

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
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GENERAL UNIVERSITY ADMISSION, REGISTRATION AND EXAMINATION REGULATIONS, 2015

(Made by the Council under section 45(2)(h) of the Universities Act, 2005)

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**PART I
PRELIMINARY PROVISIONS**

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| Short title and commencement | 1. These Regulations shall be cited as Moshi Co-operative University General University Admission, Registration and Examination Regulations, 2015 and shall come into force upon approval by the Council. |
| Application | 2. These Regulations shall apply to all matters relating to admission, registration of students and the conduct of University Examinations. |
| Interpretation | 3. In these Regulations, unless the context requires otherwise:

“Candidate” means a candidate for University Examinations.
“Charter” means the Moshi Co-operative University Charter, 2015.
“Continuing student” mean a student who is continuing with studies after the completion of at least one semester for the respective programme of study.
“DPF” means the Director of Planning and Finance;
“DUS” means Directorate of Undergraduate Studies;
“DVC” means the Deputy Vice Chancellor.
“Examinations” have the meaning ascribed to it under Regulation 19 of these Regulations;
“Instructor” means an academic staff assigned to teach and assess students in a particular course and it includes part-time instructors.
“Main Campus” means the University main office at Moshi.
“Medical Doctor In-Charge” means the Medical Doctor In-Charge of the University Health Centre or his/her representative for the time being;
“MoCU” means the Moshi Co-operative University;
“MUSARIS” means Moshi Co-operative University Students Admission and Registration Information System;
“Part-time students” shall include those pursuing distance and evening programmes;
“PGSC” means the Postgraduate Studies Committee;
“Plagiarism” has a meaning ascribed to it under the University Plagiarism Policy;
“Probation” means an examination done by a student after failing on first sitting and includes the second probation;
“Proposal” means a suggested research/project idea as defined by the University Guidelines for Proposals, Reports, Dissertation and Theses;
“Recognised University environment” means a lecture room, seminar |

- room or an office of a particular instructor;
- “Regulations” means Moshi Co-operative University General Admission, Registration and Examination Regulations, 2015.
- “Research Report” means a student’s research/project report as defined by the University Guidelines for Proposals, Reports, Dissertation and Theses.
- “Re-take” means the actual act by a candidate to re-study a course in when next offered after failing to pass a probation examination for the prescribed number of sittings;
- “Senate” means the Senate of the University as established by the Charter;
- “Student” means a dully registered student of the University;
- “SUSC” means the Senate Undergraduate Studies Committee;
- “UEIC” means the University Examination Irregularities Committee;
- “University” means the Moshi Co-operative University as established by the Charter;
- “VC” means the Vice Chancellor of the University;
- “TCU” means the Tanzania Commission for Universities;

PART II
ADMISSION AND REGISTRATION FOR PROGRAMMES AND COURSES

General admission requirements for programmes

4. (1) Admission shall be granted if an applicant meets the following minimum requirements:
 - (a) for doctoral programmes, applicants are supposed to hold a Master’s degree or equivalent qualifications.
 - (b) for Master’s programmes, applicants are supposed to hold at least a second-class bachelor degree from a recognised institution of higher learning. Applicants with Postgraduate diploma in relevant fields of study from recognised institutions of higher learning and those with relevant professional qualifications shall also be considered.
 - (c) for direct entrants into undergraduate degree programmes shall be two principal level passes in the Advanced Certificate of Secondary Education Examination (ACSEE) that add up to a minimum of 4.0 points or as may be determined by Tanzania Commission for Universities (TCU) from time to time. An equivalent candidate for undergraduate programmes shall be required to have a Diploma Certificate with a GPA of not less than 3.0 approved by NACTE and four passes in principal subjects at o-level or as may be prescribed from time to time.

(d) a candidate with a foundation certificate recognised by TCU provided it has a minimum GPA of 3.0 in relevant discipline obtained after attaining a Diploma with a GPA of less than 3.0

(e) a candidate for diploma programme shall be required to have an A-level certificate with at least one principal pass in one subject from among subjects prescribed as relevant to the diploma programme or a basic certificate from an accredited institution.

(f) a candidate for certificate programme shall be required to have an “O” Level Certificate with at least four passes in relevant subjects.

(g) Submission of genuine documents during registration.

(1A) For postgraduate and distance learning programmes, admission criteria shall be in accordance with the Postgraduate/Distance Learning Programme Guidelines, respectively.

(2) Notwithstanding the generality of the above Regulation, other specific admission requirements provided for in the University Prospectus, The Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE) shall govern the admission process.

Registration for
programme and
period for
registration

5. (1) First semester students shall register in their respective Departments/Faculties/Institutes for the programmes during the orientation week while continuing students will register for their respective programmes one week after the orientation week.

(2) Registration shall be done at the beginning of each semester. The deadline for registration for semester one students shall be two weeks from the first date of the orientation week. For continuing students deadline for registration shall be one week from the commencement of their respective semesters. One who fails to register within the prescribed period shall be deemed to have his/her admission status withdrawn and therefore discontinued from studies.

(3) Every student shall maintain a MUSARIS personal account which shall be provided upon registration.

(4) A student shall register for his/her respective programme through his/her MUSARIS personal account.

(5) The student shall fill in all required information and upload all required documents to his/her personal account. Failure to comply with this regulation shall prevent a student from accessing other

University services.

(6) Semester registration for a programme shall be deemed complete when a student's name appears in the MUSARIS registered students database.

(7) The provisions of this Regulation apply, *mutatis mutandis*, to students under distance learning programmes provided that their registration shall take place through the University Regional Offices or the Main Campus as the case may be.

Registration fee 6. (1) Each first, third and fifth semester, student shall have to pay a registration fee of shillings forty thousand (40,000/=) for full time and evening programmes before registration, the amount which shall be subject to review from time to time.

(1A) Registration fee for postgraduate and distance learning students shall be as prescribed in the relevant fee structure.

(2) A candidate shall be registered after paying the prescribed University fees and after verification of original certificates for first semester students. Partial payment of University fees to allow registration for a particular semester shall only be granted by the University relevant authority under special circumstances.

(3) Any fees paid shall not be refunded or transferred to the next semester or to a third party.

(4) The provisions of sub regulation (3) above shall not apply to students who have registered and postponed their studies within 21 days after the opening of the University. Such students' fee may be transferred to next semester, subject to fulfillment of prescribed conditions.

Prohibition on change of name(s) 7. No student shall be allowed to change name(s) after registration in a respective programme or during the course of study.

Prohibition on change of programme 8. (1) No student shall be allowed to change a programme earlier registered for except under special circumstances and upon paying a non-refundable transfer fee of TSh 20,000/= the amount which shall be subject to review from time to time.

(2) A student may be allowed to transfer from being a full-time student to a part time student and vice versa provided that he/she complies with the requirements of this regulation.

(3) Transfer shall be subject to payment of the fee prescribed under

sub-regulation (1) above and the transferee shall maintain his/her registration number.

(3) A student applying for transfer under sub-regulation (2) above must have completed the minimum credit unit for one academic year.

(4) Application under this part shall be made using MUSARIS student's personal account or as may be determined by relevant authority.

Registration for courses

9. (1) Every student registered for a programme shall be deemed to have also been registered for all core courses in that respective programme.

(2) A student shall register for courses through his/her MUSARIS personal account.

(3) Upon successful completion of the registration under this regulation, a student shall print out the registration form and submit prescribed number of copies to DUS/DRPS/DCLA/ICCE office as the case may be.

Registration for elective courses

10. (1) Students shall register for elective course(s) at the Department offering the respective course(s), subject to availability of instructors for the course.

(2) First semester students shall register for elective courses during the orientation week, while continuing students shall register for elective courses of the coming semester in the 13th and 14th weeks of the current semester.

(3) Registration for elective courses shall be done through a student's personal MUSARIS account.

(4) Where a student registers for an elective course, he/she must complete the same including sitting for final examinations notwithstanding the meeting of minimum credit units/over and above credits.

- Change of elective courses
11. (1) Any change to an elective course shall be done within the first two (2) weeks from the start of the semester.
- (2) The change under sub-regulation (1) above shall be sought through MUSARIS and where convenient, in consultation with the respective Head of Department.
- Minimum number of students required for an elective course to be offered
12. (1) For an elective course to be offered, the minimum number of students registered for it shall be at least 10. In case the registered students are below ten (10), the Head of Department shall be responsible to cause relocation of the students to other elective courses.
- (2) A student shall be examined in all (and only) courses registered for.
- Consequence for non registration of elective courses
13. (1) A student who does not register for the elective course required in a given semester shall have lost the opportunity to be examined in that course and therefore such a student shall be discontinued from studies.
- (2) A student who registers for an elective course but fails to comply with the provisions of regulation 10 (4) of this Regulation will be deemed to have absconded and shall be discontinued from studies.
- Issuance of identity cards
14. Each student shall be issued with an identity card after registration.
- Approved passport size photographs
15. A student shall be required to submit approved passport size photographs before identity cards are prepared. An approved passport size photograph shall be one which complies with internationally accepted photograph standards for identification purposes and shall be within the following limits:
- (a) Coloured with a plain white background;
 - (b) Recently taken to reflect current appearance;
 - (c) Taken in full-face view directly facing the camera, not tilted sideways or up or down;
 - (d) Taken with a neutral facial expression, mouth closed and both eyes open;
 - (e) Any head covering if worn should not obscure the hairline side to side to ensure that the full face is visible with both edges clearly shown, and the head covering or hairs must not cast any shadows on the face;
 - (f) Headphones, wireless hands-free devices, or similar items are not acceptable in the photo;
 - (g) Hearing device may be worn when taking the photo provided the same have been recommended on medical grounds; and
 - (h) If one is normally wearing glasses, they should have clear frames

and they should not be dark or tinted.

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| Student's duty to identify himself/herself | 16. A student shall be required to identify him/herself using such an identity card throughout the study period. |
| Loss of identity card | 17. A student whose identity card is lost will have to pay a non-refundable fee of TSh 10,000 to facilitate issue of another identity card after submission of a fully paid for Police loss report. |
| Prohibition on undertaking activities outside the University | 18. Any activity undertaken by a student outside the University on behalf or in the name of the University shall require authorization from the DVC-Academic in consultation with the relevant Dean of Faculty/Director of Institute/Directorate/Centre. The University shall not facilitate students' travel outside the country for Private Business. |
| Duty to keep and make use of the Regulations | 18A (1) All University staff and students shall keep a copy and make use of these Regulations.

(2) Ignorance of the Regulations shall not stand as a defence in cases of non-compliance and or contravention. |

**PART III
CONDUCT AND HANDLING OF EXAMINATIONS**

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| Meaning of examination | 19. Examinations shall include continuous assessments (i.e. quizzes, tests, assignments, term papers, seminar presentation, practical/field attachment, oral tests, and research/project proposal/report) and University examinations including oral examinations, where applicable.

Provided that where an oral test is carried out, the same shall be directed at filling a gap in a given assignment or class test and that it is carried out face to face in the recognised University environment. |
| Types of examinations | 20. There shall be a written examination and, where the course demands, a practical and/or oral examination during each semester for each course registered for. |
| Research/project proposals and reports | 20A (1) Students shall undertake independent research/project studies under the guidance of a supervisor and produce proposal and reports which shall be examined.

(2) For the purpose of ensuring effective research process, students shall have regular contacts with their supervisors and vice versa.

(3) The meetings under sub-regulation (2) above shall be recorded in the prescribed forms. |

(4) Departments may arrange oral presentations for research/project proposals and reports defence by students.

(5) Where the arrangements are made in accordance with sub-regulation (4) above, the oral presentation shall constitute 30% of the total marks or such marks as prescribed in the respective programme curriculum.

(6) Students who fail in research/project proposal shall be required to repeat the same in the next semester provided that he/she shall undertake the research/project report during the probation period.

(7) For purposes of implementing the provisions of sub-regulation (6) above, respective Heads of Departments shall be responsible for endorsement of proposal results and provide consent for a particular student to undertake the research on satisfaction of his/her proposal results.

(8) Research/project proposals/reports shall be submitted in both hard bound and electronic copies to the supervisors who shall submit the same to the Head of Department.

(9) The proposal/report submitted under sub-regulation (8) above must be accompanied by the form under sub-regulation (3) above.

Permission for oral examinations

21. Where an end of semester oral examination has to be administered, permission must be obtained from the DVC-Academic. The DVC-Academic shall prescribe on how the examination would be conducted.

Probation examinations

22. (1) There shall be probation examinations before the beginning of the academic year for courses failed by students which are required to make the minimum credits in the previous academic year.

(2) The highest score to be awarded in probation examination shall be a C grade (50%) for ordinary programmes and 40% for programmes under the University Qualified Framework (UQF). A student scoring less than 50% and 40% respectively shall be regarded to have failed that probation examination.

(3) All probation examination candidates shall be required to pay a probation fee of Tshs 20,000/= for each course to be allowed to sit for the probation examination(s). This amount shall be subject to revision from time to time as deemed necessary.

Duty of an instructor to set examinations

23. (1) It is the duty of the instructor to set the examinations as required by these Regulations.

(2) In case a course is taught both at the University Main Campus and any of its teaching centre(s)/institute(s), colleges, instructors concerned shall set a single examination paper for the Main Campus and the teaching centre(s)/institute(s)/colleges. The examination will have to be attempted on the same date and time.

(3) The course instructor shall be responsible for providing his/her students with a course outline, information on the examinations and other class requirements (including class attendance) that will provide a basis for evaluating their performance.

Eligibility for University examinations

24. (1) No student shall be eligible for an end of semester examination unless the Instructor and Head of Department have satisfied themselves that:

(a) the candidate has undertaken the course by at least 80% attendance rate,

(b) the candidate has complete coursework in all courses for the programme

(c) the candidate has paid the university direct student costs which currently comprise of tuition fees, medical capitation, facility depreciation, TCU quality assurance fees, registration fees and students' organization subscription fees.

(d) the candidate has student identity cards.

(2) A student who fails to attain the 80% attendance rate (cumulatively or at once) without compelling reasons shall not be allowed to sit for University examinations and shall consequently be required to retake the course(s).

(3) No candidate shall be allowed to enter into the examination room without the student identity card.

Permission for absence from attending classes

25. (1) The Dean of Students shall grant permission for absence from attending classes for up to two days to students with genuine social and/or medical reasons after consultation with the Medical Doctor In-charge.

(2) Permission sought on the basis of academic reasons and if beyond two days (for social and medical reasons) and not exceeding five days shall be granted by the Head of Department/Dean of the Faculty/Director of Institute/Directorate/Centre hosting the programme.

(3) Where the number of days exceeds those prescribed in sub-

regulation (2) above, permission shall be sought from the office of the DVC-Academic.

A list of candidates who have not met the requirements to be submitted to Head of Department

26. A list of candidates who have not met the requirements stated in Regulation 24 shall be submitted to the particular Head of Department one week before the commencement of the end of semester examinations by the instructor. The Head of Department shall communicate the same with the Examinations Office.

Permission for postponement of end of semester examinations

27. (1) Permission for postponement of end of semester examinations shall be granted by the Dean of the Faculty/Director of Institute after consultation with the Head of Department, Dean of Students and where applicable, Medical Doctor In-charge while postponement of course assessment shall be granted by the course instructor(s) in consultation with the relevant Head of Department/Dean of Faculty/Director of Institute.

(2) Students allowed to postpone examinations under this regulation shall be allowed to proceed to the next semester.

(3) Postponement of examinations under this regulation may be extended where a student, with compelling reasons, requests for a further postponement, but shall not be allowed to proceed to the next year of study.

(4) Where a student postpone his/her examination and sit for such examinations during the probation period as special examinations, the results for such examinations shall be counted first before the respective probation results.

List of candidates for probation examinations

28. The Heads of Departments shall be responsible for the preparation of the lists of candidates who are supposed to sit for probation examinations and share the same with Deans/Directors/Timetabling Unit and Instructors.

Absence from examinations and its consequence

29. A student who absents himself/herself from any end of semester/probation/special examination(s) without compelling reason(s) shall be discontinued from studies.

Absence from continuous assessment and its consequence

30. (1) A student who absents himself/herself from any continuous assessment given during the course work without compelling reasons shall be awarded zero for the missed assessment.

(2) A student allowed to be absent from attempting continuous assessment or who has missed it because of compelling reason(s) shall be required to complete the same before attempting the end of

semester examination of the respective course.

(3) A student shall be responsible for initiating any request to attempt the continuous assessment missed and when the Instructor requests evidence, the student should submit appropriate documentation.

(4) Failure to submit an acceptable documentation then Regulation 31 (1) shall apply.

Carrying forward of an examination

31. A student allowed to be absent from an end of semester examination(s) shall carry forward the examination as incomplete and shall have to sit for the said examination(s) as special examinations during the subsequent probation examination session. Such student shall have to get approval from the respective Dean/Director.

Dates for conducting continuous assessment and release of results

32. (1) Dates and times of conducting continuous assessment shall be indicated by the responsible course instructor(s) in the course outline.

(2) The instructor shall release coursework results through MUSARIS at least one week before University final examinations.

(3) Students shall verify their results and where there are discrepancies observed the same shall be communicated to the Instructor.

(4) Heads of Departments shall ensure all examiners comply with the requirement of sub-regulation (2) above.

Dates for examinations

33. Dates for the end of semester and probation/special examinations shall be published in the University Almanac.

Overall co-ordination of examinations

34. (1) The overall co-ordination of the examinations shall be the responsibility of the office of the DVC-Academic.

(2) University Examinations shall be coordinated and conducted under the control of the relevant Dean of Faculty or Director of Institute, College, as the case may be, in collaboration with the relevant Heads of Departments.

Examination answer booklets

35A (1) The examination answer booklets shall be prepared timely and with secure features including serial number and stamp which shall be printed on the cover page and any other page as may be deemed special for a particular semester.

(2) Examination answer booklets under regulation (1) above shall contain instructions to candidates as may be determined by the office

	of the DVC-Academic.
Examination Papers and instructions	<p>35B (1) Examiners shall comply with the standard examination format and instructions provided or directed by the DVC – Academic.</p> <p>(2) The office of the DVC-Academic shall be responsible for the issuance of general instructions to be contained in examination papers from time to time.</p>
Time required for end of semester examinations	35. Each University examination shall be examined for three (3) hours.
Nullification of examinations	36. Where there is proof of leakage of any examination the University shall nullify the examination and require the candidates to re-sit for the examination.
Punishment for leakage of examinations	37. Any person proved to have aided in leakage of examinations shall be punished by the relevant disciplinary authority.
Marking of Examinations	<p>38A (1) All University final semester examinations shall be marked within two (2) weeks period from the next day following the end of the prescribed examination period.</p> <p>(2) The office of the DVC-Academic shall be responsible for the regulation and coordination of the marking of University examinations.</p>
Field, project/research proposals/reports	<p>38B (1) Certificate, diploma and undergraduate degree students shall conduct field work after the end of first, third and third semesters respectively.</p> <p>(2) Field, project/research proposal and reports for Postgraduate Students shall be as provided in the Postgraduate Guidelines.</p> <p>(2) For foundation and professional certificate students' field attachment shall be during the conduct of their second module.</p> <p>(3)A candidate failing in field attachment shall be required to repeat the same and pass. A candidate who fails a repeated field attachment shall be discontinued from studies.</p> <p>(4) Field reports shall be submitted to the respective Departments during the registration week. A student who fails to comply with this requirement without compelling reason(s) shall be deemed to have</p>

absconded field attachment and shall be discontinued from studies.

(5) Field attachment shall be coordinated by the Head of Research and Field Attachment Unit in collaboration with the respective Heads of Departments.

Pass mark and Grading

38C (1) Overall marks for each University examination shall be 100% and shall be composed of 40% coursework and 60% University final examination. For postgraduate programmes the overall marks for each examination shall be 100 composed of 50% coursework and 50% university final examination.

(2) For purposes of implementing programmes under the UQF, students shall be required to score a minimum of 24 marks in the final/end of semester university examination.

(3) A student fails where he/she score below 24 marks and in such a case he/she shall sit for such examination as probation when next offered.

(4) The pass mark for each University examination (semester/special) shall be 50% for all non UQF degree programmes as well as certificate and diploma programmes.

(5) For programmes under the UQF the pass mark shall be 40% or as may otherwise be directed by relevant authorities.

(6) Field attachment reports shall be graded out of 100% whereas 40% shall be assessed by field supervisor and 60% by the internal examiner provided that the same shall not contribute in the calculation of the GPA.

Examination results files

38D (1) All examination results shall be kept in the examination results files prepared by faculty/directorate/institute.

(2) The files in sub-regulation (1) above shall consist of copies of course content, examination paper, marking guide, final results (including coursework results) and other such information as may be prescribed.

(3) The results in the files under this regulation shall also be posted, by respective course instructor, on MUSARIS.

(4) The files shall be submitted to the respective Heads of Department for preservation.

- Release of end semester examination results
38. End of semester examination results, once approved by the Faculty/Directorate/Institute/Boards, shall be released as provisional results, by the respective Deans/Directors.
- Provisional examination results to be accessed through MUSARIS
39. Students shall access provisional results through their MUSARIS personal accounts.
- Senate's power to approve examination results
40. (1) The power of approval of end of semester/probation/special examination results is vested in the Senate.
- (2) Where the Senate does not approve any results under sub-regulation (1) above, the same shall be returned to the DVC-Academic who shall coordinate with the respective Dean/Director to ensuring the measures recommended by the Senate are taken.
- (3) In taking the measures under sub-regulation (2), the internal examiner shall be consulted.
- Examinations irregularities and their penalties
41. (1) Candidates are not allowed to enter examination venues without the permission of invigilator(s). A candidate who contravenes these Regulations shall be reported to the relevant Faculty Dean/Director and shall be served with a written warning to that effect. A candidate who contravenes this Regulation twice shall be discontinued from studies.
- (2) Candidates are required to be present around the examination premises 30 minutes before the scheduled time of the examination.
- (3) No candidate shall be allowed into the examination room 30 minutes after the commencement of the examination.
- (4) A candidate reporting late 30 minutes after the commencement of the examination shall be barred from sitting for the examination and his/her case shall be reported to the UEIC. A candidate who reports late without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies. A candidate who reports late with compelling reasons shall be allowed to sit for the missed examination when next offered.
- (5) A candidate must present oneself before the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with his/her student identity card. A candidate failing to present in a manner that allows disclosure of his/her identity to be determined shall not be allowed to sit for the scheduled examination

and the case shall then be reported to the UEIC. Such a candidate shall be considered to have absconded the respective examination(s) and shall be discontinued from studies.

(6) A candidate shall not be allowed to enter into the examination room if his/her dressing code contravenes the dressing code for public servants issued by the responsible Government authority and/or that by the University. The candidate shall be required to change his/her dressing and come back for the examination within the prescribed time. Failure to come back within the prescribed time shall be a sufficient cause for a student to retake the course for the sake of attempting the final examination.

(7) Candidates are allowed to enter in the examination room/venue with authorized materials to facilitate the examination process. Such materials shall include materials for open book and partial open book examinations such as ballpoint pens, pencils, sharpeners, rulers and prescribed types of calculators by the University Authority. These materials shall be subject to verification by the examination invigilators.

(8) Where the examination set is either total or partial open book, candidates would be required to enter in the examination room with the clean and un-annotated copies of the materials relevant or required for the examination. Hand written materials shall not be allowed in the examination room.

(9) No un-authorized materials shall be allowed within 30 meters around and within the examination venue. A candidate found to have such materials shall be deemed to have cheated in the examination and, on UEIC and UGSC recommendations and Senate decision, he/she shall be discontinued from studies.

(10) A candidate who carries any type of unauthorized material(s), including but not limited to written materials, purses, annotated mathematical tables, and other similar documents, electronic equipment such as cell phones, pagers and any other materials which will be specified from time to time by the DVC-Academic as unauthorized materials, into the examination venue and requests to surrender them to the Invigilators on his/her own accord before examination papers have been distributed, shall be allowed to sit for the examination after the surrendering.

(11) No candidate shall be allowed to communicate with a fellow candidate(s) after entering the examination room; communication shall only be between the invigilators and the candidates. Candidate(s)

found communicating shall be stopped to continue with the examination and shall be removed from the examination room. Such candidate(s) shall be required to write a statement to that effect and the case shall be reported to the UEIC. Communication between or amongst students in the examination room shall amount to cheating the punishment of which shall be discontinuation from studies.

(12) A candidate is not allowed to chew anything while in the examination venue unless granted permission by relevant authorities under special circumstances. A candidate found to be doing so and refuses to produce the material being chewed shall be deemed to have destroyed evidence of possession of unauthorized materials while in the examination venue and thus cheating.

(13) A candidate who misbehaves in the examination room in any manner including disobeying genuine orders from invigilators shall be removed from the examination room and his/her case shall be reported to the UEIC. A candidate who contravenes this Regulation shall be discontinued from studies.

(14) A candidate who is proved to be of unsound mind by reason of consumption of alcohol, drugs or any other related substances shall not be allowed to sit for an examination. The invigilator(s) shall refer the candidate to the Medical Doctor In-charge for verification.

(15) Where the Medical Doctor In-charge verifies that a particular candidate is in the state referred to in Regulation 42(14), the Chief Invigilator shall make a report, annexing the medical report and the candidate's written explanations and forward them to the UEIC.

(16) A candidate found guilty of an examination irregularity as per Regulation 42(14) shall be required to retake the respective and entire course.

(17) A candidate who starts to write before the official start of the examination as announced by the Invigilator(s) and the one who continues to write after the official end of the examination shall be served with a written warning by the respective Faculty Dean/Director. A candidate who commits the same act twice shall be discontinued from studies.

(18) A candidate suspected of carrying hidden unauthorized materials shall be searched by academic member(s) of staff of the same sex with that of the suspect.

(19) There shall be no borrowing of materials such as calculators,

rulers, statistical tables, pencils, pens, materials or any other materials by students during examinations. Candidate(s) found to be borrowing or exchanging material(s) of any form during the examination shall be deemed to have contravened these Regulations and shall surrender them to invigilator(s). Such candidate(s) shall be served with a written warning. A candidate who commits this act twice shall be discontinued from studies.

(20) A probation examination candidate absenting oneself from a scheduled examination without compelling reason(s) shall be discontinued from studies.

(21) The highest score to be awarded in probation examination shall be a C grade (50%) for ordinary programmes and 40% for programmes under the University Qualified Framework (UQF). A student scoring less than 50% and 40% respectively shall be regarded to have failed that probation examination.

Postponement of studies and probation examination

42. (1A) A student seeking to postpone his/her studies/probation examination shall lodge his application through MUSARIS attaching relevant documents, when applicable.

(2) Permission for postponement of studies shall be granted by the DVC-Academic after consultation with the Dean of Faculty/Director/Dean of Students/Head of Department and Medical Officer In-Charge, as the case may be.

(2A) For purposes of record keeping, the DVC-A shall forward the decision to Director of Planning and Finance (DPF), DUS, respective faculty/institute/directorate and departments.

(3) Permission to resume studies will be granted by the DVC-Academic upon submission of the relevant supporting documents, subject to the availability of that study programme. The duration of postponement of studies shall be one academic year, renewable only once for the same duration.

(3A) Postponement of studies may be for medical, social, economic or other compelling reasons.

(4) Postponement of probation examination(s) shall not be more than once.

(5) Students shall collect their responses for postponement from the Admission Office. A student permitted to postpone studies shall be required to hand in the identity card to the Admissions Office and

other University properties to relevant authorities before collecting his/her permission letter.

(6) A student shall inform the respective Faculty/Directorate/Institute, in writing, about the intention to resume studies or to sit for examinations provided that, such information shall be communicated two (2) weeks before the commencement of the studies/ examinations.

(7) A student who ceases to be a *bonafide* student of the University by reason of non-completion of studies or any other lawful reason shall fill in a clearance form and return all University properties to relevant authorities including student identity cards.

(8) A student who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies shall be permitted to re-apply and be re-admitted to a programme other than the one he/she failed, as a fresh student. Re-admission in the degree programme that the candidate had initially failed shall only be after submitting evidence of having undertaken additional training in form of certificate/diploma or short courses in the relevant discipline.

(9) A student discontinued from studies on the basis of examination irregularities at the University or in any other institution of higher learning shall not be allowed to re-apply for admission for studies at the University unless two years have elapsed.

(10) A student allowed to postpone a scheduled examination(s) as per Regulation 43 shall be allowed to sit for such examination(s) as special examination(s) during the subsequent probation examinations period.

(11) A third-year student allowed to postpone submission of a research proposal shall be allowed to submit the same three weeks before the start of sixth semester University Examinations. Such a student shall be required to submit the final research report before the start of scheduled Probation/Special examinations within that academic year.

Retention of registration number for students permitted to postpone studies

43. A student permitted to postpone studies shall retain his/her registration status and registration number. However, he/she shall be required to meet the costs of production of new identity card and any other financial requirements which relate to the re-admission process.

Application of these Regulations to part-time students

44. These Regulations shall apply *mutatis mutandis* to part-time students. In addition, the following special Rules shall apply to part-time students:

Examination
Regulations
specific to part-
time students

45. (1) Part-time students shall be required to sit for final examinations as stipulated in the University Almanac unless there are compelling reasons to the contrary and shall sit for the same when next offered.

(2) A candidate with incomplete course work under compelling reasons shall be allowed to sit for final examinations and shall have his/her results considered incomplete until when he/she completes his/her course work. It shall be the responsibility of the student to initiate the process of completing the course work.

(3) A candidate with incomplete results shall be required to complete his/her course work in the next module for evening students and in the next semester for distance learning students.

Directives to
invigilators and
procedures for
invigilation

46. (1) Invigilators should be present in the examination premises/rooms 30 minutes before the commencement of examinations.

(2) All candidates must show their student identity cards before entry into the examination rooms. Candidates who fail to show identity cards shall not be allowed to sit for the examinations.

(3) Invigilators may search/check candidates to ensure that they do not enter the examination premises/room with unauthorized materials and shall have the authority to confiscate any unauthorized material brought into the examination room by candidates. If search is needed Regulation 42(18) shall apply.

(4) Question papers and any other materials (e.g. log tables and charts) should be as prescribed by the Internal Examiner and handed to students by invigilators.

(5) Invigilators shall admit students to the examination room 30 minutes before the commencement of the examination and they should ensure that they take the right places.

(6) During these 30 minutes the invigilators should;

- (a) distribute examination question papers;
- (b) make an announcement to the effect that students should satisfy themselves that they are in possession of the right paper;
- (c) announce that candidates should properly read instructions on top of the question papers and the answer books;
- (d) call attention to any rubric at the head of the paper which

seems to require attention;

- (e) allow candidates to read the questions for five minutes;
- (f) require candidates to write registration numbers and other required details on the top cover page of answer books; and
- (g) allow candidates to begin writing the examination.

(7) Where there is suspicion, candidates wearing, sweaters, pullovers, jackets, overcoats and similar clothing may be subjected to a thorough check/search by relevant authorities as prescribed under Regulation 42(18).

(8) Invigilators should not admit candidates into the examination room after 30 minutes of commencement of the examination and should not permit them to leave the room until 30 minutes have elapsed.

(9) At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.

(10) At the end of the first 30 minutes candidates should sign in attendance forms and invigilators should record total number of candidates present. Invigilators should then collect the blank answer books from all vacant places and extra question papers should be returned to the correct envelopes for collection by the Internal Examiner(s).

(11) It shall be strictly prohibited for anyone to take or allow question papers to be taken out of the examination room/venue before the end of that examination within the scheduled time. Disciplinary actions shall be taken against any person who contravenes these Regulations.

(13) Candidates shall be allowed to leave the examination room to attend calls of nature under the escort of an authorized person of the same sex.

(14) Invigilators should not sit in one place rather they should walk about and strategically observe actions of the candidates from the back. Random checks of answer books should be done to search for unauthorized materials which, usually, might be hidden within the answer books.

(15) Invigilators should minimize and avoid unnecessary announcements during the conduct of an examination.

(15A) A Chief Invigilator shall be appointed from amongst the senior staff of the invigilating team.

(16) Invigilators shall not allow candidates to borrow or exchange items in the examination rooms such as rulers, pencils, calculators and pens during the conduct of examination.

(17) Cases of illness during examination should be reported by invigilators to the relevant Examinations Office and Medical Doctor In-charge as soon as possible for further processes.

(18) Invigilators shall not permit candidates to leave their places until answer books have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand in their answer books to the Invigilator and sign out before leaving the examination room.

(19) No candidate shall be allowed to leave the examination room during the last 30 minutes of the time allocated for the examination.

(20) At the end of the examination period Invigilators shall instruct the candidates to stop writing and then collect all the answer books. Candidates shall sign out and leave the examination room.

(21) Invigilators shall have to verify the number of answer books collected from candidates against signatures in the attendance sheet.

(22) Invigilators shall hand over all the examination answer books to the relevant Examination Coordinator.

(23) On receipt of the answer books, the relevant Examination Coordinator shall check them and sign on the invigilation report.

(24) It shall be the responsibility of the Chief Invigilator to ensure that all unused examination answer books are returned to the Examinations Office from which they were collected.

Items to be provided to invigilators

47. Invigilators will be provided with the following items by the University relevant office in the Directorate of Undergraduate Studies or relevant Head of Department as the case may be:

(a) Sealed envelopes containing examination question papers to be attempted by students (to be submitted by the responsible Head of

Department);

(b) A list showing the names of the papers to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of timetable for the University examinations;

(c) Candidates' attendance forms;

(d) Examination answers books; and

(e) Other examination materials like mathematical tables and graph papers where appropriate.

(f) Invigilators must also ensure that only one answer book is provided for each candidate unless the rubric on the question papers requires otherwise. The answer book must be fully used before any additional answer book is provided.

General
directives to
invigilators

48. (1) Save for part time lecturers, Internal Examiners are required to be in the examination room at the commencement of their examination and should be among the invigilators but not assigned as Chief Invigilators.

(1A) Where the examination is conducted in more than one venue, the examiner shall visit all venues regularly.

(1AA) Any corrections from the Internal Examiners shall be announced by the Chief Invigilators.

(2) Invigilators shall have the authority to expel any candidate who cause disturbance in the examination premises or refuse to obey genuine instructions from the invigilators. Candidates who are expelled or refuse to obey genuine instructions shall be reported to the UEIC for appropriate action.

(3) Invigilators shall conduct themselves in a manner that does not disturb candidates in the course of doing their examinations. In this regard invigilators should not talk, smoke, read newspapers, answer/use cell phones by any means or do any other thing that may amount to disturbances or that distracts their attention as invigilators

(3A) Failure to comply with the provisions of sub-regulation (3) above shall attract disciplinary action as per the University Staff Regulations, Code of Conduct and other relevant laws.

(4) All necessary announcements during examinations shall be made by the Chief Invigilator or if absent; by any other invigilator appointed to hold his/her position during his/her absence.

(5) Invigilator shall not be allowed to assist students in answering examination questions.

(6) Toilets around the examination premises shall be under the surveillance of authorized persons.

(7) Where an invigilator(s) has/have reason(s) to believe that a candidate has been cheating or has aided in a cheating act including having unauthorized materials the following actions shall be taken:

(a) The invigilator(s) shall immediately instruct the candidate to stop writing the examination;

(b) The invigilator(s) shall then take from the candidate the student identity card, examination answer book, the question paper and the unauthorized documents/material which was being used or aided in the cheating act. Where bodily search is necessary, Regulation 42(18) shall apply.

(c) The invigilator(s) shall call upon other invigilators to witness the unauthorized documents/materials;

(d) The invigilator(s) shall leave the examination room together with the candidate towards the office of the Head of the Unit responsible for Examinations.

(e) The invigilator(s) shall instruct the candidate to write a statement on the event, sign it and submit it to the Head of the Unit responsible for Examinations.

(f) The invigilator(s) shall write and sign a report, which has to be counter signed by the witness invigilator(s) on the event. The invigilator(s) shall submit all the available evidence and reports to the Secretary of the UEIC for appropriate action.

PART IV
ISSUANCE OF CERTIFICATES, TRANSCRIPTS AND
PROGRESS REPORTS

Issuance of
certificates

49. (1) The University may issue certificates under the following conditions:

(a) Certificates shall be issued after graduation.

(b) Submission of a written application accompanied with the original copy of dully filled clearance form to the respective Faculty/Directorate/Institute.

(2) The University, on student's request, may issue and send a certificate to foreign students through a reliable courier.

(3) For purposes of implementing the provisions of sub-regulation (2) above, the student shall initiate the application through a courier of his/her choice and send to the University a request letter, stamped self-addressed registered mail envelope (240x332mm), certified photograph and original student identity card.

(4) Where the student and the University agree, money shall be sent to the University by the student and the University shall then send the certificate through the agreed channel.

Delays in collection of certificates and penalties

50A (1) Graduates shall collect their certificates from the University within one year from the date of graduation.

(2) A graduate who collects his/her certificate after the expiry of the one year period shall pay Tanzania shillings twenty thousand (20,000/=).

(3) The amount in sub-regulation (2) above shall accumulate for each year a graduate fails to collect the certificate and may be subject to change.

Rectification of errors on certificates

50. (1) All applications for rectification of clerical, arithmetical or grammatical errors of names of students shall be made to the DVC-Academic before the next graduation ceremony after he/she has graduated.

(2) Any genuine complaints as to clerical, arithmetic, grammatical or any other errors, which affect the award of any student shall first be lodged with the office of the Dean/Director who shall cause an investigation to be undertaken forthwith and make it an agenda to be tabled at the next UGSC or PGSC.

(3) Provided that, where the complaints have been proved to be genuine, they shall be forwarded to the Senate for approval.

(4) After the approval by the Senate, the Dean/Director shall cause the errors to be corrected and new certificates and transcripts to be prepared.

Replacement of lost academic certificates

51. (1) The University may issue a copy in case of loss of the original certificate or transcript on condition that:

- (a) The applicant produces an affidavit in respect of the loss;
- (b) The applicant produces evidence that the loss has been

adequately publicly announced, including a written report from the Police;

(c) The certificate or transcript so issued shall be marked "COPY" across it; and

(d) The replacement certificate shall not be issued until 12 months after reporting the loss to the University.

(2) A fee of TSh 50,000 or equivalent shall be charged for the copy of the certificate or transcript issued.

Issuance of transcripts and progress reports

52. (1) The University may issue transcripts under the following conditions:

(a) Examination results have been approved by the SENATE.

(b) Submission of a written application accompanied with the original copy of dully filled clearance form to the respective Faculty/Directorate/Institute.

(c) Academic transcript shall cost Tanzanian shillings thirty thousand (30,000/=) an amount which is subject to review from time to time.

(d) Certification of copies of transcripts and certificates shall be charged TSh 5,000, an amount which may be reviewed from time to time.

(e) All transcripts and certificates may be collected within seven working days from the day of lodging applications/requests.

(2) For distance learning students, the issuance of transcripts and progress reports shall be in accordance with the Distance Learning Programmes Guidelines and respective fee structure.

Progress reports

53. (1) Students shall retrieve their progress reports from MUSARIS and have them certified in respective faculty/directorate/institute examinations office.

(2) The students seeking to certify progress report shall pay a total of five thousands shillings (5,000/=) to the University.

(3) No progress report shall be issued after the issuance of the academic transcript.

(4) No cumulative progress reports shall be issued to a student.

Academic progress from year to year

54. (1) Progress from year to year shall apply for all programmes which last for more than one academic year (more than two semesters). Academic progress for Certificate programmes shall also be evaluated on a yearly basis.

(2) A certificate candidate shall be required to undertake a total of 32

credits in a year and 16 credits within a semester or as may be determined from time to time.

(3) A Certificate candidate failing one or more courses and having passed with a GPA of not less than 2.0 in the same year shall be required to sit for probation examination(s) offered before the start of the next academic year.

(4) All candidates shall be allowed to proceed to the next academic year as continuing students after passing all the examinations that make a minimum of 24 credits (with a minimum of 12 credits for each semester) from the previous academic year or as may be determined from time to time.

(4A) For programmes under UQF, candidates shall be allowed to proceed to next academic year as continuing students if the pass makes a minimum of 120 credits with a minimum of 60 credits for each semester.

(5) All degree and diploma candidates failing one or more courses and having passed with a GPA of 2.0 or above in that academic year shall be required to sit for probation examinations offered before the start of the subsequent academic year.

(6) Any degree or diploma candidate who fails probation examination(s) shall be allowed to proceed to the next academic year as a probation candidate so long as he/she has attained a GPA of not less than 2.0. Such a candidate shall be required to re-take the examination(s) as third and last attempt during the subsequent probation examination period in which case the pass mark shall be at most a "C" grade.

(7) A candidate who fails in examination(s) which is/are required to make the minimum pass credits for any academic unit after three attempts shall be barred from continuing into subsequent academic unit but shall be given the opportunity to retake the course(s) and examination(s) as last attempt when next offered after paying the required University fees.

(8) A candidate who fails to graduate after failing the probation examination(s) shall be required to sit for the respective examination(s) as a third attempt when next offered except where, upon request on account of compelling reasons, written permission to postpone third attempt to probation session has been granted. Such permission shall be granted only once.

(10) A candidate who fails to graduate because of failing examination(s) after three attempts shall be given the option of retaking the course(s) and the respective examination(s) when next offered after paying the required University fees that may be prescribed from time to time.

(11) A degree or diploma candidate failing to get a total of 16 credits in an academic year and/or getting a GPA of less than 2.0 shall be discontinued from studies.

(12) A candidate failing in electives over and above the required credits shall be allowed to continue to the next academic year but the results of the failed course(s) shall be recorded in the transcript, unless the student re-takes the examination(s) and passes.

(13) Progress for postgraduate and distance learning students shall be provided in accordance with the respective programme Guidelines.

Progress for
postgraduate
diploma
programmes

55. (1) Progress for candidates of Postgraduate Diploma programmes shall be determined on semester basis.

(2) Any Post Graduate Diploma candidate who fails semester one examinations shall be allowed to proceed to the next semester as a probation candidate so long as he/she has attained at least 8 credits and a GPA of not less than 2.0.

(3) A Postgraduate Diploma candidate failing to get a total of 8 credits in a semester and/or getting a GPA of less than 2.0 shall be discontinued from studies.

(4) A Postgraduate diploma candidate failing in electives over and above the required credits shall be allowed to continue to the next semester but the results of the failed course(s) shall be recorded in the transcript, unless the candidate voluntarily agrees to re-take the examination and passes.

Professional
certificate

56. A person who complete a professional programme offered by the University shall be awarded a professional certificate.

Certificate of
attendance

57. The University may award a certificate of attendance to a person who participates or attends a training or activity or event that has been organized by the University.

Certificate of
appreciation

58. The University may award a certificate of appreciation to a person who has done something that benefits the University.

- Prize certificates 59. The University may award a prize certificate to a student for outstanding academic performance.
- Aegrotat Awards* 60. A student who has left the University on established medical reasons when close to completion of a programme may be awarded an *aegrotat* award.
- The procedure for *aegrotat* awards 61. (1) The Head of Department shall make the request to the Senate for the award of a *aegrotat* degree to the student in question.
- (2) The following details should be provided to the Senate:
- (a) medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible after the last date of the examination which the application refers;
 - (b) the name of the candidate;
 - (c) the year of registration of the student;
 - (d) the name of the degree programme on which the student was registered; and
 - (e) the stage of the programme of study reached by the student at the time of illness.
- Posthumous awards 62. A student who has died when close to completion of a programme may be awarded a *posthumous* certificate.
- The procedure for posthumous awards 63. (1) The Head of Department/Dean of Faculty/ Director of Institute in which the deceased student was registered shall make a request to the Senate for the award of a *posthumous* award to the student in question.
- (2) The following details shall be provided to the Senate:
- (a) the name of the deceased student;
 - (b) the year of registration of the student;
 - (c) the date of death;
 - (d) the name of the programme of study on which the student was registered;
 - (e) the stage of the programme of study reached by the student at the time of death;
 - (f) any examination or assessment marks obtained by the student prior to death; and
 - (g) the number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to death.
- Exit levels 64. A candidate who does not complete studies for genuine reasons shall be awarded Higher Certificate or Higher Diploma or Higher Postgraduate Diploma as specified in their respective curriculum and upon approval by the Senate.

Guidelines for approving awarding of *aegrotat* and posthumous certificates

65. The Senate shall, before approving awarding of an *aegrotat* certificate and posthumous certificate, be guided by TCU Guidelines for the harmonization of Awards Offered in Tanzania.

Power to issue certificates

66. The power to award any certificate is vested to the University Senate.

**PART V
CRITERIA AND PROCEDURE FOR CLASSIFICATION OF
CERTIFICATES**

Classification of certificates

67. (1) For purposes of classification of all Certificates, a Five-Point system shall be used in averaging the final grades.

(2) The letter grades shall be assigned points based on equations which take into account the student's raw marks (X) in calculating the Grade Point Average (Y). For all programmes in the Faculties/ Institutes the grading system shall be as follows: -

A:	$Y = 0.02X + 3$	(4.4 – 5.0)
B ⁺ :	$Y = 0.08X - 1.2$	(4.0 – 4.3)
B:	$Y = 0.2X - 9$	(3.0 – 3.9)
C:	$Y = 0.1X - 3$	(2.0 – 2.9)
D:	$Y = 0.1X - 3$	(1.0 – 1.9)
E:	$Y = (0.025) X$	(0 – 0.9)

The above rating in %:

A:	=	70 – 100	Excellent
B ⁺ :	=	65 – 69	Very Good
B:	=	60 – 64	Good
C:	=	50 – 59	Satisfactory
D:	=	40 – 49	Marginal Fail
E:	=	0 – 39	Absolute fail

(3) Degree programmes under UQF shall be graded using the formula hereunder as per TCU Guideline.

Grade	Range of Marks (%)	Equation	Grade Point	Description
A	70 - 100%	$Y = 0.02X + 3$	(4.4 - 5.0)	Excellent
B+	60 - 69.9%	$Y = 0.04X + 1.6$	(4.0 - 4.3)	Very Good
B	50 - 59.9%	$Y = 0.1X - 2$	(3.0 - 3.9)	Good
C	40 - 49.9%	$Y = 0.1X - 2$	(2.0 - 2.9)	Satisfactory
D	35 - 39.9%	$Y = 0.2X - 6$	(1.0 - 1.9)	Marginal Fail
E	0 - 34.9%	$Y = (1/35)X$	(0 - 0.9)	Absolute Fail

Where Y = Grade points and X = Raw Marks (%)

(4) Final GPA value shall be truncated to only one decimal point as follows:

GPA Range (Cumulative points)	Class
4.4 – 5.0	First Class (and with Honours where applicable)
3.5 – 4.3	Upper Second Class (and with Honours where applicable)
2.7 – 3.4	Lower Second Class (and with Honours where applicable)
2.0 – 2.6	Pass

(5) Diploma and certificate programmes under UQF shall be graded using the formula below as per TCU Guideline:

Grade	Range of Marks	Equation	Grade Point	Description
A	80 - 100	$Y = 0.05X$	4.0 - 5.0	Excellent
B	65 – 79	$Y = 0.0643X - 1.1795$	3.0 - 3.9	Good
C	50 – 64	$Y = 0.0643X - 1.215$	2.0 - 2.9	Satisfactory
D	40 – 49	$Y = 0.1X - 3$	1.0 - 1.9	Poor
E	0 – 39	$Y = 0.0231X$	0 - 0.9	Failure

Where Y = Grade Points and X = Raw Marks (%)

(6) Classification of Diploma and Certificate awards shall be as follows:

Diploma			Certificate		
GPA Range	Grade	Class	GPA Range	Grade	Class
4.0 - 5.0	A	First Class (Distinction)	4.0 - 5.0	A	First Class (Distinction)
3.0 - 3.9	B	Second Class (Credit)	3.0 - 3.9	B	Second Class (Credit)
2.0 - 2.9	C	Pass	2.0 - 2.9	C	Pass

Procedure for classification

68. (1) In calculating the GPA, credits for all courses shall be used as well as credits from electives making the minimum required for the programme.

(2) Total credit for each course taken by a candidate shall have to be obtained in order to get a weight for the course.

(3) To get the score for each course, multiply the points in Regulation 67(3) by corresponding credits in Regulation 68(2).

(4) The total score shall be the sum of score for all courses computed as in Regulation 67.

(5) Grade Point Average (GPA) score shall be computed by dividing the total score in Regulation 68(3) by the total credits obtainable under Regulation 68(2)

(6) Final GPA value shall be truncated to only one decimal point. The final classification shall be as follows:

Class	Grade	GPA Range
First Class	A	4.4 - 5.0
Upper Second	B+	3.5 - 4.3
Lower Second	B	2.7 - 3.4
Pass	C	2.0 - 2.6

PART VI
ESTABLISHMENT OF UNIVERSITY EXAMINATION
IRREGULARITIES COMMITTEE (UEIC), DEPARTMENTAL
ACADEMIC COMMITTEE AND APPEALS' COMMITTEE

Establishment

69. (1) There shall be a University Examination Irregularities Committee

and composition of UEIC (UEIC) that will be responsible for receiving and handling examination irregularities.

(2) The Committee shall be composed of the Chairperson and other four (4) members from outside and within the University respectively.

(3) The Chairperson shall be appointed from amongst the Senior lawyers who are active in legal practice.

(4) The Committee shall have a Secretary from amongst the four (4) members in sub-regulation (2) above and he/she must be a reputable lawyer from the University.

(5) Other UEIC members shall be appointed on the basis of relevancy as the appointing authority may deem fit.

Appointment of members of UEIC 70. The Chairperson and Members of the Committee shall be appointed by the DVC-Academic in consultation with Faculty Deans/Directors. The Senate shall make Rules for the operations of the Committee.

Tenure of office of the members of the UEIC 71. The Chairperson and members of UEIC shall be appointed onad hoc basis.

Functions of UEIC 72. All cases of examination irregularities shall be handled by the UEIC that will advise the UGSC and PGSC accordingly. The UEIC shall investigate all cases of examination irregularities upon receiving respective irregularities reports. The UEIC shall have the powers to summon students and invigilators as it shall deem necessary.

Meetings of UEIC 73. (1) The Head of the Unit responsible for Examinations shall, in consultation with the Chairperson of the UEIC, convene the UEIC meeting to deliberate on the irregularities. During the deliberations, the UEIC shall read the statement from the candidate and the invigilator, write a report indicating issues and facts in each case, provide its recommendations and submit the report to the Deputy Vice Chancellor Academic (DVC-A) who shall cause the UGSC or PGSC (as the case may be) to deliberate on the findings of the UEIC.

Deliberation of examinations irregularities by UGSC or PGSC 74. (1) The UGSC or PGSC shall deliberate on the issues, facts and recommendations from the UEIC and make recommendations to the Senate. The candidate shall be informed of the UGSC's or PGSC's recommendations immediately after UGSC's or PGSC's meeting subject to final approval by the Senate.

(2) The recommendations under sub-regulation (1) above shall also be

shared to respective faculty/directorate/institute and department.

- Prohibition of suspected candidates to attempt any other examinations.
75. During the period the case is under investigation, the candidate suspected to have cheated or aided a cheating act shall not be allowed to attempt any other examination.
- Punishment for cheating
76. (1) Any candidate who shall be proved to have cheated or aided a cheating act shall be deemed to have failed in the whole examination for the semester and shall be discontinued from studies.
(2) Any registered student who shall be proven to have submitted false documents/information during admission/registration shall have his registration withdrawn and be discontinued from studies.
- Plagiarism
77. (1) The term plagiarism in written work means, but is not limited to the use of another person's words, ideas or opinions without acknowledging them as being from that other person. This include copying the work word by word (verbatim) without acknowledging the source but not indicating that one has quoted verbatim, submitting someone else's work in a slightly altered form without acknowledging the borrowing in a way that shows from whom or where the words ideas were taken or preserving the general structure of a sentence, paragraph or other unit of work authored by somebody else and making minor grammatical, structural or word changes.
- (1A) Without prejudice to the provisions of sub-regulation (1) above, students' works which may be considered plagiarised include class assignments, project/research proposals and project/research reports.
- (2) All cases of plagiarism shall be referred to the UEIC for investigation, scrutiny and submission of recommendations to the UGSC or PGSC (as the case may be) for deliberation. The UGSC or PGSC shall then submit its deliberations to the Senate for approval.
- (3) Any candidate found guilty of plagiarism shall be discontinued from studies.
- (4) Where the case of plagiarism is discovered after the candidate has already received the award, the University shall have the power to withdraw the award.
- Establishment and composition of Departmental Academic Committee
78. (1) There shall be established Departmental Academic Committees for internal moderation of University examinations each semester.
(2) Heads of departments shall serve as Chairpersons of the Committees and the Committees shall serve any of the purposes stated

in Regulation 79.

Functions of
Departmental
Academic
Committee

79. (1) Departmental Academic Committees will be responsible for;
- (a) evaluating the progress of courses offered under a respective department;
 - (b) evaluating the quality of continuous assessment tests;
 - (c) moderating examination results;
 - (d) receive, consider and recommend results for presentation to the relevant faculty/school or institute board; and
 - (e) perform any other function as may deem fit.
- (2) Heads of Departments shall appoint a team of not more than three members of the Departmental Academic Committee to serve as moderators of examination papers.
- (3) The team appointed under sub-regulation (2) shall be responsible for the moderation of examination papers for the respective semesters.
- (4) All course instructors/examiners in particular semester shall submit examination papers for moderation immediately after Head of Department call but not later than two weeks before semester final examinations.
- (5) The team shall complete the moderation exercise within five days and report to the Head of Department.
- (6) For efficient moderation of examination papers, the moderators may require the course instructors/ examiners' presence where need arises.
- (7) Course instructors shall accommodate the inputs/observations by the moderators and report to the Head of Department the level of such compliance.

External
moderation of
examinations

80. External moderation of examinations shall involve External Examiners. The tenure of the appointed External Examiner(s) shall be three (3) years and may be renewed for an additional one term only.

Terms of
reference for
external
examiners

81. Terms of Reference for the conduct of External Examiners shall be issued by the DVC-Academic.

Students right to
appeal

81(A) Students have the right to appeal against examination results by following procedures prescribed in Regulation 83.

Establishment and composition of Faculty/Directorate/Institute Appeals' committee	<p>82. (1) There shall be Faculty/Directorate/Institute Appeals Committees, chaired by the respective Dean/Director, whose responsibilities will be to investigate and scrutinize the authenticity of the appeals and recommend to the UGSC or PGSC for consideration.</p> <p>(2) The members of the Faculty/Directorate/Institute Appeal Committee shall be appointed by the respective Dean/Director on ad hoc basis provided that one of the members must be a lawyer from the Department of Law.</p>
Procedures for appeals	<p>83. (1) Students' appeals shall be lodged through relevant Deans/Directors using special appeal forms within two weeks from the date of approval of examination results by the Senate.</p> <p>(1A) Appeals may also be lodged through MUSARIS.</p> <p>(2) All appeals must be accompanied by a non-refundable appeal fee of fifty thousand shillings only (Tsh. 50,000/=) per case. This amount shall be subject to review from time to time. In case of appeals whose request demands re-marking of an examination a student appealing shall be required to pay an additional fee of Tsh 40,000/= per case, the amount which shall be subject to review from time to time. Fees so paid shall not be refunded irrespective of the outcome of the appeal.</p> <p>(2A) Where appeals are lodged through MUSARIS, payment of fee shall be done through the government control number system.</p>
Period for Faculty/Directorate/Institute to determine appeals	<p>84. The Faculty/Directorate/Institute Appeals Committee shall have a maximum of two (2) weeks only to accomplish its task and submit its recommendations to the UGSC or the PGSC which shall deliberate on it and make its own recommendations to the Senate. The candidate shall be informed of the UGSC's or PGSC's recommendations after the final approval by the Senate.</p>
Period for UGSC or PGSC to determine appeals	<p>85. The UGSC or PGSC shall sit, after receipt of the recommendations from the Faculty/Directorate/Institute Appeals Committee, to deliberate on the recommendations.</p>
The UGSC or PGSC to submit proceedings to Senate	<p>86. (1) The UGSC or PGSC shall submit the proceedings of the appeal and its recommendations to the Senate for approval.</p>

(2) A student whose appeal is under determination may opt to continue with his studies for the next semester for the same programme or to wait for the final determination of his/her appeal.

(3) Where the student prefers to continue with studies, he/she shall be required to pay the University fees and comply with other registration requirements.

(4) Fees paid under sub-regulation (3) above shall not be refundable where the student appeal fails.

PART VII STUDENT CREDIT TRANSFER

General
regulation on
credit transfer

87. (1A) Students shall be allowed to transfer credits to and from the University subject to TCU Guidelines.

(2) Credit transfer applies to both undergraduate and postgraduate degree programmes.

(3) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.

(4) Students discontinued from other universities are not allowed to transfer credits to the University.

(5) Students will be required to undertake at least $\frac{2}{3}$ of degree programme credit units at the University. Maximum credit allowable for transfer, therefore, is $\frac{1}{3}$ of the required credit units of the University degree programme.

(6) University students on study-abroad programmes shall be allowed to transfer credits obtained from the other University to the University.

Credit transfer
from other
universities to the
University

88. (1) The Higher Education institution from which a student wants to transfer credit from must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by the University and the Tanzania Commission for Universities (TCU). If in doubt, the University reserves the right to give any applicant a performance verification test or reject the application.

(2) The applying student must have an active degree programme registration at his/her institution.

(3) The applicant's academic entry qualifications in the previous University shall be similar to those required by the University including the respective programme's cut-off point in the relevant year.

Credit transfer from the University to other universities

89. Transfer of credits from MoCU to other Universities will be governed by the Rules of the receiving University.

Criteria for establishing equivalency of courses

90. (1) Courses covered by the applicant must be from a programme of the same level as that of the University i.e. Bachelor degree courses for undergraduate and postgraduate degree courses for postgraduate. Courses at intermediate levels such as Advanced Diploma or Higher Diploma levels are not acceptable.

(2) The course must have a theoretical component and involving final examination, excluding clinical-based courses.

(3) Course content must be at least 75% similar to that offered at the University.

(4) The number of teaching hours used to cover the course must not be less than 75% of those used at the University.

(5) Once a course has been accepted as being equivalent to that offered by the University, as per the criteria, the course shall be given the same number of units regardless of the units in the other University.

Rules for grades conversion

91. (1) Conversion of grades shall be done by anchoring the pass mark of the other University to that of the University and accordingly determining the range of marks in the other University for the University grades.

(2) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

Procedures and administration of transfer

92. (1) Applications for credit transfer should be submitted to the DVC-Academic, in writing, and attaching copies of all relevant supporting documents.

(2) All applications shall be scrutinized by relevant committees responsible for admission at the Department, Faculty/Institute and the

UGSC or PGSC levels before reaching Senate for approval.

(3) Students transferring from other Universities to the University shall apply for credit transfer at least three (3) months before the beginning of the semester they want to join. Cases of the University study-abroad students shall be dealt with on case by case basis.

Documents required in support of Application for credit transfer

93. A credit transfer application shall include the following documents:
- (a) Official transcript (to be sent by the other University)
 - (b) Letter of introduction/recommendation from the sending University.
 - (c) Course description catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system),
 - (d) An official translation of the original documents (in case of non-English documents),
 - (e) Photo-attached personal identification documents e.g. Birth certificate, passport or ID, certified copies of the original certificates used to gain admission into the previous University.

Acceptable reasons for credit transfer,

94. The following are reasons that shall be acceptable for credit transfer, in addition to meeting credit transfer criteria: Courses not offered at the University of registration (applies only for short-term transfers), illness (to be certified by the University Medical Officer In-Charge), exchange programmes, refugee situation, returning residents, among others.

Credit transfer fee

95. (1) Credit transfer applicants must pay a non-refundable fee of TSh 100,000, an amount that is subject to review from time to time. However, the University students on study-abroad programmes need not to pay such fees as they had already paid the fee when applying for admission into the University.
- (2) Fees to be paid by a student who has been allowed to transfer all credits to the University shall be as prescribed by the specific programme fee structure.
- (3) In case of transfer of one or a few credits, a transferring student shall pay not less than one third (1/3) of the prescribed fee for the programme.

PART VIII
PRESERVATION AND DESTRUCTION OF EXAMINATION
QUESTION PAPERS AND SCRIPTS, RESULTS FILES,

PROPOSALS AND REPORTS

Preservation of used examination papers and scripts

96. (1) Each Faculty/Institute/Directorate shall be responsible for preservation of used examination question papers and scripts for all programmes which are run thereunder.

(2) The examination scripts referred to in Regulation 97(1) above shall be preserved only for the period of one academic year from the conduct of such examinations.

(3) The used examination question papers shall be preserved up to the time when provisional results are released by faculty/directorate/institute board.

(4) For purposes of record keeping, the library shall keep copies of each end of semester examination.

Destruction of used examination papers and scripts.

97. (1) Each Faculty/Institute/Directorate, in consultation with the DVC-Academic, shall initiate and implement the process of destruction of used scripts.

(2) Notwithstanding the generality of sub-regulation (1) above, used examination question papers and examination scripts shall be destroyed immediately after the lapse of the period stipulated under regulation 97 (2) and (3).

Preservation and destruction of Research/Project Proposals and Reports

98A (1) Save as for the electronic copies submitted, research/project proposals and reports shall be preserved by Heads of Departments for the period not exceeding one academic year.

(2) Heads of departments shall, immediately after the lapse of the period in (1) above, initiate the process for the destruction of the research/project proposals and reports in consultation with the respective Dean/Director of the Faculty/Directorate/School as the case may be.

(3) The provisions of this regulation as to destruction apply to field reports preserved by the Heads of Departments.

Preservation and destruction of examination results files

98B (1) Examination results files provided for under regulation 38D shall be preserved for the period of three (3) years.

(2) The files under sub-regulation (1) above shall be destroyed in compliance with the procedure provided for under regulation 98C.

The process leading to destruction

98C (1) Where a question of destruction of documents listed under this

part arises; the responsible heads of department shall seek consent of the DVC-Academic through Dean/Director of faculty/directorate/institute, respectively.

(2) On approval by the DVC-Academic, the Head of Department shall co-ordinate the destruction exercise.

PART IX MISCELLANEOUS

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| General powers of the VC | 98. Where a student or candidate fails to fulfil a fundamental contractual or legal obligation with the University or a breach of the same, for example non-payment of fees or dues outstanding or where there is dishonesty or fraud, the VC shall bar him/her from doing examinations or withhold examination results or certificate or bar from graduating until he/she discharges the obligation or exonerated from a wrongful act. |
| General Punishments | 99. Any staff or student who contravenes these Regulations shall face the appropriate disciplinary action as per these Regulations or any other relevant Regulations in place for the time being. |
| Amendments of Regulations | 100. These Regulations may be amended as and when need arises. |
| Power to make Guidelines | 101A (1) The University may make Guidelines for the purpose of enabling effective implementation of these Regulations.

(2) Notwithstanding the generality of sub-regulation (1) above, the University may adopt, among others, the following guidelines;

(a) Postgraduate programmes guidelines;
(b) Distance learning programmes guidelines;
(c) Undergraduate admission guideline;
(d) Guidelines for handling examinations;
(e) TCU handbook for standards and guidelines for University education in Tanzania; and
(f) Any other guideline as may be approved by the relevant University authority. |
| Revocation of the Regulations | 101. The General University College Examination Regulations, 2012 are hereby revoked. |
| Transitional provisions | 102. Notwithstanding the revocation of the General University College Examination Regulations, 2012, anything that was done under the said regulations shall remain valid. |