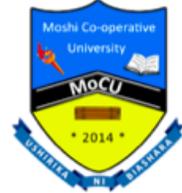


**UNITED REPUBLIC OF TANZANIA**



**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)  
CHUO KIKUU CHA USHIRIKA MOSHI**



**GENERAL UNIVERSITY ADMISSION, REGISTRATION AND  
EXAMINATION REGULATIONS, 2022**

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

**3<sup>rd</sup> Edition**

**OCTOBER, 2022**

## **ARRANGEMENT OF REGULATIONS**

Regulation

Title

### **PART I**

#### **PRELIMINARY PROVISIONS**

1. Short title and commencement
2. Application
3. Interpretation

### **PART II**

#### **SUB-PART I**

#### **ADMISSION AND REGISTRATION FOR PROGRAMMES AND COURSES**

4. General admission requirements for programmes
5. Registration for programme and period for registration
6. Duty to submit authentic information
7. Registration fee
8. Prohibition on change of name(s)
9. Change of programme
10. Registration for courses
11. Registration for elective courses
12. Minimum number of students for an elective course
13. Change of elective courses
14. Consequence for non-registration for elective courses.
15. Postponement of studies
16. Retention of registration number for students permitted to postpone studies
17. Deregistration from studies

#### **SUB-PART II**

#### **STUDENT IDENTIFICATION**

18. Issuance of identity cards
19. Student's duty to identify himself/herself
20. Loss of identification document (s)
21. Passport size photographs

### **PART III**

#### **UNIVERSITY EXAMINATIONS**

#### **SUB-PART I**

#### **CONDUCT AND HANDLING OF EXAMINATIONS**

22. Applicable Rules
23. Meaning of examination
24. Types of Examinations
25. Permission for oral examinations
26. Duty of an instructor to set examinations
27. Overall co-ordination of examinations

28. Dates for conducting examinations
29. Release of continuous assessment results
30. Absence from continuous assessment and its consequence
31. Permission for absence from attending classes
32. Eligibility for University examinations
33. Submission of list of unqualified candidates
34. Absence from examinations and its consequence
35. Postponement of examinations
36. Time required for end of semester examinations
37. Examination Papers and instructions
38. Internal moderation of examinations
39. Examination answer booklets
40. Marking of University Examinations
41. Pass mark and Grading
42. Examination results files
43. External moderation of examinations
44. Release of end semester examination results
45. Provisional examination results to be accessed through MUSARIS
46. Probation examinations
47. List of candidates for probation examinations
48. Nullification of examinations
49. Punishment for leakage of examinations
50. Senate's power to approve examination results
51. Research/project proposals and reports
52. Field practical training
53. Practical Examinations
54. Application of Regulations to part-time students
55. Examination regulations specific to part-time students

**SUB-PART II**  
**INVIGILATION OF EXAMINATIONS**

56. Time for reporting at the examination room
57. Admission of students into the examination room
58. Candidate's search
59. Appointment of Chief Invigilator
60. Internal examiner to invigilate
61. Roles of Chief Invigilator/invigilator
62. Powers of invigilators
63. Keeping of candidate's records
64. Signing of attendance forms
65. Preservation of unused booklets and question papers
66. Prohibited practices
67. Items to be provided to invigilators

**SUB-PART III**  
**EXAMINATION IRREGULARITIES AND PENALTIES**

- 68. Entering into examination room without permission
- 69. Late arrival at examination venue
- 70. Failure to disclose identity
- 71. Contravening dress code
- 72. Entering into examination room with unauthorized materials
- 73. Communication during examination
- 74. Chewing in the examination room
- 75. Sitting for examination on behalf of another
- 76. Using another candidate's identity
- 77. Forgery
- 78. Entering into examination without meeting candidacy requirement
- 79. Misbehaving in examination room
- 80. Entering into examination with unsound mind
- 81. Writing without permission
- 82. Borrowing of materials
- 83. Plagiarism
- 84. Other irregularities
- 85. Handling cases of cheating, aiding cheating or having unauthorized materials
- 86. Punishment for cheating

**PART IV**  
**UNIVERSITY EXAMINATION IRREGULARITIES**  
**COMMITTEE (UEIC)**

- 87. Establishment and composition
- 88. Appointment of members
- 89. Tenure of office of members
- 90. Functions and powers
- 91. Proceedings
- 92. Deliberation by UGSC or PGSC and recommendations to the Senate
- 93. Decision by the Senate and subsequent notification
- 94. Prohibition to attempt other examinations

**PART V**  
**APPEALS**

- 95. Right to appeal
- 96. Appeals committee
- 97. Functions of the appeal Committee
- 98. Procedures
- 99. Period of determining the appeal
- 100. UGSC or PGSC deliberations and recommendations
- 101. Senate decision and notification
- 102. Student options while appeal is under determination

**PART VI  
CERTIFICATES, TRANSCRIPTS AND PROGRESS  
REPORTS**

- 103. Issuance of certificates
- 104. Delays in collection of certificates and penalties
- 105. Rectification of errors on transcripts and certificates
- 106. Replacement of lost academic certificates/transcript
- 107. Replacement of deteriorated certificates/transcript
- 108. Issuance of transcripts
- 109. Certification of transcripts
- 110. Progress reports
- 111. Academic progress from year to year
- 112. Progress for postgraduate diploma programmes
- 113. Professional certificate
- 114. Certificate of attendance
- 115. Certificate of appreciation
- 116. Prize certificate
- 117. *Aegrotat* awards
- 118. Procedure for *aegrotat* awards
- 119. Posthumous awards.
- 120. Procedure for posthumous awards
- 121. Guidelines for approving awarding of *aegrotat* and posthumous certificates
- 122. Power to issue certificates
- 123. Exit levels
- 124. Classification of certificates
- 125. Procedure for classification

**PART VII  
CREDIT TRANSFER**

- 126. General regulations on credit transfer
- 127. Credit transfer from other universities to the University
- 128. Credit transfer from the University to other universities
- 129. Criteria for establishing equivalence of courses
- 130. Rules for grades conversion
- 131. Procedures and administration of transfer
- 132. Documents required in support of application for credit transfer
- 133. Reasons for credit transfer
- 134. Credit transfer fee

**PART VIII  
PRESERVATION AND DESTRUCTION OF EXAMINATION  
PAPERS, SCRIPTS, FILES, PROPOSALS AND REPORTS  
PROPOSALS AND REPORTS**

- 135. Preservation of used examination papers and scripts
- 136. Destruction of used examination papers and scripts

- 137. Preservation and destruction of Research/Project Proposals and Reports
- 138. Preservation and destruction of examination results files
- 139. Approval for destruction

**PART IX  
MISCELLANEOUS**

- 140. General powers of the VC
- 141. Prohibition from undertaking activities outside the University
- 142. Duty to keep and make use of the Regulations
- 143. Disciplinary actions
- 144. Amendments of Regulations
- 145. Power to make Guidelines
- 146. Revocation
- 147. Transitional provisions

**PART I  
PRELIMINARY PROVISIONS**

Short title and commencement 1. These Regulations shall be cited as Moshi Co-operative University General University Admission, Registration and Examination Regulations, 3<sup>rd</sup> Edition 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 fully registered student qualified for University Examinations.

Charter means the Moshi Co-operative University Charter, 2015.

Cheating includes any dishonest act as stipulated in these Regulations.

Continuing student means 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 - ARC means the Deputy Vice Chancellor Academic, Research and Consultancy.

Examinations have the meaning ascribed to it under regulation 22 of these Regulations.

Instructor means an academic staff assigned to teach and assess students in a particular course and 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 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.

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, 3<sup>rd</sup> Edition.

Research Report means a student's research/project report as defined by the University Guidelines for Proposals, Reports, Dissertation and Theses.

Senate means the Senate of the University as established by the Charter.

Student means a dully registered student of the University.

UGSC means the Undergraduate Studies Committee.

UEIC means the University Examination Irregularities Committee.

University means the Moshi Co-operative University.

VC means the Vice Chancellor of the University.

TCU means the Tanzania Commission for Universities.

Unauthorized material(s) means material(s) not allowed into examination venue, such materials include written materials (on paper, clothes or body), 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-ARC.

## **PART II: ADMISSION AND REGISTRATION**

### **SUB-PART I**

#### **ADMISSION AND REGISTRATION FOR PROGRAMMES AND COURSES**

General  
requirements  
programmes

admission  
for

4. (1) Admission shall be granted if an applicant meets the following minimum requirements:

(a) for doctoral programmes, an applicant must be a holder of a Master's degree or equivalent qualification.

(b) for Master's programmes, an applicant must be a holder of 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, an applicant must possess at least 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.

(d) Applicants with equivalent qualifications must possess 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. An applicant whose GPA is less than 3.0 must possess a foundation certificate recognised by TCU provided that it has a minimum GPA of 3.0 in relevant discipline obtained after attaining a Diploma.

(e) An applicant for diploma programme must possess 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) An applicant for a certificate programme shall be required to have an “O” Level Certificate with at least four passes in relevant subjects.

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

(3) A student who is discontinued on the basis of failure to meet the minimum requirements for continuing with studies may 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 allowed after submitting evidence of having undertaken additional training in form of certificate/diploma or short courses in the relevant discipline.

(4) 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 after the discontinuation have elapsed.

(5) Notwithstanding the generality of the above regulations, other specific admission requirements provided for in the University Prospectus, The Tanzania Commission for Universities (TCU) and the National Council for Technical and Vocational Education and Training (NACTVET) shall govern the admission process.

Registration for programme  
and period for registration

5. (1) Registration for first, third and fifth semesters shall be done within two weeks after opening of the University. Each student shall register for his/her programme in the respective Department/Faculty/Institute/Directorate.

(2) Orientation for first year students shall be done during the second week of their registration.

(3) Registration for second, fourth and sixth semesters shall be done within one week from the date of opening of the University. Such registration shall be done concurrently with teaching. A student who fails to register within the prescribed period shall be deemed to have his/her studentship withdrawn and therefore discontinued from studies.

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

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

(6) The student shall fill in all required information and upload all required documents to his/her personal account including passport size as prescribed in regulation 20 of these regulations. Failure to comply with this regulation shall prevent a student from accessing other University services.

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

(8) The provisions of this Regulation shall 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.

Duty to submit authentic information

6. (1) An applicant for any programme of the University shall be required to submit correct information during admission and registration.

(2) After verification of the submitted information/documents 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.

Registration fee

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

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

(3) An admitted student shall be registered after paying the prescribed University fees and after verification of original certificates for first semester students.

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

(5) The provisions of sub-regulation (4) above shall not apply to students who have registered and postponed their studies within thirty (30) 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)

8. A student shall not be allowed to change name(s) after registration in a respective programme or during the course of study.

Change of programme

9. (1) An applicant admitted to the University may for compelling reasons be allowed to change the programme provided that he/she has not been registered.

(2) A change of programme under sub-regulation (1) shall be in a prescribed form and accompanied by a non-refundable transfer fee of twenty thousand shillings (20,000/=) the amount which shall be subject to review from time to time.

(3) A student shall not be allowed to change a programme earlier registered for.

(4) 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.

(5) Transfer under sub-regulation (4) shall be in a prescribed form or MUSARIS accompanied by a non-refundable fee of twenty thousand shillings (20,000/=).

(6) Request for transfer under sub-regulation (4) shall be lodged to the DVC responsible for academic matters through the respective Head of department and dean/director.

(7) A student applying for transfer under sub-regulation (4) above must have completed the minimum credit unit for a particular academic year. The transferee shall maintain his/her registration number.

- Registration for courses
10. (1) Every student registered for a programme shall be required to register for all core courses in that respective programme for a particular semester.
- (2) A student shall register for courses through MUSARIS in consultation with the respective head of department
- (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
11. (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) Registration for elective courses shall be done within the registration period as prescribed under regulation 5.
- (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 prescribed credits.
- Minimum number of students for an elective course
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.
- Change of elective courses
13. (1) Any change to an elective course shall be done within one week from the start of the semester.
- (2) The change under sub-regulation (1) shall be sought through MUSARIS and where convenient, in consultation with the respective Head of Department.
- Consequence for non-registration of elective courses
14. (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 11 (4) of this Regulation shall be deemed to have absconded and shall be discontinued from studies.

Postponement of studies

15. (1) A student seeking to postpone his/her studies shall lodge his application through a prescribed form or MUSARIS attaching relevant documents, when applicable.

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

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

(4) Permission to resume studies will be granted by the DVC-ARC upon submission of the relevant supporting documents, subject to the availability of that study programme.

(5) The duration of postponement of studies shall be one academic year, renewable only once for the same duration.

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

(7) Students shall collect their responses for postponement from the faculty/directorate/Institute. 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.

(8) A student shall inform the respective faculty/directorate/institute, in writing, about the intention to resume studies provided that, such information shall be communicated two (2) weeks before the commencement of the studies.

(9) Each head of department shall have to maintain a list of students who have postponed studies for each semester or year of study

Retention of registration number for students permitted to postpone studies

16. 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.

Deregistration from studies

17. (1) A student may be permitted to deregister from studies on medical grounds.

- (2) A student seeking to deregister from studies shall lodge his application in writing to the DVC-ARC.
- (3) Permission for deregistration from studies shall be granted by the DVC-ARC after consultation with the Dean of Faculty/Director/Dean of Students/Head of Department and Medical Officer In-Charge, as the case may be.

**SUB-PART II  
STUDENT IDENTIFICATION**

- |  |   |
|--|---|
| Issuance of identity cards                 | 18. Each student shall be issued with an identity card after registration.  |
| Student’s duty to identify himself/herself | 19. A student shall be required to identify him/herself using such an identity card throughout the study period.  |
| Loss of identification document (s)        | 20. A student whose identity card, examination hall ticket or clearance form is lost shall lodge a request for issuance of a new one upon payment of a non-refundable fee of ten thousand shillings (10,000/=) and submission of a Police loss report.  |
| Passport size photographs                  | <p>21. A student shall be required to upload passport size photo for facilitating registration and preparation of identity cards and transcripts. The uploaded photograph shall adhere to the following requirements:</p> <ul style="list-style-type: none"> <li>(a) Coloured with a plain white background;</li> <li>(b) Recently taken to reflect current appearance;</li> <li>(c) Taken in full-face view directly facing the camera, not tilted sideways or up or down;</li> <li>(d) Taken with a neutral facial expression, mouth closed and both eyes open;</li> <li>(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;</li> <li>(f) Headphones, wireless hands-free devices, or similar items are not acceptable in the photo;</li> </ul> |

- (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.
- (i) A student who fails to comply with these requirements shall miss important University Services which require the photos

**PART III  
UNIVERSITY EXAMINATIONS**

**SUB-PART I  
CONDUCT AND HANDLING OF EXAMINATIONS**

Rules applicable	22. The general conduct and handling of undergraduate and postgraduate examinations shall be in accordance with the provisions under this part and the General Guidelines and Regulations for Postgraduate Studies in place respectively; and the Guidelines for Handling University Examinations in place.
Meaning of examination	23. Examinations shall include continuous assessments (i.e. quizzes, tests, assignments, term papers, seminar presentation, practical, field practical training, 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	24. 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.
Permission for oral examinations	25. Where an end of semester oral examination has to be administered, permission must be obtained from the DVC-ARC. The DVC-ARC shall prescribe on how the examination would be conducted.
Duty of an instructor to set examinations	26. (1) It is the duty of the instructor to set 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.
Overall co-ordination of examinations	<p>27. (1) The office of DVC-ARC shall be responsible for overall co-ordination of examinations at the University.</p> <p>(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.</p>
Dates for conducting examinations	28. Dates for the end of semester and probation/special examinations shall be published in the University Almanac.
Release of continuous assessment results	<p>29. (1) Dates and times of conducting continuous assessment shall be indicated by the responsible course instructor(s) in the course outline or communicated to students at least one (1) week before conducting the assessment</p> <p>(2) The instructor shall release coursework results through MUSARIS at least one (1) week before University final examinations.</p> <p>(3) Students shall verify their results and where there are discrepancies observed the same shall be communicated to the Instructor for verification and rectification.</p> <p>(4) Heads of Departments shall ensure all examiners comply with the requirement of sub-regulation (2).</p>
Absence from continuous assessment and its consequence	<p>30. (1) A student who absents himself/herself from class test without compelling reasons shall be discontinued from studies.</p> <p>(2) A student who absents himself/herself from any other continuous assessment without compelling reasons shall be awarded zero.</p> <p>(3) 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.</p> <p>(4) A student shall be responsible for initiating any request to attempt the continuous assessment missed and provide appropriate evidence where necessary.</p>

(5) Where a student fails to submit an acceptable documentation, regulation 30 (1) shall apply.

Permission for absence from attending classes

31. (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), permission shall be sought from the office of the DVC-ARC.

Eligibility for University examinations

32. (1) A student shall be eligible for an end of semester examination if the Instructor and Head of Department have satisfied themselves that:

(a) the candidate has attended lectures and seminars by at least 80% physical 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 and has a valid health insurance cover;

(d) the candidate has student identity card and examination hall ticket.

(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)

Submission of list of unqualified candidates

33. A list of candidates who have not met the requirements stated in regulation 32 shall be submitted to the particular Head of Department one (1) week before the commencement of end of semester examinations by the instructor. The Head of Department shall communicate the same with the Examination Office.

Absence examinations consequence	and from its	34. A student who absents himself/herself from any end of semester/probation/special examination(s) without compelling reason(s) shall be discontinued from studies.
Postponement examinations	of	<p>35. (1) A student may for compelling reasons be allowed to postpone University examination (s) provided that he/she complies with provisions under this regulation.</p> <p>(2) Permission for postponement of an examination 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</p> <p>(3) Request for postponement of examination (s) shall be made in a prescribed form and shall be lodged before commencement of the respective examinations.</p> <p>(4) A student who wishes to postpone end of semester examination must be a fully registered student and shall be required to submit a coursework verification form signed by respective course instructors.</p> <p>(5) Postponement of end of semester and special examinations shall be once in a respective academic year.</p> <p>(6) Students allowed to postpone end of first, third and fifth semester examinations shall be allowed to proceed to the next semester.</p> <p>(7) A student allowed to postpone end of semester examination (s) shall be required to sit for such examination(s) as special examination(s) during the subsequent probation examinations period.</p> <p>(8) A student allowed to postpone special examinations shall not be allowed to proceed to the next year.</p> <p>(9) Postponement of probation examination (s) shall not be more than once.</p> <p>(10) Where a student postpones his/her examination (s) and sit for such examination (s) during the probation period as special examination(s), the results for such examination(s) shall be counted first before the respective probation results.</p> <p>(11) A third-year student allowed to postpone submission of a research proposal shall be allowed to submit the same three weeks before the</p>

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.

(12) A student shall collect his/her response for postponement from the respective faculty/directorate/institute.

(13) No student shall be allowed to register for fifth and sixth semesters if semester one and two courses are not completed.

Time required for end of semester examinations

36. Each University examination shall be examined for three (3) hours unless there are special circumstances in which case the authority to extend or reduce the time is vested with the DVC-ARC.

Examination papers and instructions

37. (1) Examiners shall comply with the standard examination format and instructions provided or directed by the DVC-ARC.

(2) The office of the DVC-ARC shall be responsible for the issuance of general instructions to be contained in examination booklet and papers from time to time.

Internal moderation of examinations

38. (1) All University examinations shall be moderated at respective departments.

(2) Heads of departments shall appoint internal moderation panels for moderating examinations as prescribed in the regulation of handling University examinations.

(3) All course instructors/examiners shall submit examination papers for moderation immediately after the head of department call but not later than two (2) weeks before examinations.

(4) The moderation panel shall complete the moderation exercise within five (5) days and report to the respective head of department.

(5) For efficient moderation of examination papers, the moderators may require the course instructors/ examiners' presence where need arises.

(6) Course instructors shall accommodate the inputs/observations by the moderators and report to the Head of Department the level of such compliance.

(7) Heads of Departments shall comply with the provision of the Examination Handling Guidelines on panels' appointment, terms of reference, prescriptions and prohibitions.

(8) The moderation team shall be required to complete a moderation report in the prescribed form.

(9) Instructors shall be required to comply with the comments issued by moderation team.

(10) Major disagreements between moderation team and instructors shall be communicated to the Head of Department for resolution.

Examination answer booklets 39. (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) shall contain instructions to candidates as may be determined by the office of the DVC-ARC.

Marking of examinations 40. (1) All University end of semester examinations shall be marked within two (2) weeks period from the next day following the end of the prescribed examination period.

(2) The office of the DVC-ARC shall be responsible for the regulation and coordination of marking of University examinations.

Pass mark and grading 41. (1) Overall marks for each University examination shall be 100% and shall be composed of 40% coursework and 60% end of semester examination. For postgraduate programmes the overall marks for each examination shall be 100 composed of 50% coursework and 50% end of semester examination.

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

(3) An undergraduate student fails where he/she scores below 24 marks in the end of semester examination, in such a case he/she shall be required to sit for probation examination when next offered provided the overall GPA is not less than 2.0.

(4) A master and postgraduate diploma student fails where he/she scores below 20 marks in the end of semester examination, in such a case he/she shall be required to sit for probation examination when next offered provided the overall GPA is not less than 3.0 and 2.0 respectively.

(5) 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.

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

(7) For postgraduate programmes the pass mark shall be 40% for elective course (s) and 50% for core course (s).

(8) 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

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

(2) The files in sub-regulation (1) 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.

External moderation of examinations

43. There shall be external moderation of examinations by External Examiners. The external examiners appointment, tenure and mode of operandi shall be as prescribed in the guidelines for handling University examination.

Release of end semester examination results

44. End of semester examination results, once scrutinized 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

45. Students shall access provisional results through their MUSARIS personal accounts.

Probation examinations

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

(3) 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 Qualification Framework (UQF). A student scoring less than 50% and 40% respectively shall be regarded to have failed that probation examination.

(4) All probation examination candidates shall be required to pay a probation fee of twenty thousand shillings (20,000/=) for each course failed to be allowed to sit for the probation examination(s). This amount shall be subject to review from time to time as deemed necessary.

List of candidates for probation examinations	47. Heads of Departments shall be responsible for the preparation of lists of candidates who are supposed to sit for probation examinations and share the same with Deans/Directors/Timetabling Unit, Instructors and the Director of Planning and Finance.
Nullification of examinations	48. Where there is proof of leakage of any examination the DVC-ARC shall nullify the examination and require candidates to re-sit for the examination.
Punishment for leakage of examinations	49. Any person proved to have aided in leakage of examinations shall be punished by the relevant disciplinary authority.
Senate's power to approve examination results	50. (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), the same shall be returned to the DVC-ARC who shall collaborate with the respective Dean/Director to ensuring the measures recommended by the Senate are taken care off.  (3) In taking the measures under sub-regulation (2), the internal examiner shall be consulted.
Research/project proposals and reports	51. (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) shall be recorded in the prescribed forms.

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

(5) Where the arrangements are made in accordance with sub-regulation (4), the oral presentation shall constitute 30% of the total marks or such marks as may be 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 and shall submit the research/project report during probation examinations period. In such case, the research proposal shall be marked as a probation examination while the research report shall be marked as the first sitting examination.

(7) A student who fails in research report, shall be required to re-write and submit the same during probation examination period.

(8) For purposes of implementing the provisions of sub-regulation (6), 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.

(9) 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.

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

#### Field practical training

52. (1) Certificate, diploma and undergraduate degree students shall conduct field work after the end of first, third and third semesters respectively.

(2) Field for Postgraduate Students shall be as provided in the Postgraduate Guidelines.

(3) Field attachment for foundation and professional certificate students shall be done during the conduct of their second module.

(4) A candidate failing in field attachment shall be required to repeat the same and pass. A candidate who fails a repeated field practical training shall be discontinued from studies.

(5) Where a student fails to secure a place for field attachment, he/she shall notify the respective faculty dean/directorate/institute director in

writing and submit evidence of rejection. Such student shall be required to undertake field practical training when next offered.

(6) 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 absconded field practical training and shall be discontinued from studies

(7) Field practical training shall be coordinated by the Directorate of Undergraduate Studies in consultation with the respective Heads of Departments.

Practical examinations

53. (1) Where a practical examination is to be conducted, permission from the respective faculty/directorate/institute dean/director shall be obtained.

(2) The mode of conducting practical examination(s) shall be determined by the respective course Instructor in consultation with the Head of Department.

(3) The mode under sub-regulation (2) shall be submitted to the respective faculty/directorate/institute dean/director for approval prior to the examination.

Application of Regulations to part-time students

54. These Regulations shall apply *mutatis mutandis* to part-time students. In addition, special rules under regulation 55 shall apply to part-time students.

Examination regulations specific to part-time students

55. (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 student 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 student 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.

**SUB-PART II**  
**INVIGILATION OF EXAMINATIONS**

Time for reporting at examination room 56. Invigilators should be present in the examination premises/rooms 30 minutes before the commencement of examinations.

Admission of students into examination room 57. (1) 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.

(2) 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.

(3) All candidates must show their student identity cards and examination hall ticket before entry into the examination rooms. Candidates who fail to comply with this regulation shall not be allowed to sit for the examinations.

(4) Where the examination set is either total or partial open book, candidates shall be allowed to enter in the examination room with the clean and un-annotated copies of the materials, provided that hand written materials shall not be allowed in the examination room.

(5) Where the examination requires special examination tools like laptops, the instructor shall inform candidates well in advance and shall be responsible for ensuring that the special tools conform to these regulations.

Search of candidates 58. (1) 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.

(2) Search may be conducted before admission of students into examination room and during examination.

(3) 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.

(4) A candidate who carries unauthorized material into the examination venue and surrender them to the Invigilators on his/her own accord before examination papers have been distributed, shall be allowed to sit for the examination.

Appointment of Chief Invigilator 59. A Chief Invigilator shall be appointed from amongst the senior staff of the invigilating team.

Internal examiner to invigilate 60. (1) Save for part time lecturers, Internal Examiner(s) shall be among the invigilators in his/her respective examination provided that he/she shall not be assigned as a Chief Invigilator.

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

Roles of Chief Invigilator/invigilator 61. (1) The Chief Invigilator under assistance of other invigilators shall, during invigilation;

- (a) distribute examination question papers and other appendices (log tables, judgement and charts);
- (b) make announcement(s) 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 booklets;
- (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 booklets;
- (g) allow candidates to begin writing the examination;
- (h) provide only one answer booklet to each candidate and satisfy himself/herself that the answer booklet is fully used before providing an additional one;
- (i) conduct random checks to ensure compliance with examination regulations;
- (j) instruct candidates to stop writing at the end of the examination period and collect all the answer booklets;
- (k) verify the number of answer booklets collected from candidates against signatures in the attendance sheets;

- (l) hand over all the examination answer booklets to the relevant Examination Coordinator who shall verify the invigilation report;
- (m) report cases of illness during examination (if any) to the Director of Undergraduate/Postgraduate studies and Medical Doctor In-charge as soon as possible for further processes; and
- (n) ensure that toilets around the examination premises are under the surveillance of authorized persons.

(2) Notwithstanding the provision of sub-regulation (1), the Chief Invigilator shall be responsible for making of all necessary announcements during examinations. Announcements by any other invigilator may be made upon approval by the Chief Invigilator.

Powers of invigilators

62. Invigilators shall have the authority to expel any candidate who cause disturbance in the examination premises or refuse to obey genuine instructions.

Keeping of candidates' records

63. Invigilators shall record total number of candidates present at the start and after the completion of examination.

Signing of attendance forms

64. (1) Immediately after the commencement of examination, candidates shall sign in attendance forms.

(2) Each candidate shall be required to sign out in attendance forms upon submission of the answer booklet.

Preservation of unused booklets and question papers

65. (1) Invigilators shall collect unused booklets and return to the office from where they were collected.

(2) All question papers shall be collected at the end of every examination, returned to the correct envelopes and submitted to the examination coordinators.

Prohibited practices

66. (1) During the conduct of the examinations candidates are prohibited from doing any of the following:

- (a) leave the examination room with question papers. A candidate who contravenes this regulation shall be served with a written warning by the respective Dean/Director.
- (b) borrow or exchange items in the examination rooms such as rulers, pencils, calculators and pens during the conduct of examination.
- (c) leave examination room before he/she collects the answer booklet.
- (d) leave the examination room during the last 30 minutes of the time allocated for the examination provided that they shall be allowed

to leave the examination room to attend calls of nature under the escort of an authorized person of the same sex.

(2) The following practices are prohibited amongst invigilators:

(a) Making of unnecessary announcements during the conduct of an examination;

(b) Use mobile phones, talk, smoke, read newspapers, during invigilation;

(c) Dress in a manner that contravenes the University Dress Code;

(d) Conduct by any means or do any other act that may amount to disturbance or that distracts the attention of students.

(e) assisting students in answering examination questions.

(3) Failure to comply with the provisions of sub-regulation (2) shall attract disciplinary action as per the University Staff Regulations, Code of Conduct and other relevant laws.

Items to be provided to invigilators

67. Invigilators shall be provided with the following items by the relevant Directorate and/or 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) The University examinations timetable;

(c) Candidates' attendance forms;

(d) Examination answers booklets;

(e) Invigilation report forms; and

(f) Other examination materials such as mathematical tables and graph papers where appropriate.

### **SUB-PART III:**

#### **EXAMINATION IRREGULARITIES AND PENALTIES**

Entering into examination venue without permission

68. Candidates are not allowed to enter into examination room(s) without the permission of invigilator(s). A candidate who contravenes this regulation 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.

Late arrival at examination venue

69. (1) Candidates shall be required to be present around the examination premises 30 minutes before the scheduled time of the examination.

(2) No candidate shall be allowed to enter into the examination room 30 minutes after the commencement of the examination.

(3) 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.

- Failure to disclose identity 70. 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 be reported to the UEIC. Such a candidate shall be considered to have absconded the respective examination(s) and shall be discontinued from studies.
- Contravening dress code 71. (1) A candidate shall not be allowed to enter into the examination room if his/her dressing code contravenes the Government/University's dress code.  
(2) Where the candidate appears contrary to the dress code under sub-regulation (1), he/she shall be required to change his/her dressing and come back for the examination within 30 minutes.  
(3) A candidate who fails to come back within the prescribed time shall be required to postpone the respective examination.
- Entering into examination room with unauthorized materials 72. 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.
- Communication during examination 73. No candidate shall be allowed to communicate with a fellow candidate(s) after entering the examination room; communication shall only be between invigilators and candidates. Communication between or amongst students in the examination room shall amount to cheating the punishment of which shall be discontinuation from studies.
- Chewing in the examination room 74. 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.
- Sitting for examination on behalf of another 75. (1) Any student who sits for any examination on behalf of another or hire another student or any other person to do an

examination on his/her behalf shall be deemed to have cheated and he/she shall be discontinued from studies.

(2) Any non-MoCU student who sits for examination on behalf of a MoCU student shall be reported to the Police for appropriate actions.

Using another candidate's identity

76. (1) A student is not allowed to falsely identify himself/herself using an identity card, examination hall ticket or any other identification document of another student.

(2) Where a student contravenes the provisions of this regulation, he/she shall immediately be removed from an examination room and be considered to have absconded the examination. Such student shall be discontinued from studies.

Forgery

77. A student who forges, facilitate another to forge and/or enter with a forged identity card, fee receipt, hall ticket or any other identification document in the examination venue shall be discontinued from studies.

Entering into examination without meeting candidacy requirement

78. (1) A Student who has not qualified to be a candidate as stipulated under regulation 32 (1) shall not be allowed to sit for an examination.

(2) A student who contravenes this provision where he/she enters into an examination room and attempts an examination notwithstanding the non-qualification in sub-regulation (1).

(3) A student who contravenes this regulation shall be considered to have not attempted the particular examination and deemed to have absconded, the punishment of which is discontinuation from studies.

Misbehaving in examination room

79. (1) 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 Head of Unit responsible for coordinating examinations at the Director of undergraduate/postgraduate studies office who shall forward it to respective Dean/Director for issuing a warning letter. Such student shall be deemed to have failed the course and shall be required to attempt it as probation examination.

(2) A candidate who contravenes this regulation twice shall be discontinued from studies.

Entering into examination with unsound mind

80. (1) 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.

(2) Where the Medical Doctor In-charge verifies that a particular candidate is in the state referred to in regulation 80 (1), the Chief Invigilator shall make a report, annexing the medical report and the candidate's written explanations and submit them to the Head of Unit responsible for examinations at the Director undergraduate/postgraduate studies who shall forward it to the DVC-ARC for convening the UEIC hearing.

(3) A candidate found guilty of an examination irregularity as per this regulation shall be considered to have failed the course and required to attempt the same as a probation examination.

Writing without permission 81. 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 Dean/Director. A candidate who commits the same act twice shall be discontinued from studies.

Borrowing of materials 82. There shall be no borrowing of materials such as calculators, rulers, statistical tables, pencils, pens, statutes 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 by the respective Dean/Director. A candidate who commits this act twice shall be discontinued from studies.

Plagiarism 83. (1) 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.

(2) Any candidate found guilty of plagiarism shall be discontinued from studies.

(3) Where the case of plagiarism is discovered after the candidate has received the award, the University shall have the power to withdraw such award.

Other irregularities 84. A candidate commits an examination irregularity where he/she does any act which is contrary to the normal conduct of examinations.

Such candidate shall be subject to penalties as may be recommended by the UEIC and approved by the Senate.

Handling cases of cheating, aiding cheating or having unauthorised materials

85. Where a candidate commits an irregularity in connection with cheating, aiding cheating or having unauthorised materials, the following actions shall be taken:

- (a) The chief invigilator shall immediately instruct the candidate to stop writing the examination;
- (b) The chief invigilator shall then seize the candidate's identity card, examination answer booklet, the question paper and the unauthorized documents/material. Where bodily search is necessary, regulation 58 (3) shall apply;
- (c) The chief invigilator shall call upon other invigilators to witness the unauthorized documents/materials;
- (d) The chief invigilator shall instruct the candidate to write a statement on the event, sign and hand it over to him/her;
- (e) The invigilator(s) shall report the irregularity using a prescribed form, which has to be signed by him/her and counter signed by the witness invigilator(s). The report shall encompass the available evidence and candidate statement as appendices;
- (f) The chief invigilator shall leave the examination room together with the candidate to the office of Director of Undergraduate/Postgraduate Studies for submission of his/her report.
- (g) The Director to whom the report has been submitted shall forward it to the DVC-ARC for purposes of convening the UEIC hearing.
- (h) The procedure under this regulation shall equally apply to the irregularities in these regulations.

Punishment for cheating

86. 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.

**PART IV  
UNIVERSITY EXAMINATION IRREGULARITIES  
COMMITTEE**

Establishment composition	and	<p>87. (1) There shall be a University Examination Irregularities Committee (UEIC) that will be responsible for receiving and handling examination irregularities.</p> <p>(2) The Committee shall be composed of the Chairperson and other four (4) members from outside and within the University respectively.</p> <p>(3) The Chairperson shall be appointed from amongst the Senior Academicians from other University.</p> <p>(4) The Committee shall have a Secretary from amongst the four (4) members in sub-regulation (2) and he/she must be a reputable lawyer from the University.</p> <p>(5) Other UEIC members shall be appointed on the basis of relevancy as the appointing authority may deem fit.</p>
Appointment of members		<p>88. The Chairperson and Members of the Committee shall be appointed by the DVC-ARC in consultation with respective Deans/Directors.</p>
Tenure of office of members	of	<p>89. The Chairperson and members of UEIC shall be appointed on <i>ad-hoc</i> basis.</p>
Functions and powers		<p>90. (1) The UEIC shall handle all cases of examination irregularities at the University.</p> <p>(2) Notwithstanding the generality of sub-regulation (1), the UEIC shall:</p> <ul style="list-style-type: none"><li>(a) Receive irregularities reports from the DVC-ARC;</li><li>(b) Investigate all cases and summon witness;</li><li>(c) Conduct hearing and determine an irregularity reported;</li><li>(d) Prepare report of its findings;</li><li>(e) Submit recommendations to the DVC-ARC; and</li><li>(f) Discharge any other function that may be deemed necessary or ancillary to proper handling of such cases.</li></ul> <p>(3) In exercising the functions under this regulation, the UEIC shall have the powers to summon students and invigilators.</p>
Proceedings		<p>91. (1) Where there is an alleged examination irregularity, the DVC-ARC shall within two weeks after completion of University Examinations constitute the UEIC.</p>

(2) The secretary of the UEIC shall convene a meeting to deliberate on the alleged irregularities serving all members with detailed information on the same immediately after constitution of the Committee.

(3) The UEIC shall cause the student alleged to have committed an irregularity and the invigilator concerned to appear for hearing.

(4) The secretary of the UEIC shall inform members of the irregularity cases to be determined on the particular day.

(5) Members shall agree on the *modus operandi* provided that it offers a fair hearing to the alleged student.

(6) The UEIC shall read over to the student the statement on the alleged irregularity where he/she shall be required to plead.

(7) The UEIC shall proceed to hear all the parties to the alleged irregularity starting with the student and later the invigilator and witness (es) if any.

(8) Both parties to the allegation shall have the right to verify evidence, cross examine as well as defending.

(9) The UEIC shall analyze evidence before it, set findings and make recommendations to the DVC-ARC

(10) The recommendations of the UEIC under regulation 91 (9) shall be forwarded to the UGSC or PGSC for deliberations and subsequent approval by the Senate.

Deliberations by the UGSC/PGSC and recommendations to the Senate

92. The UGSC or PGSC shall deliberate on the issues, facts and recommendations from the UEIC and make recommendations to the Senate for approval.

Decision by the Senate and subsequent notification

93. (1) The Senate shall, upon receipt of recommendations under regulation 92, deliberate, approve or disapprove the same.  
(2) The Faculty Dean or Directorate/Institute Director shall communicate the decision in sub-regulation (1) to the student concerned.

Prohibition to attempt other examinations.

94. During the period the irregularity case is under investigation, the candidate suspected to have cheated or aided a cheating act shall not be allowed to attempt any other examination.

**PART V**  
**STUDENTS APPEALS**

Right to appeal	95. Students may appeal against examination results by following procedures prescribed in regulation 98.
Appeals committee	96. (1) There shall be faculty/directorate/institute Appeals Committees, composed of five (5) members including the respective Dean/Director who shall be the chairperson, respective Head of Department (s), two co-opted members from within and/or outside the faculty/directorate/institute and the Secretary who shall be a lawyer.  (2) Members of the faculty/directorate/institute Appeal Committee shall be appointed by the respective Dean/Director on <i>ad hoc</i> basis.
Functions of the appeal Committee	97. The committee shall be responsible for investigating and scrutinizing authenticity of the appeal(s), prepare a report of its decision and recommendations and forward the same to the UGSC or PGSC for consideration.
Procedures	98. (1) Students' appeals shall be lodged through relevant Deans/Directors using special appeal forms or MUSARIS within two weeks from the date of approval of examination results by the Senate.  (2) All appeals must be accompanied by a non-refundable appeal fee of fifty thousand shillings only (50,000/=) per case. This amount may be subject to review from time to time. Fees so paid shall not be refunded irrespective of the outcome of the appeal.  (3) Where appeals are lodged through MUSARIS, payment of fee shall be done through the government control number system. (4) Where a student's appeal demands remarking, the student's answer book shall be subjected to two independent examiners. In such case, the total score shall be an average of the marks graded by the examiners.
Period of determining the appeal	99. (1) The faculty/directorate/institute Appeals Committee shall complete its tasks within two (2) weeks period after receiving the appeal.  (2) Upon completion of its task, the committee in sub-regulation (1) shall submit its recommendations to the UGSC or PGSC for deliberations and recommendations.
UGSC or PGSC deliberations and recommendations	100. (1) The UGSC or PGSC shall deliberate on the recommendations of the faculty/directorate/institute appeals committee and make its recommendations to the Senate.

Senate decision and notification 101. (2) The UGSC or PGSC shall submit the proceedings of the appeal and its recommendations to the Senate for approval. The provisions of regulation 93 shall apply to this regulation *mutatis mutandis*

Student options while appeal is under determination 102. (1) A student whose appeal is under determination may opt to continue with his/her studies for the next semester for the same programme or to wait for the final determination of his/her appeal.

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

(3) Fees paid under sub-regulation (2) shall not be refundable where the student's appeal fails.

(5) Where the student fails in the appeal and he was on studies and if the failure leads into GPA less than 2.0 the student shall be discontinued from studies.

## **PART VI CERTIFICATES, TRANSCRIPTS AND PROGRESS REPORTS**

Issuance of certificates 103. (1) The University may issue certificates under the following conditions:

(a) If the student's name was approved by the Senate for graduation;

(b) Upon submission of a written application accompanied with the original copy of dully filled clearance form, certified copy of academic transcript and student identity card to the respective faculty/directorate/institute.

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

(3) For purposes of implementing the provisions of sub-regulation (2), 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.

Delays in collection of certificates and penalties 104. (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 twenty thousand shillings (20,000/=).

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

Rectification of errors on transcripts and certificates

105. (1) Graduates whose academic transcripts and/or certificates have clerical, arithmetic or grammatical errors may apply to the University for rectification of such errors.

(2) All applications under this regulation shall be made to the DVC-ARC not later than three (3) months before the next graduation ceremony.

(3) Where an error in a transcript and/or a certificate is not substantial to affecting the award, the DVC-ARC shall forward the application to the respective Dean/Director who shall cause the rectification of such errors.

(4) Where errors in the transcript and/or certificate are substantial and affect the award, the DVC-ARC shall forward the application to the respective 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.

(5) Where the complaints have been proved to be genuine by the UGSC or PGSC, a report to that effect shall be forwarded to the Senate for approval.

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

Replacement of lost academic certificates/transcript

106. (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 fifty thousand shillings (50,000/=) or equivalent shall be charged for the copy of the certificate or transcript issued.

Replacement  
deteriorated  
certificates/transcripts

of 107. (1) The University may issue a copy of transcript/certificate in case of deterioration of the original certificate/transcript.

(2) The applicant seeking replacement under sub-regulation (1) shall lodge a request in writing accompanied with the following documents:

(a) the deteriorated certificate/transcript;

(a) evidence of payment of fifty thousand shillings (50,000/=)

(b) identification document (s) including but not limited to the National Identity Card, Driving license, Voter Identity Card

(3) The replacement certificate/transcript shall be issued within 12 months after lodging the request.

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

Issuance of transcripts

108. The University may issue transcripts if the following conditions are met:

(a) Examination results have been approved by the Senate;

(b) A written application accompanied with the original copy of dully filled clearance form has been submitted to the respective faculty/directorate/institute;

(c) Transcript processing fee of thirty thousand shillings (30,000/=) has been paid.

Certification of transcripts

109. (1) All academic transcripts and certificates shall be certified in the respective faculty/directorate/institute.

(2) The certification under sub-regulation (1) shall be subject to payment of the certification fee of five thousand shillings (5,000/=).

(3) All transcripts and certificates may be collected within seven (7) working days from the day of lodging applications/requests.

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

Progress reports

110. Students shall retrieve their annual progress reports from MUSARIS and cause them to be certified in the respective faculty/directorate/institute examination office provided that the University shall not issue cumulative progress reports to a student.

Academic progress from year to year

111. (1) Academic progress shall be evaluated on a yearly basis.

(2) 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.

(3) All candidates shall be allowed to proceed to the next academic year as continuing students after taking courses 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.

(4) For programmes under UQF, candidates shall be allowed to proceed to next academic year as continuing students after taking courses that 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.

(7) A candidate who fails in examination(s) which is/are required to attain the minimum pass credits for any academic unit after three (first sitting, first and second probations) attempts shall be discontinued from studies.

(8) A candidate who fails to graduate after failing the probation examination(s) shall be required to sit for the same when next offered.

(9) A degree or diploma candidate failing to obtain minimum credits stipulated in the respective curriculum in an academic year and/or getting a GPA of less than 2.0 shall be discontinued from studies.

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

Progress for postgraduate diploma programmes

112. (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 the minimum credits specified in the curriculum and a GPA of not less than 2.0.

(3) A Postgraduate Diploma candidate failing to attain the minimum credits specified in the curriculum in a semester and/or obtaining 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

113. A person who completes a professional programme offered by the University shall be awarded a professional certificate.

Certificate of attendance

114. 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

115. The University may award a certificate of appreciation to a person who has done any act that benefits the University.

Prize certificates

116. The University may award a prize certificate to a student for outstanding academic performance.

*Aegrotat* Awards

117. A student who has left the University on established medical reasons when close to completion of a programme may be awarded an *aegrotat* award.

Procedure for *aegrotat* awards

118. (1) The University may issue an *aegrotat* award to a student who is unable to continue with his/her studies due to illness.

(2) The Head of Department shall make request to the Senate for the award under this regulation.

(3) The request under sub-regulation (2) shall be submitted as soon as possible after the last date of the examination to which the application refers and shall provide the following details

- (a) medical certificate or other statement of the grounds on which it is made;
- (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

119. A student who has died when close to completion of a programme may be awarded a posthumous certificate.

Procedure for posthumous awards

120. (1) The University may issue a posthumous award to a deceased student.

(2) The Head of Department where the deceased student was registered shall make a request to the Senate for the award under this regulation.

(3) The request under sub-regulation (2) shall provide the following details:

- (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.

Guidelines for approving awarding of *aegrotat* and posthumous certificates

121. 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

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

Exit levels

123. 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.

Classification certificates

of 124. (1) For purposes of classification of all certificates, a five-point system shall be used in averaging 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 non-UQF programmes in the faculties/directorates/ 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 grading system shall appear, in terms of %, as follows:

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

125. (1) In calculating the GPA, credits for core as well as elective courses shall be used.

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

(3) To get the score for each course, multiply the points in regulation 124 (2) by corresponding credits allocated in the respective curriculum.

(4) The total score shall be the sum of score for all courses computed as in regulation 124 (3).

(5) GPA score shall be computed by dividing the total score in regulation 124 (3) by the total credits obtainable under regulation 124 (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 VII  
CREDIT TRANSFER**

General regulation on credit transfer

126. (1) 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 five (5) years.

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

(5) Students who wish to transfer credits to the University shall be required to earn at least 50% of the total credits accumulated from courses in the University.

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

Credit transfer from other universities to the University

127. (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 shall 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

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

Criteria for establishing equivalency of courses

129. (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 shall have a theoretical component and involving final examination, excluding clinical-based courses.

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

(4) The number of teaching hours used to cover the course shall 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, it shall be given the same number of units regardless of the units in the other University.

Rules for grades conversion

130. (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 case where only grades (and not scored marks) are available, lower marks of the corresponding grade shall be assumed.

Procedures and administration of transfer

131. (1) Applications for credit transfer shall be submitted to the DVC-ARC, 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 shall apply for credit transfer at least two (2) months before the beginning of the semester. 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

132. An application for credit transfer shall be accompanied with the following documents:

- (a) Certified progress report (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); and
- (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.

Reasons for credit transfer

133. An application for credit transfer may be allowed for the following reasons; provided that an applicant has met credit transfer criteria:

- (a) Courses not offered at the University of registration (applies only for short-term transfers);
- (b) illness (to be certified by the University Medical Officer In-Charge);
- (c) exchange programmes;
- (d) refugee situation;
- (e) returning residents; and
- (f) any other genuine reason as may be determined by the DVC-ARC.

Credit transfer fee

134. (1) Applicants for credit transfer shall be required pay a non-refundable fee of one hundred thousand shillings (100,000/=). Provided that University students on study-abroad programmes shall not be required to pay such fees as it will have been paid 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.

## PART VIII

### PRESERVATION AND DESTRUCTION OF EXAMINATION PAPERS, SCRIPTS, FILES, PROPOSALS AND REPORTS

Preservation of used examination papers and scripts

135. (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 sub-regulation (1) 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 department shall keep copies of each end of semester examination.

Destruction of used examination papers and scripts.

136. (1) Each faculty/institute/directorate dean/director in consultation with the DVC-ARC, shall initiate and implement the process of destruction of used scripts.

(2) Notwithstanding the generality of sub-regulation (1), used examination question papers and examination scripts shall be destroyed immediately after the lapse of the period stipulated under regulation 135 (2) and (3).

Preservation and destruction of Research/Project Proposals and Reports

137. (1) Save 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 sub-regulation (1), initiate the process for the destruction of the research/project proposals and reports in consultation with the respective dean/director of the faculty/directorate/institute as the case may be.

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

Preservation and destruction of examination results files

138. (1) Examination results files provided for under regulation 42 shall be preserved for the period of three (3) years.

(2) The files under sub-regulation (1) shall be destroyed in compliance with the provision of regulation 138.

- Approval for destruction 139. (1) Where a question of destruction of documents listed under this part arises; the responsible heads of department shall seek consent of the DVC-ARC through Dean/Director of faculty/directorate/institute, respectively.
- (2) On approval by the DVC-ARC, the Head of Department shall co-ordinate the destruction exercise.

## PART IX MISCELLANEOUS

- General powers of the VC 140. Where there is no specific provision for admission, registration and examination, the VC shall have powers to determine and decide on the matter.
- Prohibition from undertaking activities outside the University 141. (1) Any activity undertaken by a student outside the University on behalf or in the name of the University shall be required to obtain authorization from the DVC-ARC/Administration and Finance in consultation with the Dean of Students and relevant Head of Department/Dean of Faculty/Director of Institute/Directorate as the case may be.
- (2) The University shall not facilitate students' travel outside the University for Private Business.
- Duty to keep and make use of the Regulations 142. (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 defense in cases of non-compliance and or contravention.
- Disciplinary actions 143. Any staff or student who contravenes provision(s) of 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 144. These Regulations may be amended as and when need arises.
- Power to make Guidelines 145. (1) The University may make Guidelines for the purpose of enabling effective implementation of these Regulations.
- (2) Notwithstanding the generality of sub-regulation (1), 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 guidelines as may be approved by the relevant University authority.

Revocation

146. The General University Admission, Registration and Examination Regulations, 2015 second edition are hereby revoked.

Transitional provisions

147. Notwithstanding the revocation of the General University Admission, Registration and Examination Regulations, 2015 second edition anything that was done under the said regulations shall remain valid.