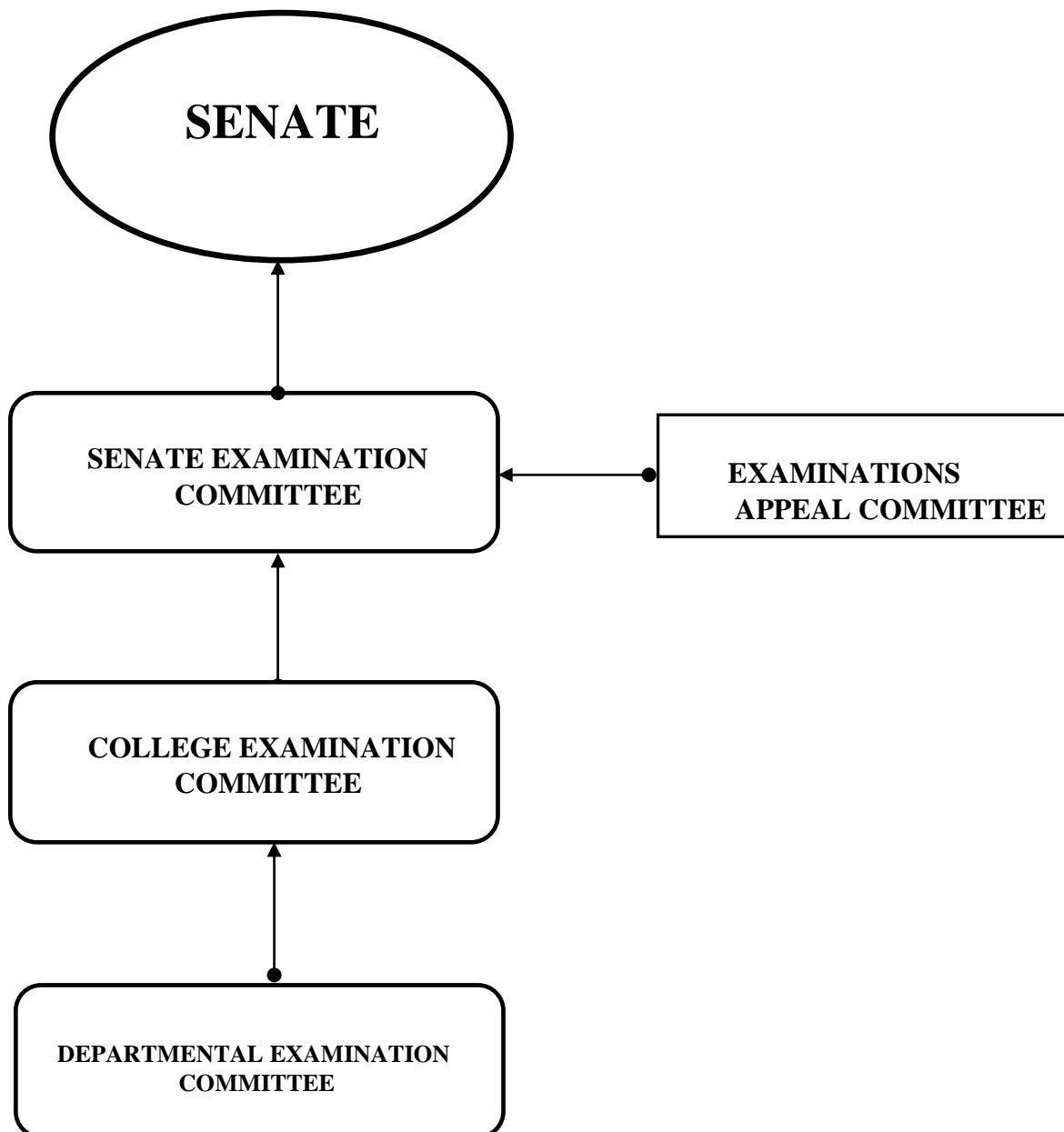


Fig. 1: Flow-Chart for Processing of Examination Results and Appeals.

2.1. THE SENATE

The Senate is the highest decision-making body for all matters related to academics at the University. Senate decisions shall be final and conclusive. Its decisions shall be referred to the University Council for noting. In case the University Council is not satisfied with such decisions it will return the same to the Senate for review.

Functions of the Senate

- a. to act as principal and overall decision-making organ in respect of all academic matters of the University;
- b. to regulate and control, after considering any views of Academic Committees and/or Academic Boards, all teaching and learning, courses of study and the conditions qualifying for admission to the various academic programmes offered by the University;
- c. to satisfy itself regarding the content and academic standard of any course of study offered by any college of the University in respect of degrees, diplomas, certificates or other awards of the University and to report its findings to the Council;
- d. to regulate and control all awards offered by the University as validated awards, in conjunction with other bodies in respect of validated awards upon such terms and conditions as may be required by the University;
- e. to decide whether any candidate for a degree, diploma certificate or other award of the University has attained the standard of proficiency prescribed in the by-laws made under section 45(2)(h) of the Act and that he is otherwise fit for the conferment of such degree or the grant of such diploma, certificate or other award of the University;
- f. to consider recommendations made to it by an academic committee, College Board, or other organ of the University and to recommend such actions as it may consider appropriate;
- g. to monitor the academic progress of students and determine their continuation from semester to semester or year to year;
- h. to recognize such examinations and periods of study at such universities and places of learning as equivalent to such examinations and periods of study in the University;
- i. to make proposals to the Council for the establishment or abolition of any office, board, college or other organ of the University, whether within Tanzania or outside;
- j. to propose for approval by the Council By-Laws regarding the:
 - i. eligibility of persons for admission to courses for a degree, diploma, certificate or other award of the University; and
 - ii. standard of proficiency to be attained in each examination for a degree, diploma, certificate or other award of the University;
- k. to make proposals for the University regulations;
- l. to satisfy itself regarding the performance of the University library, laboratories, teaching hospitals and other academic related facilities;
- m. to decide on the university academic calendar (ALMANAC), academic programmes, curricula and syllabi, books, and references based on the recommendations of the school, faculty and college board concerned;
- n. to make rules and procedures for transfer of students from one University to another;

- o. to form permanent or temporary committees and sub-committee as may be deemed necessary for the efficient discharge of its functions;
- p. to discuss and approve the annual academic reports presented by the principals of colleges;
- q. to settle academic matters within college and to deal with academic disputes arising therefrom;
- r. to promote and supervise the development of the library and the archives;
- s. to appoint examiners for examinations conducted by the University;
- t. to receive and approve examination results; and
- u. to do all such other acts or things as may be provided for under the Charter or as may be prescribed.

Membership of Senate

- a. Vice Chancellor, who shall be the Chairperson;
- b. Deputy Vice Chancellor for Academics, Research and Public Engagement, who shall be the Vice Chairperson;
- c. Deputy Vice Chancellor for Resource Management and Administration;
- d. Controller of Examinations of the University;
- e. Principals of Colleges;
- f. one member nominated by the President of the Council from amongst the members of the Council;
- g. the Directors of Directorates, Library or other similar organs of equivalent designation in the University;
- h. Dean of Students of University;
- i. one representative of the Student's Organization from each College, at least one of whom shall be a female;
- j. one member nominated by the Academic Staff Association from amongst its members;
- k. Legal Counsel who shall be Secretary to the Senate.

2.2. SENATE EXAMINATION COMMITTEE (SEC)

There shall be a Examination Committee which shall be a committee of Senate. All examination results shall be presented to the Senate Examination Committee after the College Examination Committee meetings. The Senate Examination Committee may accept, reject, results and/or recommendations from the College Examination Committee. In the event of rejection of the results, the same shall be returned to the College Examination Committee for revision and resubmission.

Functions of the SEC

- a. To receive, consider and approve matters from the CEC for onward transmission to Senate.
- b. To receive, consider and approve matters from the Examinations Appeal Committee for onward transmission to the Senate.
- c. To recommend to the Senate amendments of Examination Regulations proposed by Colleges.
- d. To formulate policies on teaching and learning, and examinations for approval by Senate.
- e. To cause investigation on mal-practices and submit report to Senate for decision.
- f. To receive and consider any other matter related to academics.

Membership of SEC

- a. DVC-ARPE who shall be the Chairperson;
- b. Controller of Examination who shall be the Secretary;
- c. Director of Post Graduate Studies (DPGS);
- d. Director of Undergraduate Studies (DUS);
- e. All Examination coordinators of all Colleges;
- f. Head of Academic Departments.
- g. Dean of Students

The quorum at any SEC meeting shall be at least a half (1/2) of all members. In case the chairperson is not present; she/he shall appoint one of the members to chair the meeting.

2.3. EXAMINATIONS APPEAL COMMITTEE(EAC)

There shall be a “Examinations Appeal Committee” as an internal organ to handle, among other things, students’ appeals against conducting of examinations, irregularities and examination results. This committee shall make its recommendations to the Senate Teaching & Learning and Examination Committee.

Functions of EAC

- a. To receive and consider the Students appeal against examination results and make appropriate recommendations to the SEC.
- b. To receive and deliberate on appeals lodged by students against decisions made by the CEC concerning examinations irregularities.

- c. To submit report and recommendation on Students appeals to the SEC.
- d. To gather relevant information relating to appeal in respect of an examination irregularity including hearing the appellant.
- e. To deliberate on the appeal against a decision on an examination irregularity and give its recommendation on the same to the SEC.

The quorum shall be at least a half (1/2) of all members. In case the chairperson is not present; the Committee shall appoint one of the members to chair the meeting.

Membership of EAC

The committee shall comprise members as follows:

- a. DUS who shall be the chair of the committee;
- b. Two Senior academic members from each College;
- c. CoE as the Secretary;
- d. DoS; and
- e. Legal Counselor.

The quorum at any committee meeting shall at least a half (1/2) of all members. In case the chairperson is not present, the committee shall appoint another person among themselves to chair the meeting.

2.4. COLLEGE EXAMINATION COMMITTEE (CEC)

There shall be a College Examination Committee that shall be tasked to consider results and recommendations from the Departmental Examination Committee and to make recommendations to the Senate Examination Committee.

Functions of CEC

- a. To review the string of examinations in relationship with the syllabus/curriculum;
- b. To review the marking and performance of students;
- c. To report findings and recommendations for improvements to the Senate Examination Committee;
- d. To consider, discuss and approve all examination results for the College and make recommendations to the Examination Committee of the Senate.
- e. To process and release provisional examination results pending approval of the Senate.
- f. To recommend names of the external examiners.

- g. To receive, consider and adopt external examiners reports and to transmit derivatives they're from to Senate through SEC.
- h. To receive and consider any other matters related to examinations and conduct thereof.
- i. To meet as when required

No College has the authority to alter examination marks/results once the Senate Examination Committee and the Senate have approved them.

Membership of CEC

The committee shall comprise the following:

- a. The Principal of the College who shall be the Chairperson of the Committee.
- b. Head of Departments within the College.
- c. One representative of senior academic staff from each of the departments.
- d. Coordinator of Post Graduate and Undergraduate Studies in the respective College.
- e. Representative of CoE to the respective College (Secretary).
- f. Assistant Dean of Students in the respective college
- g. Two Student representatives (a male and a female) shall participate as invitees.

The quorum at any College Examination Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present; the Acting Principal shall chair the meeting.

2.5. DEPARTMENTAL EXAMINATION COMMITTEE (DEC)

There shall be a Departmental Examination Committee for each Department within a College.

Functions of DEC

Functions of the Departmental Examination Committee shall be as follows:

- a. To deliberate on examination results before submission to the College Examination Committee.
- b. To receive External Examiners' reports and give its observations and recommendations to the College Examination Committee.
- c. To consider and resolve differences in marks if the difference of marks awarded by IE and EE exceeds 5% of the allocated marks and the two examiners do not reach consensus themselves.
- d. To submit all provisional examination results with recommendations to the College Examination Committee

- e. To discuss general performance of students.
- f. To discuss problems of invigilation, moderation and all matters related to the Internal & External Examinations.
- g. To submit/recommend performance of students to the College Examination Committee
- h. To receive and consider any other matters related to examinations and conduct thereof.
- i. To meet as when required

No department has the authority to alter examination marks/results once the SEC and Senate have approved them.

Membership of DEC

- a. The Head of the Department who shall be the Chairperson of the Committee;
- b. The Coordinator of Teaching and Learning, and Examinations in the Department who shall be the Secretary;
- c. All academic staff involved in teaching the modules for the examination underdiscussion;
- d. External Examiners; and
- e. All other members of academic staff within the department.

3.0 EXAMINATIONS

3.1. Examinations include continuous assessment (tests, quizzes, assignments, seminars, presentations, practical/clinical rotations, oral tests, dissertations/project reports or any other forms of assessment specified in the study guide issued at the beginning of a Semester) and end of semester/clinical rotations/module examinations including practical and oral examination where appropriate.

3.2. There shall be written university examinations at the end of each semester for each module taught. There shall also be practical and/or oral examinations during each end of semester for the practical modules.

4.0 REGISTRATION FOR MODULES

4.1. General instructions

- a. All students shall register into the University's Students' Information System at the beginning of every semester.

- b. Only students who have registered shall be considered as bonafide students for that semester.
- c. Any examination taken by a student who has not fulfilled the semester registration requirements shall be null and void.
- d. A student who qualifies for registration but fails to register within the stipulated time without notice to the Principal of the College shall be regarded to have absconded.
- e. For an elective module to be offered the minimum number of students shall be twenty (20) in both the Diploma and Degree programs.

4.2. Conditions for Registration

For a student to be registered, the following conditions apply:

- a. For a continuing student,
 - i. The student must have met the conditions stipulated under Regulation 25
 - ii. The student must have paid all fees as prescribed by the University.
- b. For a fresh student,
 - i. The student must have been duly admitted.
 - ii. The student must have paid all fees as prescribed by the University.
 - iii. The student must enter the necessary particulars in the system.

No student will be permitted to commence any course/module three weeks after the beginning of the semester/module or withdraw from any course/module four weeks after the beginning of the semester/module.

5.0 EXAMINATIONS SEASONS

- 5.1. There shall be three (3) examination seasons namely, End of First Semester, End of Second Semester, and Supplementary Examinations in any year of study.
- 5.2. There shall be no special end of the semester or supplementary examinations; all semester and supplementary examinations will be held once, at the end of academic audit year.

6.0 ELIGIBILITY FOR EXAMINATIONS

- 6.1. Conditions for eligibility of a student to do any examination will be as follows:
 - a. Must be a duly registered student for the particular semester.

- b. Has a minimum attendance of 85 per cent of contact hours, but for the practical/clinical rotation/community field sessions, a candidate must attain 95 percent attendance rate. A candidate, who fails to attain at least 85 percent and 95 percent attendance rates for lectures/seminars and practical/clinical rotations/community field/Teaching Practice, respectively, shall be required to retake the whole course/module when next offered. However, with special permission a candidate with less than 85% but not below 75% of attendance may be deemed to have satisfied the conditions of attendance in a semester on medical or academic grounds subject to the approval of the Principal;
- c. Has completed all required course work assessment for the module being examined.
- d. Was allowed to postpone examination(s) as per Regulation 7.6;
- e. Has not been barred by any lawful order; and
- f. Has paid all required tuition fees, deposits and other charges as determined by the University.

6.2. Where a candidate who has been barred in accordance with sub-section 6.1 (a) or (b) or (c) enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.

6.3. Where a candidate who has not registered for studies or for a course sits for an examination, the examination results shall be nullified.

6.4. A candidate shall be required to attend all sessions of Field / Industrial Practical Training (IPT)/clinical rotation/community health or Teaching Practice (TP) and if a candidate misses any session without the permission of the Head of Department or the latter's appointee (i.e. IPT/TP) coordinator or supervisor, he/she shall be discontinued from studies. In case permission for being absent from IPT or TP or clinical rotation or community health attachment is granted, the candidate shall be required to finance his/her training session and other involved expenses by using own resources.

7.0 ABSENCE FROM EXAMINATION

7.1. A candidate who absents oneself from an end of semester/module or clinical rotation examination without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.

7.2. A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be

considered to have attempted such examinations or assignment(s) and shall be awarded an incomplete score.

- 7.3. A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor.
- 7.4. A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course.
- 7.5. A candidate allowed to be absent from the end of semester/clinical rotation examination (s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent examination session i.e.during supplementary examination as first sitting (for clinical rotation shall be during the end of academic year long vacation).
- 7.6. Permission for postponement of end of semester/clinical rotation examination(s) either in part or its entirety due to valid causes or reason shall be granted by the college Principal in writing. The causes/reasons shall have been communicated in writing and approved by the Principal prior to the commencement of the examination.
- 7.7. Postponement of course assessment tests shall be granted by the course instructor and reported to the relevant HoD.
- 7.8. A Candidate who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year.
- 7.9. A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the following academic year.
- 7.10. If the Candidate referred to under Regulation 7.9 has an annual GPA of 1.8 or above in a respective academic year, he/she shall be allowed to proceed with the following academic year otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

7.11. If the candidate referred to under Regulation 7.8 did not sit for such postponed exam during the required supplementary sessions, he/she should sit for the postponed examination(s) during supplementary sessions in the following academic year before continuing with studies.

8.0 ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS

Separate assessment criteria for the MD Programme are on section 31.0; Nursing Programme 32.0; and Pharmacy 33.0.

8.1. The pass mark shall be 40% for practical and 40% for theory, separately. There shall be no compensation of marks scored in one paper for another paper.

8.2. Assessment of courses that have no practical components (Theory Modules) shall be done as follows:

- a. Take-home essays/quizzes/seminar reports/presentations and/or assignments shall account for 20% of the end of semester marks for the course;
- b. Tests during the semester shall account for 20% of the marks; and
- c. The final written paper shall account for 60% of the end of semester final mark for the course.

8.3. Assessment of courses that have also practical components (Theory cum Practical module) during the course but no end of practical examination shall be done as follows:

- a. Students' reports on practical conducted and practical work shall carry 10% of the assessment.
- b. Take-home essays and assignments that will be given at appropriate stages during the semester session will carry 10% of the assessment.
- c. Tests and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weightage of individual assessment tool will be proportional to time allocated to it.
- d. The final written paper shall account for 60% of the end of semester final mark for the course.

8.4. Assessment of courses that have practical components (Practical Module) only during the course and end of practical examination shall be done as follows:

- a. Students' reports on practical work shall carry 20% of the assessment.
- b. Practical test[s] conducted in each semester shall carry 20% of assessment.

- c. The end of semester practical examination account for 40% of the semester final mark for the subject.
 - d. The end of semester oral examination account for 20% of the semester final mark for the subject.
- 8.5. Assessment of Research Project (Project Work Module) course shall be done as follows:
- a. Student's research project work/report shall carry 40% of the assessment.
 - b. The end of semester student oral examination on research project work by student's oral presentation shall carry 20% of the assessment.
 - c. The end of semester student research project work evaluation examination on research project work by student's oral presentation and demonstration shall carry 40% of the assessment.
- 8.6. Assessment of Field Practical Training (Industrial Practical Training Module) course shall be done as follows:
- a. Student's industrial practical training work Report and Diary shall carry 20% of the assessment.
 - b. Student's industrial practical training Report by the visiting Staff Advisor shall carry 10% of the assessment.
 - c. Student's industrial practical training Report by the Industrial training officer shall carry 10% of the assessment.
 - d. The end semester Evaluation of the Field Practical Training (Industrial Practical Training Module) work shall carry 40% of the assessment.
 - e. The end of semester student oral examination on industrial practical training by student's oral presentation in review work shall carry 20% of the assessment.
- 8.7. Assessment of Teaching Practice Training (Teaching Practice Module) course shall be done as follows:
- a. Students Teaching Practice Assessment Report by the visiting Staff Advisor shall carry 30% of the assessment.
 - b. Student teaching practice assessment report of the Head of School assessment report work shall carry 20% of the assessment.
 - c. Evaluation of the teaching practice report shall carry 20% of the assessment.
 - d. The end of semester student teaching practice by student teacher's oral presentation in review work shall carry 30% of the assessment.

- 8.8. Notwithstanding the above-mentioned apportionment of marks, there may be course-dependent variation that shall be clearly spelt out in the approved course curriculum.
- 8.9. At the designated semester for each degree or non-degree programme, each candidate will present a research project proposal to constitute examinable subject “Project work Phase I” which must be passed, failing which he/she cannot proceed to Project work Phase II.
- 8.10. Each finalist candidate shall be required to undertake a Project/Research (to constitute the examinable subject “Project/Research Work Phase II”) being the execution of research project proposal developed in Project/Research Work Phase I and shall, before the start of the end- of- semester study break, be required to submit a report (in printed and electronic form) to the Head of Department in which the Project/Research was conducted.
- 8.11. The Research/Project report phase II shall be evaluated both internally and externally. Passing in Research Project Phase II report is a requirement for the award of the relevant qualification.
- 8.12. A candidate who will not have submitted the Research/Project report phase II in time and without compelling reasons will be deemed to have failed in Research/Project phase II (hence considered incomplete).
- 8.13. In deciding whether or not to accept a Research/Project report phase II that has been submitted late, circumstances leading to late submission of the Research/Project report would have to be taken into consideration by the respective Department.
- 8.14. A candidate who fails in Research Project II will be allowed to re-submit the report within six months from the date of the release of examination results or within such period as shall be recommended by the board of the relevant Department.
- 8.15. Field practical training / Teaching practice is an essential requirement of all programmes and shall be conducted and assessed as spelt out in the respective curriculum. A pass grade in the field practical training / Teaching practice shall be required before a candidate is allowed to proceed to the next academic unit of study or to graduate in the case of a final year candidate.
- 8.16. For the undergraduate engineering / education programmes the following special regulations shall apply:

- a. Every Industrial Practical Training (IPT) / Teaching Practice (TP) shall be treated as a subject of the succeeding Semester and the results shall contribute to the particular academic unit.
- b. Practical Training reports shall be handed in for assessment before the end of the second week of the succeeding semester.

8.17. In order for a candidate to pass, he/she must obtain at least 25 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination marks.

8.18. A candidate who absents himself/herself from coursework related assessment(s) other than tests, the missed component(s) will be awarded a dash (-) mark and his/her coursework shall not be computed accordingly. The final status shall be incomplete.

8.19. For a candidate to be allowed to complete missed assessment(s), the following procedures shall be followed:

- a. Seek permission from the Principal, in writing, prior to his/her absence from the College clearly stating the reason(s) for seeking permission. The letter shall indicate student's personal details including the name, registration number, programme of study and the module in respect of which the permission is sought.
- b. In case of sickness, the candidate shall submit to the Principal original medical evidence stamped and signed by a registered medical practitioner within three days (3) of sickness.
- c. If the candidate missed an assessment on ground of bereavement:
 - i. He/she shall only be excused from attending a tutorial assignment, test or writing an end of the semester examination upon the demise of a father, mother, guardian, father in law, mother in law, sister, brother, child, and spouse;
 - ii. He/she, immediately after receiving information about the demise, shall notify the Principal.
 - iii. He/she shall submit upon his/her return, either a copy of the death certificate or burial permit or letter from the local government authority of the area where the burial took place.

Marks Allotment – Degree Programmes:

S/N	Modules	Assessment Type	Max Marks	Min Total (required)	Max Mark
1	Theory	CAT's	20	40	100
		Assignment	20		
		End exam	60		
2	Theory cum Practical	CAT's	20	40	100
		Assignment	10		
		Practical	10		
		End Exam	60		
2	Practical	Record Work/Model Practical	40	40	100
		Demonstration	40		
		Viva voce	20		
3	Project Work	Project Report	40	40	100
		Evaluation	40		
		Viva voce	20		
4	IPTR/ Teaching Practice	Performance Report	40	40	100
		Evaluation	40		
		Viva voce	20		

Marks Allotment – Diploma Programmes:

S/N	Modules	Assessment Type	Max Marks	Min Total (required)	Max Mark
1	Theory	CAT's	20	40	100
		Assignment	20		
		End exam	60		
2	Practical	Record work	40	40	100
		Demonstration	40		
		Viva voce	20		
3	Project Work	Project Report	40	40	100
		Evaluation	40		
		Viva voce	20		
4	IPTR / Teaching Practice	Evaluation	40	40	100
		Evaluation	40		
		Viva voce	20		

9.0 DATES AND DURATION OF EXAMINATIONS

- 9.1. Examinations in all Colleges shall be held at the end of each semester/clinical rotation.
- 9.2. Dates and times of conducting continuous assessments shall be determined and indicated by the respective Lecturer(s)/Instructor(s) in the course outlines or study guides or otherwise, at the beginning of the semester/clinical rotation.
- 9.3. All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester/clinical rotation examinations.
- 9.4. Frequency of continuous assessment tests shall be at least two for each module.
- 9.5. Dates for the end of semester examinations shall be published in the University's academic calendar.

10.0 CONDUCT OF EXAMINATIONS

- 10.1. Overall co-ordination of the University Examinations shall be the responsibility of the DVC-ARPE through the Controller of Examination Office.
- 10.2. Subject to approval by the Senate, Examination Committee of each College shall make such internal examination regulations as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the College.
- 10.3. End of semester/Clinical rotation/Practical/Project examinations shall be coordinated and conducted under the control of the College Examination Coordinator in collaboration with the CoE office.
- 10.4. The question papers and the marked scripts for all end of semester examinations shall be moderated by an approved external examiner. The same external examiner shall moderate the assessment of the phase II project presentations, demonstration and reports.

11.0 EXAMINATION IRREGULARITIES AND PROCEDURES

- 11.1. It is prohibited for any candidate to commit an examination irregularity during the examination in the examination room/hall or premises.
- 11.2. All cases of alleged examination irregularities, including absence from examination, possession of unauthorized material in the examination room, or cheating in examination, shall be reported to the to the College Examination Office immediately after the end of the particular examination by the chief invigilator. The College Examination Officer will submit all evidence to the special enquiry committee that will be constituted by the Principal, which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions. The decision must be communicated to the Principal. The principal will inform the student in writing.
- 11.3. Examination irregularities shall include but not limited to:
- a. making unauthorized verbal communication with and/or gesturing to another candidate;
 - b. being in possession of and/or using any unauthorized materials;
 - c. exchanging documents or Answer Books and/or Answer Sheets;
 - d. assisting another candidate in writing his/her examination;
 - e. providing answers to another candidate;
 - f. copying from another candidate;
 - g. removing Question Paper, Answer Books and/or Answer Sheets from an examination room/hall or premises;
 - h. involved in unauthorized removal of an examination Answer Book(s) and/or Answer Sheet(s), any part of an examination Answer Book(s) and/or Answer Sheet(s) or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so;
 - i. tearing whole or any part of the Answer Books and/or Answer Sheets;
 - j. entering into an examination room/hall or premises with unauthorized materials as stipulated under Regulation 11.17;
 - k. borrowing materials from another candidate(s) in the course of examination; materials including but not limited to, calculators, rulers, pens/pencils, and slide rules;
 - l. causing disturbance in or near an examination room/hall or premises;
 - m. interfering the invigilator(s) from performing his/her duties in the course of the examination;

- n. impersonating another candidate;
- o. undertaking any conduct likely to give an unfair advantage;
- p. involved in fraudulent alteration or misrepresentation of data and/or other information;
- q. attempting to do any of the acts described in (i) to (xvi);
- r. destruction or falsification of any evidence of irregularity; and
- s. un authorized absence from examination.

11.4. For the purpose of dissertations, fieldwork reports and project reports, examination irregularities shall include the following:

- a. Plagiarism;
- b. Using a “ghost” writer to author a dissertation, fieldwork report or project report;
- c. Falsifying documents of Institutions or authorities relating to fieldwork;
- d. Placement; and
- e. False representation as to the attendance of the fieldwork activities.

11.5. Other types of irregularities with their penalties are as follows:

- a. A candidate who carries unauthorized material(s) into examination premises and declares to possess them after question papers have been distributed during the examination, shall be deemed to have possessed unauthorized materials. Such a candidate shall be required to surrender the item(s) to the invigilator and thereafter allowed to proceed with the examination and other subsequent examinations during the period of investigation of the case by the special enquiry committee.
- b. Candidates shall not be allowed to borrow materials of any kind including calculators, rulers, statistical tables, pencils, erasers and pens among candidates during examinations. A candidate found to be involved in the act of borrowing or exchanging material(s) of any form during the examinations shall be deemed to have contravened university examination regulation and hence shall be required to surrender them to the Invigilator(s). Cases of such candidates shall be reported to the special enquiry committee for investigation. Such a candidate shall however be allowed to continue with examinations during the period of investigation.
- c. Except for medical reasons intimated before the start of examination, no candidate will be allowed to chew or drink anything while in the examination venue. A candidate found to be doing so and refuses/unable to produce exhibit of the material being consumed will be guilty of attempting to destroy evidence of possession of unauthorized materials while in the examination venue and his/her case shall be

reported to the Examination Officer for investigation by the special enquiry committee.

- d. Any candidate found guilty of causing disturbance or any form of chaos near any examination room shall be deemed to have committed an examination irregularity and shall be evicted from the examination room immediately and may be prohibited by the Examination Officer from sitting for subsequent examinations and have failed in the whole of that examination for that year and shall be discontinued from studies.
- e. No candidate will be allowed to go out of the examination room with a used or unused answer book. Possession of used or unused University examination answer book(s) shall be considered as an examination irregularity. Possession of these materials by other unauthorized people who are not students shall be dealt with in accordance with the law and University regulations.
- f. Member(s) of staff of the same gender with a candidate shall do body search of a candidate suspected of carrying unauthorized materials.

11.6. The representative of CoE at the respective department shall refer a matter, which involves a candidate committing examination irregularity to the special enquiry committee that will be formed by the Principal for hearing, deliberation and decision on the reported irregularity.

11.7. The representative of CoE at the respective department shall present a case against a candidate alleged to have committed an examination irregularity to the special enquiry committee.

11.8. The special enquiry committee shall investigate all cases of examination irregularities as directed by the Examination Officer upon receiving reports from invigilator(s).

11.9. The special enquiry committee, upon being tasked to investigate a case of examination irregularity, shall have the powers to summon candidates and members of staff, as it deems necessary.

11.10. A candidate who shall be found guilty of committing examination irregularities shall be discontinued from studies.

11.11. A candidate who has been found guilty and punished in accordance to regulation 11.10 shall be informed in writing of his/her right to appeal against the decision to the Examination and Appeals Committee. The appeal must be submitted within seven (7)

working days from the date of receiving the letter from the Principal containing the decision made by the special enquiry committee.

11.12. After hearing and deciding an appeal lodged in accordance to regulation 11.11 the Examination Appeals Committee shall prepare and submit a report to the Chairperson of the Senate Learning & Teaching, and Examination Committee.

11.13. The decision reached by the Senate in an appeal is considered to be Final.

11.14. A non-refundable appeal fee of TSh. 50,000/- must accompany all appeals.

11.15. All cases of examination irregularities shall be concluded within three months of reporting to the Examination Officer.

11.16. The status of a student, who has been discontinued from studies due to commission of an examination irregularity, shall be discontinued for examination irregularity.

11.17. In this examination regulations:

- a. "Unauthorized material" includes any electronic, written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, handbags, purses, books, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the university, the Principal of a College, or Head of an academic department. A candidate found in possession of unauthorized materials shall be required to surrender the material(s) to the invigilator(s) and will be allowed to proceed with the examination and the case reported to the Examination Officer;
- b. "Unauthorized Attire"; No candidate shall be allowed to enter an examination venue while wearing a cap or hat. However, under special circumstances, such as medical grounds, and upon request, the Examination Officer can grant permission for a candidate to put on such attire during the examination(s). A candidate found with such attire during examinations shall be required to surrender the piece(s) of garments and the case reported to the Examination Officer for investigation. However, a candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation;
- c. "Unauthorized Writing"; A candidate is not permitted to enter examination venue with any inscriptions on any body part or clothing that can be construed as an aid to

answering examination questions;

- d. “Unauthorized absence from examination” includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question; and
- e. “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

12.0 PLAGIARISM

12.1. A candidate who appropriates the writings or results of other persons, whatever the medium (text, written or electronic, computer programs, data sets, visual images whether still or moving) and then dishonestly presents them as his/her own shall be considered as guilty of plagiarism.

12.2. A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:

- a. The candidate has submitted or presented the work of another person as his or her own;
- b. The candidate has submitted the same, or substantially the same work more than once at the same or another institution;
- c. The candidate has fabricated or falsified results/data;
- d. The candidate has omitted due acknowledgement of the work of another person;
- e. There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration; and
- f. The candidate has used, by payment or otherwise, a third party to produce Research Project report or product or any assignment write-up in whole or in part.

12.3. All cases of alleged plagiarism shall be reported to the Examination Officer who shall refer them to the special enquiry committee for investigation.

12.4. Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:

- a. REJECTION of the Research Project proposal, report or product and therefore the candidate being required to re-write or re-take the research work;
- b. DISCONTINUATION from studies; or
- c. DEPRIVATION of a degree, non-degree award or any other academic credentials already awarded by the university.

13.0 PROCESSING AND PUBLICATION OF EXAMINATION RESULTS

- 13.1. Immediately after the completion of writing of examinations by candidates all members of academic staff shall be required to mark the Answer sheets and/or Answer booklets and process the examination results in accordance with the guidelines prescribed by the DVC – ARPE.
- 13.2. The marking of the Answer sheets and/or Answer booklets shall be done at the place and for the period appointed by the CoE.
- 13.3. The provisional results of candidates in every examination, arranged in a manner as provided under this examination regulation shall be published by the Principal soon after the College Teaching & Learning, and Examination Committee meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 13.4. Publication and custody of the final approved examination results as approved by Senate shall be the responsibility of the DVC-ARPE.
- 13.5. The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant College/Department. The anonymity of the candidate must be protected in publishing results e.g.using the student's examination number rather than names.
- 13.6. Senate shall confirm the results of examinations at a time to be determined by Senate.
- 13.7. The final Senate-approved results for each semester and for each academic unit shall be archived in hardbound booklet with a serial number and date and in a PDF soft copy of the same number and date.

13.8. Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students before they sit for the University Examination. A copy of the students' CA marks must be submitted to the Head of Department and CoE.

14.0 CLASSIFICATION OF DEGREES AND DIPLOMA

14.1. For purposes of the final classification of degrees and where applicable, a five-point system shall be used in averaging the final grades.

14.2. The letter grades will be assigned points as follows:

A	B+	B	C	D	F
5	4	3	2	1	0

UQF Level 8 DEGREE		
Grade	Definition	Suggested Score Range
A	Excellent	70 – 100
B+	Well Above Average (Very Good)	60 – 69
B	Above Average (Good)	50 – 59
C	Average (Satisfactory)	40 – 49
D	Below Average (Poor)	35 – 39
F	Failure	0 – 34
I	Incomplete	

NTA Levels 6 (DIPLOMA)		
Grade	Definition	Suggested Score Range
A	Excellent	75 – 100
B+	Well Above Average (Very Good)	65 – 74
B	Above Average (Good)	55 – 64
C	Average (Satisfactory)	45 – 54
D	Below Average (Poor)	35 – 44
F	Failure	0 – 34
I	Incomplete	

NTA Levels 4 & 5		
Grade	Definition	Suggested Score Range
A	Excellent	80 – 100
B	Above Average (Good)	65 – 79
C	Average (Satisfactory)	50 – 64
D	Below Average (Poor)	40 – 49
F	Failure	0 – 39
I	Incomplete	

14.3. Approved courses given for each degree shall be appropriately weighted in terms of credits.

14.4. To get the score for each course multiply the points, as in 14.2 by the weights, as in 14.3.

14.5. The total score for the degree shall be the total score for all countable courses constituting the minimum number of course credits for the degree, computed as in 14.4.

14.6. The Grade Point Average (GPA) for the degree shall be computed by dividing the total score in 14.5 by the total weight obtained under 14.3 and truncating down to one decimal point.

14.7. The final classification shall be as follows:

Class	Grade	GPA Range
First Class	A	4.4 – 5.0
Upper Second Class	B+	3.5 – 4.39
Lower Second Class	B	2.7 – 3.49
Pass	C	2.0 – 2.6

14.8. Award of Honours Degree: A degree with honours shall be awarded to a candidate obtaining a First division where the candidate has passed all examinations at first sitting without supplementary examination or carry over in any particular academic year.

14.9. The MD Degree will not be classified.

15.0 CLASSIFICATION OF AWARDS

15.1. A candidate shall qualify for the award registered for if:

- a. He/She has successfully completed all modules for the award and achieved a minimum cumulative Grade Point Average (GPA) equivalent to a pass.
- b. He/She has passed all industrial practical training modules / Teaching Practice / Clinical and Community Medicine Practice Rotations etc.
- c. He/She has passed projects/Field and Elective Research Projects (where applicable).
- d. He/She has paid required fees / cleared their no dues.
- e. He/She has fulfilled any other terms and conditions established by the Senate or Council.

15.2. The calculation of GPA shall be a truncated score to one decimal place. For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0; and 3.98 shall be 3.9. The classification of award at a particular level shall reflect the grading system in the same level.

15.3. Award Classification for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5)

Class of Award	Cumulative GPA
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

15.4. Award Classification for Ordinary Diploma (NTA Level 6)

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second	2.7 – 3.4
Pass	2.0 – 2.6

15.5. Award of Honours Degree:

A degree with honours shall be awarded to a candidate obtaining a First or Second class upper division where the candidate has passed all examinations at first sitting; without supplementary examination in any particular academic year.

15.6. The Board of Examiners in the University upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations

applicable to him/her, may recommend to Senate through the relevant Examination Committee that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.

15.7. The Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are recommended in accordance with regulation 13.6 for such conferment or grant by, the Board of Examiners in a College.

16.0 CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS

16.1. The Council shall award certificates for Degrees, Diplomas or other awards to such students as shall be recommended by the Senate to the Council for conferment of such degrees, diplomas or other awards after graduation.

16.2. An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the University shall be charged for preparing an academic transcript. Any graduate desirous of obtaining a transcript(s) shall submit an application for such an academic transcript(s), a clearance form and one current passport size photograph for the preparation of academic transcript.

16.3. An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by University shall be charged for certifying each copy of the certificates and academic transcripts.

16.4. In case of either loss or total or partial destruction of the original certificate University might issue a copy on condition that

- a. The applicant produces a sworn affidavit;
- b. The replacement certificate shall be stamped "COPY" across it;
- c. The applicant must declare the loss in local newspapers and a copy of the advertisement be produced to the University;
- d. The applicant will have to wait for not less than 12 months after the declaration of the loss in newspapers;
- e. A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;

- f. An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by University shall be charged.

16.5. For a student to qualify for the best student award, the student must have had not supplemented or postponed a final examination or part of it.

16.6. Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record with prescribed fee. Any finalist student desirous of obtaining a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s). The Examination Officer only shall be responsible for the award of transcripts and statements of results.

16.7. The final grades of all courses taken by a student shall be entered in the transcript.

16.8. A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

17.0 LOSS OF CERTIFICATE

17.1. In case of loss or partial destruction of the original certificate or a copy thereof, the students should submit the application to DVC Academic in writing. The University may issue a copy of an Award Certificate & Consolidated Statement of Marks in case of loss of the original on the following conditions:

- a. The applicant must produce evidence that the loss had been adequately publicly announced, including a written report from the Police.
- b. The applicant produces a sworn affidavit.

17.2. The replacement of certificate will not be issued until a period of 3 months from the submission of applications.

17.3. The certificate or transcript so issued shall be visibly marked "DUPLICATE" A non-refundable fee of Tsh100,000 or equivalent for Award Certificate and TSh 60,000 or Equivalent for Consolidated Statement of Marks shall be charged, for a copy of the certificate or transcript issued.

17.4. A fee prescribed from time to time by University Council shall be charged for the copy of certificate issued.

18.0 PROCEDURE FOR EXAMINATION RELATED APPEALS

18.1. A candidate who is not satisfied with his/her provisional examination results shall have the right to appeal against such results.

18.2. A candidate shall only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.

18.3. In lodging an appeal against examination results, the following procedures shall be followed:

- a. The appeal shall be lodged within fourteen (14) days counted from the day of publication of the provisional results.
- b. The appeal shall be lodged through the Student Information System or any other appropriate system that will be determined by the CoE.
- c. The appeal shall be accompanied by an appeal fee.

18.4. The CoE shall submit all examination results appeals to the Examination Appeals Committee for review.

18.5. The CoE shall present details of each appeal and recommendations from the Examinations and Appeals Committee to the Senate Teaching & Learning, and Examination Committee for deliberations and approval.

18.6. No revaluation or remarking is permitted for practical/clinical practice modules.

18.7. Candidates can apply for Answer Scripts Viewing by paying a non – refundable fee of Tsh. 10,000/- per Answer Script within Seven (7) days from the date of the provisional publication of results using prescribed forms. The Answer Script Viewing will be done at CoE office only. Unauthorized materials such as pen, papers, electronic devices, etc will not be allowed during the Answer Scripts Viewing exercise. No scripts' viewing is permitted for practical modules.

18.8. Candidates not satisfied with the marking, may apply for re-evaluation on payment of non-refundable fee of Tsh50,000.

18.9. The Examinations Appeal Committee shall be an appeal board and the candidate may be present at an appeal hearing.

18.10. Appeals shall initially be considered by the Examination Appeals Committee and forwarded to the Senate Examinations Committee.

18.11. The decision reached by the Senate Examination Committee in an appeal is considered to be final.

18.12. The Senate shall consider recommendations of the Senate Examination Committee regarding appeals.

19.0 ANSWER BOOKS AND PRESERVATION OF EXAMINATION SCRIPTS

19.1. On the cover of the University answer books there shall be a space for entry of the date of examination.

19.2. To forestall illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate-signed examination list.

19.3. The University shall preserve examination scripts for the purpose of reference for a period of two academic semesters after the end of the respective examinations.

20.0 DISPOSAL OF EXAMINATION ANSWER BOOKS AND OTHER SCRIPTS

20.1. Unless otherwise retained by University Library for archival purposes all used examination answer books can be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.

20.2. Exam Office concerned shall, with respect to examination answer books:

- a. Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
- b. Initiate the disposal procedures of those examination answer books for which there is no further need;

- c. Initiate disposal of used examination answer books that have been stored by the departments for more than 13 months following respective Senate decision;
- d. Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
- e. Assist the University Library in selecting examination answer books designated for archiving purposes; seek expertise from University Library to assist in the sampling answer books earmarked for archiving; designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
- f. Seek permission from the Vice Chancellor to dispose the examination answer books through DVC - ARPE. The request shall indicate the courses (including the sat session and academic year) whose scripts are to be destroyed.
- g. Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.

20.3. Pending final disposal, Exam Office shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.

20.4. Respective College or Departmental Examination Committee shall be responsible for prescribing under their special regulations clear guidelines for returning to the students formative graded courses, assignments, course essays, term papers and timed essays.

20.5. Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, Laboratory works/clinical or community field study reports and elective research study reports, models, studio papers or drawings that have been in retention or storage for the previous 13 months.

20.6. The DVC - ARPE shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions, which shall be used by Head of Departments for 13 months storage of examination answer books pending final disposal.

20.7. The cartons prescribed under sub-paragraph (a) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator and date when final disposal shall be due.

- 20.8. University Library shall keep and maintain in any format including electronic, all answer books selected by departments and sent to the Library for archival purposes.
- 20.9. The DVC-ARPE shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- 20.10. Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the DVC-ARPE may with respect to any batch due for disposal, direct:
- a. The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
 - b. Used examination papers be entirely burnt/incinerated or macerated to completion.
- 20.11. The Vice Chancellor on recommendation of the DVC-ARPE shall be the principal executive officer responsible to order final disposal of any batch of examination answer books.
- 20.12. Head of Departments shall witness final disposal of itemized examination answer books and signify the disposal.
- 20.13. The report of Head of Departments to the DVC-ARPE through respective Principals on disposal of examination answer books shall be accompanied with list of courses (including the sat session and academic year) whose scripts were destroyed.

21.0 CONDUCT OF EXAMINATIONS - INSTRUCTION TO CANDIDATE

- 21.1. These instructions should be read together with the above University regulations.
- 21.2. All students sitting for examinations shall be in possession of a valid Student ID card and hall ticket, which is to be placed on the top right- hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card and hall ticket shall not be permitted entry to the examination room.
- 21.3. Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.

- 21.4. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations. If they are 10 minutes late (after the start of the exam) they need to be given permission by the Head of Department.
- 21.5. Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. (Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance). During these ten minutes the Senior Invigilator will:
- a. Make an announcement to the effect that all unauthorized materials should be removed from the examination room.
 - b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - c. Call attention to any rubric at the head of the paper which seems to require attention.
 - d. Announce that both sides of the paper must be used. He/she will then tell students when they may begin writing. Candidates will be given a maximum of ten minutes to read the paper.
- 21.6. Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during any examination.
- 21.7. Candidates are permitted to do rough work on the scripts on the understanding that this is crossed through at the end of the examination.
- 21.8. Students who wish to leave the venue during an examination session must:
- a. First ensure that the answer book(s) and papers bear their registration numbers, degree programme and course code (even if no attempt has been made to answer any question).
 - b. Raise a hand and wait for an invigilator and leave only when the invigilator has signified his/her assent and accompanies the student.
- 21.9. Candidates into the room may take no books, bags or attached cases. Candidates are not normally allowed to use their own logarithmic tables. (Candidates attention is specifically

drawn to General University Examination Regulation No. 11.1 to 11.3). Students should bring only permitted items to the examination; the University assumes no responsibility for personal property lost in or near any examination room.

- 21.10. Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers
- 21.11. No candidate will be permitted to enter the examination room after the lapse of thirty minutes examination room until thirty minutes have expired.
- 21.12. A student denied admission to the examination under regulations 21.2 and 21.11 might apply to the College for a special sitting during the forthcoming supplementary examination; such application shall however be subject to scrutiny of the veracity of the claim.
- 21.13. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

22.0 INSTRUCTION TO INVIGILATORS BEFORE THE EXAMINATION

- 22.1. Persons other than course instructors shall invigilate university Examinations. Course instructors shall only be allowed in the examination room in the first ten minutes to provide clarifications on the examination questions, if any.
- 22.2. Invigilators should be present in the examination room at least ten minutes before the commencement of the examination.
- 22.3. Invigilators will be provided with the following items by the Examinations Officer:
 - a. The question papers to be attempted by candidates.

Note: Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least twenty minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately proceed to their respective examination room.

- b. A list showing the names of the papers to be attempted in the room (This will be distributed to invigilators in advance).
- 22.4. Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- 22.5. Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- 22.6. Candidates must write their registration numbers and degree programmes on the cover page of the answer book before they start to write the examination.
- 22.7. Food, drinks (except where water is permitted-see below), cigarettes, laptops, recording or playback devices, and other electronic communication devices such as a cell or smart phones, bags, purses, hats, books attached cases, papers and other related items are not permitted in the examination room. The University assumes no responsibility for personal property lost in or near any examination room.
- 22.8. Students with approved health conditions may bring (transparent) bottled water into the examination room. Such students will have to be seated away from other students to avoid accidental spillage.
- 22.9. Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right places. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance.
- *Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:
- a. Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
 - b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;

- c. Call attention to any rubric at the head of the paper which seems to require attention; and
- d. Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they might begin writing. Candidates will normally be allowed a maximum of ten minutes to read the paper.

22.10. It is mandatory for all students sitting examinations to be in possession of a valid Student ID card, that is to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room, and shall be directed to the HoD to obtain a valid ID card.

22.11. Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

During the Examination

22.12. At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.

22.13. At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. The Internal Examiner should return spare question papers to the correct envelopes for collection. It is at this time that candidates should start to sign the examination attendance sheet. During the exercise, invigilators should also make sure that the photo on the candidate's ID card matches the candidate's face and that the registration number on the ID card is the same as the one written on the answer book.

22.14. Invigilators should minimize announcements during the examination.

22.15. An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.

- 22.16. During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). All rough work must be done in the Answer Book and crossed through.
- 22.17. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- 22.18. A candidate may, with the permission of the Invigilator, leave the examination room briefly only if accompanied by an assigned assistant Invigilator. Candidates will not be readmitted to the examination room after they have left the examination room unless, during the full period of their absence, they have been under approved supervision.
- 22.19. Permission to leave the examination room shall be granted in exceptional circumstances as invigilators are expected to remind candidates to go for short calls before they enter the examination room.
- 22.20. A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates shall be reported immediately to the Examinations Officer.
- 22.21. Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers. PROVIDED that where a candidate/student refuses to sign on the material, the examination officer shall request another invigilator to witness and counter sign stating the candidate has refused to sign the material.
- 22.22. The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Head of Department, through the Examinations Officer, including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.
- 22.23. Invigilators shall have the power to confiscate any unauthorized book; manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of

attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the Examination Officer.

22.24. Where a candidate has fallen ill during the examination and has informed the invigilator that he/she is not able to continue with the examination, the Invigilator shall report and seek the assistance from the Dean of Students who shall take the appropriate measures to ensure that the candidate receives medical attention. The Invigilator shall report the incident to the examination office.

22.25. Upon receiving report about illness of the candidate during the examination, examination office shall report to the relevant College Principal who shall take the appropriate measures immediately.

At the End of the Examination

22.26. Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room. At ten minutes before the conclusion of the examination period, the Invigilator shall announce the time remaining. Candidates may not leave their seats in the examination room after this time (except in case of emergency) until all papers have been collected. At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.

22.27. Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers. Invigilators shall sign the said attendance sheet before they hand over all the scripts to Examination Office. On receipt of the scripts, Examination Officer will check them and countersign on the collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.

22.28. Invigilators shall hand over all extra examination papers and answer books to the Examination Office.

23.0 GENERAL GUIDELINES AND INSTRUCTIONS

- 23.1. All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.
- 23.2. No candidate shall be admitted to the examination room 30 minutes after the commencement of the examinations or leave the room within the last 30 minutes into the end of the said examinations. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.
- 23.3. A candidate reporting late (more than 30 minutes after the start of examination) shall be barred from sitting for the examination and his/her case reported to the Examination Officer.
- 23.4. A candidate who is barred from sitting for the scheduled end of semester examination for reporting late shall, upon the Examination Officer being satisfied with justifying reasons, be allowed to sit for the examination during the subsequent supplementary examination period.
- 23.5. In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than thirty minutes after the start of the test for compelling reasons, may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have absconded (hence awarded dash mark).
- 23.6. Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be give, should be announced by the invigilators.
- 23.7. The Use of Calculators in Examinations:
- a. Any calculator permitted to be taken into an examination must be hand-held, self-powered and noiseless. It must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.
 - b. For examinations with College/Department approved (standard) calculators, the examination invigilator will ensure that only the specified calculator is used for the

examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination room.

- c. If a range of calculators is allowed in a test or examination, consideration be given to ensuring fairness by setting a test or examination which takes into account the differing capabilities of the calculators.

24.0 PROCESSING OF TESTS AND EXAMINATIONS

- 24.1. The course lecturer must prepare and submit two sets of question paper along with marking scheme for End of Semester Examination for each course by the eight week of the semester.
- 24.2. The course lecturer shall also prepare and submit one set of question paper along with marking scheme for Supplementary examination for each course by the eight week of the semester.
- 24.3. The course lecturer must prepare and submit one set of question paper along with marking scheme for Continuous Assessment Tests by two weeks before the Continuous Assessment Examination.
- 24.4. The HOD shall nominate the Internal Moderators for the Continuous Assessment Tests. The moderator will check for compliance to accepted format, use of correct language, duplication of questions, assessments of all outcomes, the standard of the question paper and the correctness of the solutions.
- 24.5. The Senate Examination Committee (SEC) shall approve and appoint an External Examiner for each program. The External Examiner will moderate all Question papers, examination papers and related documents concerned to the respective program in the office of CoE.
- 24.6. The CAT answer papers and assignments will be under the custody of the respective department. However, The End semester examination papers will be under the custody of CoE.
- 24.7. The College Principal will appoint invigilators and the list will be made available to the Examination Office.

- 24.8. On the examination Day, the invigilator must collect exam materials (including the sealed examination envelope for the module to be examined) from the Examination Office. After the examination the invigilator must return the scripts and any other documents to the Examination Office. The CoE will assign dummy numbers to all the answer scripts as per the range list for Confidentiality. The dummy numbering works must be done under the directives of the DVC-ARPE. The examiner must collect the scripts from the Examination Office for marking.
- 24.9. Marking of Answer Scripts should be carried out in the designated area provided by the CoE not otherwise. All answer scripts shall be marked by recommended markers approved by Senate Examination Committee (SEC) who are professionals/ lecturers knowledgeable in the specific subject or field.
- 24.10. The marking must be done thoroughly according to the marking scheme. Markers must award part marks for correct methods. Marks awarded for each section must be shown in red ink. Wrong answers must be marked wrong with a cross in red and correct answers must be ticked in red. Irrelevant answers must also be indicated as such. The total marks for each section must be placed on the left-hand margin of the page.
- 24.11. The same lecturer should be responsible to compile the marks in a standard template after marking.
- 24.12. The external examiner must be invited again to moderate the marking of the scripts for the End of Semester Examination. At this time the external examiner will select a sample of scripts from each course and confirm adherence to the marking scheme, accuracy of added marks, transfer of marks to the template, and consistency of the marking for different students.
- 24.13. The internal and external examiner shall meet to adjudicate the final mark particularly where the difference is greater than 5 marks. Otherwise the final mark shall be the average of their marks.
- 24.14. The Departmental Examination Committee shall meet to compile, discuss, and evaluate the examination results of the program and forward to the College Examination committee with comments.

24.15. The College Examination Committee receives the examination results from all the departments. The College Examination Committee shall compile, evaluate and provisionally approve the result and forward it to the Senate Examination Committee with comments.

24.16. The Senate Examination Committee receives examination results from various college examination committees and Examinations Appeals Board. The Senate Examination Committee compiles, discuss, evaluate, moderate and provisionally approves the result and forwards it to the Senate for final approval.

25.0 CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR

25.1. A student shall be allowed to progress in his/her studies from one semester to another during the particular academic year if he/she:

- a. Has not absconded from studies
- b. The student must have paid all fees as prescribed by the University
- c. Has complete result as stipulated under Regulation 6.1 (c).

25.2. A student shall be allowed to progress in his/her studies from one academic year to another if he/she:

- a. Passes all modules examined in the two semesters of the preceding year of study.
- b. Meets the conditions for carrying forward the modules failed as stipulated under Regulation 27.1.
- c. Was allowed to postpone the supplementary examinations as stipulated under Regulation 7.10.

25.3. Academic status of any student covered by these regulations will be determined annually.

26.0 CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS

26.1. There shall be a supplementary examination session after the release of second semester examination results of a particular year of study.

26.2. A candidate who fails in the first attempt shall be allowed to sit for supplementary examinations provided that he/she does not fail in more than half of the modules examined during a particular academic year.

- 26.3. A candidate who sits for supplementary examination(s) shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores shall not be considered.
- 26.4. The grade for supplementary examination shall be “C” for any score equal to or above the pass mark score depending on the grading system of the relevant programme.
- 26.5. A candidate who attempts the second supplementary examination has to pay the additional examination fee of the year which he/she is having the supplementary as stipulated in the joining instructions. For the first supplementary sitting, supplementary fees will not be applicable.

27.0 CONDITIONS FOR CARRYING FORWARD FAILED MODULES

- 27.1. A student shall be allowed to carry forward the failed module(s) at a fee to be prescribed by the University provided he/she has not exhausted his/her maximum registration period.
- 27.2. In order to carry forward a module the following conditions shall apply:
- a. The module(s) must have been done and failed as a supplementary examination.
 - b. A candidate who scored an annual GPA of 1.8 or above after Supplementary Examination, shall be allowed to carry over module(s) into the subsequent academic years.
 - c. Examinations for carried forward modules shall be done only during the Supplementary examination season.
 - d. No coursework shall be considered in assessing the carried forward module(s).
 - e. The grade for any carried forward module shall be “C” for any score equal to or above the applicable pass mark
 - f. A candidate who fails in examination(s) which is/are required to make the minimum pass credits for any module after three attempts shall be discontinued from studies.
- 27.3. A student who carries forward a module may attend lectures and/or tutorials and do assignments at his/her convenience.

28.0 CONDITIONS FOR REPEATING AN ACADEMIC YEAR

28.1. In allowing a student to repeat a year, decision taker, among other things, shall consider the following maximum registration period allowed for the following programmes

PROGRAMME	NORMAL DURATION (YEARS)	MAXIMUM REGISTRATION PERIOD (YEARS)
Basic Technician Certificate	1	2
Ordinary Diploma	2	4
Bachelor Degree (Education)	3	5
Bachelor Degree (Engineering and Technology)	4	6
Doctor of Medicine	5	7

28.2. A student pursuing Ordinary Diploma, Bachelor Degree course shall be allowed to repeat a particular academic year only once provided that he/she has not exhausted his/her maximum registration period and if he/she:

- a. Fails in more than half of the modules examined during a year and has an annual GPA of above 1.5 but less than 1.8 after Supplementary Examination in respect of that particular academic year.
- b. Meets conditions stipulated under Regulation 10.
- c. Is charged with an offence of violating examinations regulations and punished to repeat a year.

28.3. A Basic Technician Certificate student shall not be allowed to repeat a year of study.

29.0 POSTPONEMENT OF STUDIES

29.1. A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the Principal and the permission shall be reported to the respective College Examination Committee.

29.2. A student who postpones a semester will only rejoin in the next year of study. Such a student will have to redo all the coursework.

29.3. A student who is eligible to repeat a year may be allowed by Principal of the College to postpone the year of study by only one (1) academic year on acceptable grounds and the permission shall be reported to the respective Examination Committee

30.0 CONDITIONS FOR DISCONTINUATION/VOLUNTARY EXIT FROM AND READMISSION TO STUDIES

- 30.1. A student shall be discontinued from studies if he/she:
- a. Fails in more than half of the modules examined during the year and has an annual GPA of less than 1.5 in respect of that particular academic year.
 - b. Absents himself/herself from the examination without permission from the Principal.
 - c. Is proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters.
 - d. Fails to attend a Fieldwork placement allocated to him/her and has not done the project assignment without acceptable reason(s) determined by the College Principal.
 - e. Has exhausted the maximum registration period applicable in his/her respective programme.
- 30.2. A student who has earlier been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the University after the lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.
- 30.3. A student who was discontinued from any programme on disciplinary grounds or involvement in an examination irregularity shall not be re-admitted to the University in any programme.

31.0 ADDITIONAL EXAMINATION REGULATIONS FOR MD PROGRAMME

- 31.1. The MD degree is a ten-semester programme and the maximum tenure shall be 14 semesters.
- 31.2. Registration of full-time students shall be once at the beginning of each semester.
- 31.3. There shall be at least one continuous assessment test (CAT) and regular assessment of competencies for each module/modular course taught during each semester. The field

reports shall also be marked and graded as CAT. The CAT and the regular assessment of competencies shall constitute the Formative Assessment (FA) and the final end of module/modular course or rotation examination the Summative Assessment (SA).

- 31.4. The FA shall contribute 50% of the final grade in the end of module/modular course/rotation university examinations.
- 31.5. The FA and SA shall consist of written (theory paper, quizzes, field reports, assignments, presentations and others) and practical/clinical components (global observation and rating of live/recorded performances, observation of procedures and rating, logbooks, OSPE, OSCE and others). The proportional contribution for written and practical examinations will be 60 and 40% respectively for Basic Sciences and 40% and 60% in Clinical Sciences.
- 31.6. A candidate will be considered to have passed a course after passing all modules/rotations of the respective course.
- 31.7. A candidate who passes the examination with a C grade or higher will be declared to have passed the examination. A candidate who scores a GPA of 1.6 or higher, but fails in some course(s) shall be required to supplement in the failed modules in the course(s).
- 31.8. A candidate who obtains a GPA of less than 1.6 in a semester shall be discontinued from studies.
- 31.9. A candidate, who fails three or more courses in semesters one (1) to four (4) in an audit year, shall be discontinued from studies regardless of GPA. To pass a course a candidate has to pass all modules in that course.
- 31.10. A candidate who fails in first supplementary examination in basic sciences shall be allowed to carry-over the failed module(s) to the next academic audit year and appear for a second supplementary examination in the failed module(s) of the respective course(s) when next offered provided the GPA is 1.8 or higher. A candidate who fails the second supplementary in basic sciences or junior rotation shall be discontinued from studies.
- 31.11. No candidate shall be allowed to proceed to the clinical year rotations unless and until he/she has passed all course modules in semesters 1 to 4 of the programme.

- 31.12. A candidate who obtains a GPA of 1.8 or higher in the first supplementary examination in semester 3 and 4 shall be allowed to freeze registration and appear for another supplementary examination when next offered and the maximum freezing period shall be 2 semesters. A student who fails to clear the failed modules/courses within the two semesters shall be discontinued.
- 31.13. A candidate shall not be considered to have passed any clinical course unless and until he/she has passed the clinical components of the examination, whereby 40% is from FA and 60% from the final examination and contribution by written and clinical examinations as per regulations (31.5) above.
- 31.14. A candidate who fails the Junior Clerkship in any subject(s) shall be required to do supplementary rotations(s) during the long vacation after semester VI and must pass before he/she can be allowed to proceed to the Intermediate Clerkship (4th Year). A candidate who fails the Intermediate Clerkship in any subject(s) shall be required to do supplementary Clinical/Community Medicine rotation(s) and must pass before he/she can be allowed to proceed to the Senior Clerkship (5th Year). A candidate who fails the Senior Clerkship (5th Year) in any subject(s) shall be required to do a supplementary rotation after semester 10.
- a. The supplementary rotation is half the duration of the regular rotation. For rotations which have less than 6 weeks duration, the period of supplementary rotation will be the full duration.
 - b. The maximum tenure of 14 semesters shall not be exceeded.
 - c. All supplementary rotations for the Junior, Intermediate and Senior Clerkships shall comprise both Theory and Clinical Examinations.
 - d. Students who fails supplementary examination(s) in the Junior Clerkship (3rd year) or Intermediate clerkship (4th year) in clinical subjects or Community Medicine shall be required to freeze studies and do supplementary rotation(s) with examination when next offered and pass before progressing to the next year of study.
 - e. A candidate who fails the second supplementary examination(s) in the Junior or Intermediate Clerkship shall be allowed to proceed to the next year of study and do supplementary rotation(s) after semester 10.
 - f. A student who has any supplementary rotation(s) for the Junior Clerkship, Intermediate Clerkship or Senior Clerkship shall be required to meet all the costs of the Clinical/Community Medicine rotation and the Supplementary examination himself/herself.
 - g. The decision of the outcome of supplementary rotations will be based on the results

of the Theory and Clinical Examinations. Results of Course work and Regular examination will not be considered.

31.15. A candidate with incomplete course work in any semester will not be allowed to sit for end of module/rotation examination.

31.16. A candidate who passes a supplementary examination at any level shall be awarded a “C” grade equivalent to 2.0 grade points.

31.17. Progression to semester 9, 10 is subject to completion of clinical rotations and submission of a satisfactory elective research project, completing rotations and passing university examinations for semester 7 and 8.

31.18. A satisfactory elective report from semester 7-8 must be submitted at least 8 weeks prior to the final semester 10 rotation examination failure of which will deem the candidate ineligible for the final examination.

31.19. No student will be allowed to graduate if he/she has not completed all fieldwork assignments and submitted relevant reports. A student shall be awarded the MD degree after passing all prescribed courses in the MD programme.

31.20. Grading System

Computation of the GPA for the MD programme shall be based on the number of credits approved for each course and shall be equated to the letter grade as shown below.

However, the MD degree shall not be classified:

Marks %	Letter grade	Grade points
75-100	A	5.0
70-74	B+	4.0
60-69	B	3.0
50-59	C	2.0
45-49	D	1.0
0-44	E	0

31.21. Regulation for Fieldworks and Reports

- a. The students will do community field work on nutrition at the end of semester 4 as a group. There will also be community field works in Community Medicine during semester 7/8 and 9/10 as part of training in Public Health. This will be divided into dispensary, health center and DMO weeks as well as district health management

training. Students will be required to produce both individual reports for the dispensary, health center and DMO weeks.

- b. There shall be an elective study for every student at the end of semester 8 as part of Community Medicine rotation. Each student will be assigned to a supervisor, will be required to choose a topic of his/her interest but approved by the supervisor and the department of Community Medicine, carry out research on the topic by his/herself guided by the supervisor throughout all stages of research conduct proposal development, acquisition of ethical approval, data collection, data analysis, report writing and dissemination of findings.
- c. The elective report will be marked and marks will contribute grade of the Community Medicine rotation. No student will be allowed to graduate if he/she has not completed all field works and including providing reports.

31.22. Calculation of Grade Point Average (GPA)

This is obtained by dividing the sum of the product of grade point (GP) and credit (C) for each course by the sum of the credits (C) from each of the courses offered during the audit year. For example:

Course	Credit (C)	Score	Grade	Grade point (GP)	GP x C
Anatomy AN 100	13.8	60	B	3	41.4
Biochemistry BC 100	10.7	70	B+	4	42.8
Physiology PH 100	9.2	55	C	2	18.4
Behavioral Sciences BS 100	10.4	72	B+	4	41.6
DS 100	4.6	75	A	5	23
Total	48.7				167.2

GPA = $\sum(GP \times C) \div \sum C = 167.2 \div 48.7 = 3.43$ which is truncated to 3.4
(Note: There is no rounding-off when truncating).

32.0 ADDITIONAL EXAMINATION REGULATIONS FOR NURSING PROGRAMME

The management of assessment and its mode of conduct for Nursing Programme at SJUIT shall be those approved by the Ministry of Health and Social Welfare, TNMC/NACTE.

32.1. End of Semester Examinations

- a. Each module taught in a semester will be examined separately at the end of semester.

- b. A candidate will be eligible for the end of semester examination if she/he has successfully passed continuous assessments for each module.
- c. A student who fails to attain 50% of continuous assessment for each core modules shall not be allowed to sit for semester examination. All modules are regarded as core module with the exception of computer applications and entrepreneurship modules
- d. A student, who did not sit for the semester examination for any module, shall have to do the examination for that module before progressing towards next semester.
- e. A student who attains GPA of 2.0 should be allowed to supplement the failed module once not later than four weeks
- f. A student who fails semester examination with GPA less than 2.0 should be discontinued from the programme
- g. A student who fails any core module after supplementary in NTA Level 4 shall be discontinued
- h. Any score after supplementary shall be counted at 50% regardless the actual score
- i. A student who fails the semester examination for any module after repeating shall be suspended and reinstated into the programme at the start of the next semester.
- j. A student who fails the theory or practical examination for any module will be allowed to sit for supplementary examination not later than 4 weeks after the first attempt.
- k. The student who fails supplementary examination for any module shall be suspended and allowed to repeat the semester.
- l. Students will be allowed to progress towards the next semester if she/he has passed all semester examinations for each module.
- m. A candidate who falls seriously sick just before or during end of semester examinations or is hospitalized will be allowed to write the examinations when his/her health has stabilized.
- n. A candidate who feels unable to attempt end of semester examination for any module for any reason, should present her case in writing four weeks before the date of end of semester examination to the head of an institution for consideration
- o. A candidate will be deemed to have passed the end of semester examination if she/he achieves a minimum 50% of the set marks for both theory and practical/oral or the aggregates of continuous assessment and end of semester examination for each core module

32.2. Examination Components Contribution

Contribution of every component of the assessment to the final mark shall be as follows:

Summary of contribution of components of assessment to final mark

Module	Continuous Assessment Tests (%)	End of Semester Examination (%)	Grand Total (%)
Theory Modules	40	60	100
Practical Modules	40	60	100

32.3. Examination Appeals

The appeal of candidates, who has not satisfied the examiners, should follow the process described in the training regulation of the Ministry of Health and Social Welfare.

33.0 ADDITIONAL EXAMINATION REGULATIONS FOR PHARMACY PROGRAMME

The General Ministry of Health and Social Welfare (MoHCDGEC) Examination Regulations for Training Institutions on registration for examinations, board of examiners, preservation of scripts, procedures for appeals, examination offences and penalties, examination fees and certification and awards shall remain as stipulated in the MoHCDGEC Examination Regulations.

33.1. Eligibility for Examinations

- a. A student must have been present for at least 90% of the classes to be allowed to sit for end of semester examinations.
- b. A student who fails to meet a minimum of 90% attendance in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to repeat the semester otherwise he/she shall be discontinued from studies.
- c. No student shall be allowed to sit for the end of semester examinations unless his/her average continuous assessment in each module is 50% or higher.
- d. A student who fails to complete assignment(s) or research work in the scheduled time shall not be allowed to sit for the end of semester examinations.
- e. Where a student who fails to fulfil the eligibility requirements stipulated, sits for the end of semester examinations, his/her examination results shall be null and void.

33.2. Conduct of Examinations

End of semester examinations shall be conducted under the control and supervision of MoHCDGEC or any other body as the MoHCDGEC shall appoint.

33.3. Guidance for Invigilators

a. **Before the examination:**

- i. Invigilators shall personally collect from the head of the department sealed envelopes containing examination papers and any other materials prescribed in the rubrics at least thirty minutes before the examination
- ii. Invigilators shall be present in the examination room at least twenty minutes before commencement of the examination.
- iii. Invigilators shall admit candidates into the examination room at least twenty minutes before commencement of the examination and ensure that candidates are seated in their right places.

b. **During the examination:**

- i. No candidate shall be allowed out of the examination room during the first thirty minutes of the examination
- ii. No candidate shall be allowed to leave the examination room during the last thirty minutes.
- iii. Invigilator shall allow five minutes for the candidates to read the examination paper and ensure they have the right paper with correct number of pages.

c. **At the end of examination:**

- i. Invigilator shall tell the candidates to stop attempting the examination and assemble their work/scripts
- ii. Candidates shall hand in their scripts to the invigilator and sign an examination attendance form
- iii. No candidate shall be allowed to leave the examination room before their scripts are collected
- iv. No candidate shall be allowed to leave with any examination materials found in the examination room.
- v. Invigilators shall enter the total of scripts collected and sign in the examination attendance form (Appendix 1) and submit the scripts and the examination attendance form to the head of the department.

33.4. Absence from Examinations

- a. A student who fails to appear for a scheduled examination with valid reason (s) shall be allowed to sit for that particular examination when next scheduled. The student shall not be allowed to proceed to the next semester if the missed examination(s) is for a pre-requisite module.
- b. When a candidate misses an examination without valid reason(s), as determined by participatory organs (i.e. academic committees/boards), the candidate shall be discontinued from the studies

33.5. Falling Sick Immediately Before or During Examination

A candidate who falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (i.e. as certified by a medical officer) shall be allowed to postpone the examination until next scheduled. Any student, who is sick and nevertheless decides to take or proceed with an examination, does so at his/her own risk and must abide by the results of the examination.

33.6. Reporting Late for Examinations

- a. A candidate, who without valid reason(s), reports late for an examination (more than thirty minutes after commencement of examination) shall not be allowed into the examination room but will be allowed to sit for that particular examination when next scheduled. The candidate shall not be allowed to proceed to the next semester if the missed examination(s) is/are for pre-requisite module(s).
- b. A candidate, who for valid reason, reports late for an examination (more than thirty minutes after commencement of examination) and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination within the remaining time at his/her own risk. All cases of late arrivals for examinations shall be reported in writing by the invigilator to head of department.

33.7. Students Progression and Disposal

- a. The semester shall be the basic academic audit unit. All modules offered during the semester shall be assessed within that semester, at the end of each module external examiners or moderators shall be invited at the end of the semester. A student shall be allowed to proceed to the next semester if he/she passes end of module examinations in all modules prescribed in a semester.
- b. For every module there shall be at least two continuous assessment (CA) tests and regular assessment of competencies which shall constitute 60% of summative

assessment. The end of module examination shall constitute another 40% of the summative assessment.

33.8. Supplementary Examination

- a. A candidate who fails one or more modules shall be allowed to sit for supplementary examination if his/her GPA in that semester is not less than 2.0.
- b. A candidate who fails one or more modules must sit for supplementary examinations when scheduled before proceeding to the next semester. The student who passes a supplementary examination will be awarded a maximum of “C” grade regardless of his/her score (equivalent to 50% score). The passing of supplementary examination shall take into account the continuous assessment scores.

33.9. Repeating the Semester

- a. A candidate who fails to obtain an average of 50% in his/her continuous assessment shall repeat the semester.
- b. A candidate who fails supplementary examination(s) shall repeat the semester. A candidate who fails a repeated semester shall be discontinued from studies.
- c. A candidate who fails to meet a minimum of 90% attendance in a particular semester with acceptable grounds as determined by the participatory organs shall repeat the semester.

33.10. Discontinuation

- a. A candidate who fails to meet a minimum of 90% attendance in a particular semester without acceptable grounds shall be discontinued from studies.
- b. When a candidate misses examination(s) without valid reason(s) shall be discontinued from the studies.
- c. A candidate who obtains a semester GPA of less than 2.0 shall be discontinued from studies.
- d. A candidate who does not appear for supplementary examination(s) without compelling reason(s) approved by participatory organs shall be discontinued from studies.
- e. A candidate found guilty of an examination irregularity shall be discontinued from studies.
- f. A candidate who has been disqualified from an examination following his/her walking out of the examination room in protest shall be discontinued from studies.

33.11. Examination Irregularities or Academic Dishonesty

Examination irregularities shall include but not limited to:

- a. A candidate found with unauthorized materials/information at any time during the examination process. Such unauthorized materials will include written pieces of papers, mobile/cellular phones or any other unauthorized materials.
- b. A candidate attempting to copy from another candidate's work or permitting another candidate to do so.
- c. A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
- d. A candidate removing question papers, scripts or any other examination materials found in the examination room.
- e. A candidate starting to attempt examination before being authorized to do so.
- f. A candidate continuing to attempt the examination after being ordered to stop.
- g. A candidate refusing to obey a lawful order given by an invigilator.
- h. A candidate destroying or attempting to destroy evidence of suspected irregularities.
- i. A candidate found to have committed plagiarism.
- j. A candidate behaving in such a manner as to disrupt the examination process
- k. An invigilator violating examinations regulations.

33.12. Procedure for Dealing with Examination Irregularities

In case of alleged examinations irregularity:

- a. The candidate shall be stopped by the invigilator from continuing with the examination and be required to sign an examination irregularity report (Appendix 2 of the Ministry of Health Curriculum) and the materials pertinent to the incidence to confirm that they are his/hers. However, the candidate shall be allowed to sit for the remaining examinations.
- b. The invigilator shall counter sign and submit to the head of department the examination irregularity report together with the candidate's examination script and all pertinent materials immediately after the end of examination for further transmission through appropriate participatory organs for action as stipulated in the examination offences and penalties of the MoHCDGEC Examination Regulations.

33.13. Instruction to Students

- a. Candidates shall be admitted into examination room twenty minutes before the examination starts.
- b. No candidate shall be permitted to enter the examination room 30 minutes after commencement of the examination.
- c. Candidates without examination numbers and identity cards shall not be allowed into the examination room.
- d. Candidates are responsible for consulting examinations time table for any changes.
- e. Candidates are not allowed to enter examination room with books, bags, purses, notes, rough papers, mobile phones, or other such items.
- f. When candidates are allowed to bring specified items in the examination room, no borrowing from one another will be allowed during examination time, and the items allowed will be liable to inspection by the invigilator.
- g. Candidates shall follow the examination instructions.
- h. Candidates shall write only their examination numbers on every page used.
- i. Candidates shall not write their names anywhere in the script.
- j. No candidate shall be allowed to leave the examination room during the last thirty minutes.
- k. At all times during the examination the candidate's examination number/identity card shall be conspicuously placed on the desk in front of the student by the student.
- l. Smoking, beverages and food shall not be allowed into the examination room. Any special needs for eating, drinking or medication shall be reported to the invigilator before start of the examination.
- m. At the end of examination, and on the instruction of the invigilator, candidates shall be required to stop writing, and organize their work. The candidate shall personally hand in his/her scripts to the invigilator and sign to that effect.
- n. Candidates are allowed to bring pens, pencils and other materials explicitly prescribed by the department into the examination room.
- o. For a candidate wishing to answer a call of nature may, with permission of invigilator and under escort, leave the examination room for a period of time not exceeding five (5) minutes. Only one candidate at a time will be allowed to leave the examination room and will be monitored at all times.
- p. A candidate who walks out of the examination in protest shall be disqualified from that particular examination.

- q. Candidates must understand that the ultimate responsibility for taking supplementary examination(s) at the correct time rests on him/her.
- r. Invigilator(s) shall have the power to:
 - i. Specify and change the sitting arrangement in the examination room
 - ii. Inspect candidates to make sure they are not in possession of unauthorized materials. Inspection of candidates shall observe gender issues.
 - iii. Confiscate any unauthorized material and to remove from the examination room any candidate found with such material.
 - iv. Remove from the examination room any candidate who disrupts the examination process

33.14. Release and publication of Examination Results

The head of department may publish the examinations results provisionally subject to approval by the Tanganyika Medical and Training Board (TMTB) as recommended by the participatory organs.

33.15. Examination Components Contribution

Due to the nature of pharmacy training, this programme is constituted by theory modules and practical modules. For each module there shall be at least two continuous assessment (CA) tests and regular assessment of competencies which shall constitute 40% of Continuous assessment. The end of module examination shall constitute another 60% of the summative assessment.

Summary of contribution of components of assessment to final mark

Module	Continuous Assessment Tests (%)	End of Semester Examination (%)	Grand Total (%)
Theory Modules	40	60	100
Practical Modules	40	60	100

33.16. Examination Appeals

The appeals of candidates, who have not satisfied the examiners, should follow the process described in the training regulation of the Ministry of Health and Social Welfare.

34.0 AMENDMENTS

Amendments on examinations regulations shall be done from time to time as deemed necessary by the academic committee of the Senate.