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MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

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



GENERAL UNIVERSITY ADMISSION, REGISTRATION AND EXAMINATION REGULATIONS, 2025

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PART I PRELIMINARY PROVISIONS

Short title and commencement	1. These Regulations shall be cited as the General University Admission, Registration and Examination Regulations, 2025 (4 th Edition).
Application	2. These Regulations shall apply to all matters relating to admission, registration of students and the conduct of University Examinations.
Interpretation	<p>3. In these Regulations, unless the context requires otherwise:</p> <p>Admitted student means a person who has applied for a programme of study and has been officially offered admission to the University, but has not yet completed the registration process.</p> <p>Authenticating device means a device used to recognise a user's identity.</p> <p>Artificial Intelligence means a computational system that performs tasks requiring human-like intelligence, perception, reasoning, learning, and content generation by using algorithms and data-driven models that adapt their behaviour from experience.</p> <p>Candidate means a fully registered student qualified for University Examinations.</p> <p>Charter means the Moshi Co-operative University Charter, 2015.</p> <p>Cheating includes any dishonest act as stipulated in these Regulations.</p> <p>Continuing student means a student continuing with studies after completing at least one semester of the respective programme of study.</p> <p>DPF means the Directorate of Planning and Finance.</p> <p>DUS means Directorate of Undergraduate Studies.</p> <p>DVC - ARC means the Deputy Vice Chancellor - Academic, Research and Consultancy.</p> <p>DVC - PFA means the Deputy Vice Chancellor - Planning, Finance and Administration.</p> <p>Examination has the meaning ascribed to it under regulation 24 of these Regulations.</p> <p>Examination irregularities are irregularities stipulated under sub-Part III of these regulations.</p> <p>Instructor means an academic staff assigned to teach and assess students in a particular course and includes part-time instructors.</p> <p>Main Campus means the University main office at Moshi.</p> <p>Medical Doctor In-Charge means the Medical Doctor In-Charge of the University Health Centre or his/her representative.</p> <p>MoCU e-Learning System means the official MoCU digital platform designed to support online teaching and assessment.</p> <p>MoCU means the Moshi Co-operative University.</p>

MUSARIS means the Moshi Co-operative University Students Admission and Registration Information System.

Online assessment platform means the University-approved LMS or secure exam system that supports authentication, item randomisation, logging, and delivery.

Online invigilation means the supervision of candidates who are not co-located with invigilators, using online assessment platforms.

Online invigilator means a University-appointed proctor who supervises online exams in real time, verifies identity, monitors activity, manages incidents, and certifies the record.

Part-time means students pursuing distance and/or evening programmes.

PGSC means the Postgraduate Studies Committee.

Plagiarism has a meaning ascribed to it under the University Plagiarism Policy.

Probation examination means an examination taken after failure at the first sitting or a previous probation attempt.

Proctoring means an authorised, neutral proctor who oversees a test/examination, verifies the test taker's identity, and protects the integrity of the test-taking environment.

Proposal means a suggested research/project idea as defined by the University Guidelines for Proposals, Reports, Dissertations and Theses.

Registered student means a person fully admitted to the University after completing prescribed registration procedures for the academic year or semester.

Regulations means the General University Admission, Registration and Examination Regulations, 2025 (4th Edition).

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

Rubric-based assessment means assessments set and graded against an approved scoring rubric that specifies performance criteria

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

Student means a duly registered student of the University.

TCU means the Tanzania Commission for Universities.

UEIC means the University Examination Irregularities Committee.

UGSC means the Undergraduate Studies Committee.

UQF means University Qualifications Framework.

Unauthorised material(s) means material(s) not allowed into the 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, smartwatches, pagers and any other materials which will be specified from time to time by the University.

University means the Moshi Co-operative University.
VC means the Vice Chancellor of the University.

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 master and doctoral programmes, an applicant must hold the qualifications specified in the General Guidelines and Regulations for Postgraduate Studies.
- (b) For direct entrants into undergraduate degree programmes, an applicant must hold at least two principal level passes in the relevant subjects 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 the Tanzania Commission for Universities (TCU) from time to time.
- (c) Applicants with equivalent qualifications must hold a relevant Diploma Certificate with a GPA of not less than 3.0 approved by NACTVET and four passes in principal subjects at O-level or as may be prescribed from time to time. An applicant whose Diploma GPA is below 3.0 shall be eligible if he/she holds a foundation certificate in a relevant discipline, recognised by TCU, with a minimum GPA of 3.0.
- (d) An applicant for a diploma programme must hold an A-level certificate with at least one principal pass in a subject prescribed as relevant to the programme, or a relevant basic certificate from an accredited institution.
- (e) An applicant for a certificate programme must hold an O-Level Certificate with at least four passes in relevant subjects.
- (f) For postgraduate diploma programmes, an applicant must hold a relevant bachelor's degree or an advanced diploma from a recognised higher education institution.

(2) 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 the form of a certificate/diploma or short courses in the relevant discipline.

(3) A student discontinued from studies on the basis of examination irregularities at the University shall not be allowed to re-apply for admission for studies at the University unless two years after the discontinuation have elapsed.

(4) Notwithstanding the generality of the above regulations, other specific admission requirements provided in the programme-specific curriculum, 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 completed within two weeks after opening of the University. Each student shall register for his/her programme in the respective Department, Faculty, Institute or Directorate.

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

(3) Registration for second, fourth and sixth semesters shall be completed within one week from the date of opening of the University. Such registration shall proceed 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 the 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 photographs, as prescribed in regulation 22 of these Regulations. Failure to comply with this regulation shall lead to incomplete registration.

(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 on distance-learning programmes.

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 is proven to have submitted false documents/information during admission/registration shall have his/her registration withdrawn.

Registration fee

7. (1) Each first, third and fifth semester student shall pay a registration fee in the amount prescribed in the relevant fee structure.

(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 verification of original certificates.

(4) Any fees paid shall not be refunded, transferred to the next semester, or transferred 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' fees may be transferred to the next semester, subject to fulfilment of the prescribed conditions.

Graduation Fee

8. Each student in his/her final year of study shall pay a graduation fee, the amount of which shall be prescribed in the relevant fee structure.

Prohibition on change of name(s)

9. A student shall not be permitted to change their name(s) after registration in a programme or during the course of study.

Change of programme

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

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

(3) 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.

(4) Transfer under sub-regulation (3) shall be made in the prescribed form or through MUSARIS, accompanied by a non-refundable fee of twenty thousand shillings (20,000). This amount shall be subject to review from time to time.

(5) A request for transfer under sub-regulation (3) shall be lodged with the DVC responsible for academic matters through the respective Head of Department and the Dean/Director.

(6) A student applying for transfer under sub-regulation (3) must have completed the minimum credit units for a particular academic year. The transferee shall maintain his/her registration number.

Registration for courses

11. (1) Every student registered for a programme shall be required to register for all core courses in that programme for a particular semester.

(2) A student shall register for courses through MUSARIS in consultation with the respective head of department.

(3) Registration for courses shall be done within the registration period as prescribed under regulation 5.

Registration for elective courses

12. (1) Students may register for more than one elective course, provided that he/she meets the minimum credits and that there are available instructors from the department offering the course.

(2) Where a student registers for elective course(s), 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

13. (1) For an elective course to be offered, the minimum number of students registered must be at least ten. In the event that student enrolment falls below this threshold, the Head of Department shall be responsible for facilitating the reassignment of students to alternative elective courses.

(2) A student shall be examined in all courses registered for.

Change of elective courses	<p>14. (1) Any change to an elective course shall be done within one week from the start of the semester.</p> <p>(2) The change under sub-regulation (1) shall be sought through MUSARIS and, where necessary, in consultation with the respective Head of Department.</p>
Consequence for non-registration of elective courses	<p>15. (1) A student who does not register for the minimum required elective course(s) in a given semester shall lose the opportunity to be examined in those course(s), shall be deemed to have absconded, and shall be discontinued from studies.</p> <p>(2) A student who registers for an elective course but fails to comply with the provisions of regulation 12 (2) shall be deemed to have absconded, and shall be discontinued from studies.</p>
Postponement of studies	<p>16. (1) A student seeking to postpone his/her studies shall lodge his/her application through MUSARIS, attaching relevant documents, when applicable.</p> <p>(2) Postponement of studies may be for medical, social, economic or other compelling reasons.</p> <p>(3) Permission to postpone studies shall be granted by the DVC-ARC after consultation with the Dean of Faculty/Director of Institute or Directorate/Director of Student Services/Head of Department or the Medical Officer In-Charge, as the case may be, and the information shall be accessible by the Director of Planning and Finance (DPF), DUS, the respective faculty/institute/directorate and departments.</p> <p>(4) The duration of a postponement of studies shall be one academic year, renewable only once.</p> <p>(5) Students shall obtain the postponement responses from MUSARIS.</p> <p>(6) 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.</p> <p>(7) A student shall inform the respective faculty/directorate/institute, in writing, of the intention to resume studies, provided that such information is communicated two (2) weeks before the commencement of the studies.</p> <p>(8) Each Head of Department shall maintain a list of students who have postponed their studies for each semester or year of study</p>

Retention of registration number for students permitted to postpone studies	17. A student authorised to postpone studies shall maintain his/her registration status and registration number. However, he/she shall be responsible for covering the costs associated with issuing a new identification card and any other financial obligations related to the re-admission process.
Deregistration from studies	18. (1) A student may be permitted to deregister from studies for medical, social, economic or other compelling reasons. (2) A student seeking to deregister from studies shall lodge his/her 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 of Institute or Directorate/Director of Student Services/Head of Department or Medical Officer In-Charge, as the case may be.

SUB-PART II STUDENT IDENTIFICATION

Issuance of identity cards	19. Each student shall be issued an identity card upon registration.
Student's duty to identify himself/herself	20. A student shall be required to identify him/herself using such an identity card throughout the study period.
Loss of identification document (s)	21. A student whose identity card, examination hall ticket or clearance form is lost shall lodge a request for a replacement upon payment of a non-refundable fee of ten thousand shillings (10,000) and submission of a Police loss report.
Passport-size photographs	22. (1) A student shall be required to upload a passport-size photo for facilitating registration and preparation of identity cards and transcripts. The uploaded photograph shall adhere to the following requirements: (a) coloured with a plain white background; (b) recently taken to reflect current appearance; (c) taken in full-face view directly facing the camera, not tilted sideways or up or down; (d) taken with a neutral facial expression, mouth closed and both eyes open; (e) any head covering, if worn, should not obscure the hairline from side to side to ensure that the full face is visible, with both edges clearly shown, and the head covering or hair must not cast any shadows on the face;

- (f) headphones, wireless hands-free devices, or similar items are not acceptable in the photo;
 - (g) hearing devices may be worn when taking the photo, provided they have been recommended for medical reasons; and
 - (h) if one normally wears glasses, they should have clear frames and should not be dark or tinted.
- (2) A student who fails to comply with these requirements shall be denied access to university services requiring a student identity card.

PART III UNIVERSITY EXAMINATIONS

SUB-PART I CONDUCT AND HANDLING OF EXAMINATIONS

Rules applicable	23. 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	24. (1) For the purposes of these Regulations, the term “examination” includes all modes of assessment prescribed by the respective programme curriculum and other relevant guidelines. (2) Without prejudice to sub-regulation (1), examinations may comprise continuous and/or summative assessments administered in such modes as may be approved in the respective curriculum and by the appropriate University authorities, including written, practical or performance-based, oral/defence, project-based work, and controlled open-resource assessments.
Types of examinations	25. There shall be a written examination and, where the course so requires, a practical and/or oral examination during each semester.
Permission for oral examinations	26. Where circumstances necessitate an oral end-of-semester examination, approval shall be obtained from the DVC-ARC, who shall prescribe the manner in which it shall be conducted.
Duty of an instructor to set examinations	27. The course instructor shall be responsible for setting examinations in accordance with these Regulations.
Overall co-ordination of examinations	28. (1) The office of DVC-ARC shall be responsible for overall co-ordination of examinations at the University, including the following

(a) Ensuring that students receive orientation on these regulations prior to the commencement of university examinations.

(b) Ensuring the quality of the university examination processes and outcomes.

(2) University examinations shall be coordinated and conducted under the supervision of the respective Dean of Faculty or Director of Institute or Directorate, as applicable, in collaboration with the respective Head of Department.

Dates for conducting examinations

29. (1) Dates for the end of semester examinations shall be published in the University Almanac.

(2) 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.

Release of continuous assessment results

30. (1) The instructor shall release coursework results through MUSARIS at least one (1) week before the commencement of the end-of-semester examinations.

(2) Students shall verify their results. In case of discrepancies, such issues should be communicated to the instructor for verification and correction.

(3) Heads of Departments shall ensure all examiners comply with the requirement of sub-regulation (1).

Absence from continuous assessment and its consequences

31. (1) A student who absents himself/herself from a class test without compelling reasons shall be discontinued from studies.

(2) A student who absents himself/herself from any other continuous assessment without compelling reasons shall be awarded zero.

(3) A student permitted to be absent from continuous assessment, or who has missed it for a compelling reason, shall be required to complete it before attempting the end-of-semester examination for the respective course.

(4) A student shall be responsible for initiating any request to attempt the continuous assessment missed and provide appropriate evidence where necessary.

(5) Where a student fails to submit acceptable documentation, sub-regulation (1) and (2) shall apply, as the case may be.

Permission for absence from attending classes	32. (1) The Director of Student Services 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 as the case may be. (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 Faculty/Director of Institute or Directorate 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	33. (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, seminars, practicals, or any other teaching and learning activity indicated in the class timetable, with at least 80% attendance; (b) the candidate has completed coursework in all courses for the programme; (c) the candidate has paid the fees as indicated in the university fee structure; and (d) the candidate has a 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	34. A list of candidates who have not met the requirements stated in regulation 33 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 to the Examination Office.
Absence from examinations and its consequences	35. 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 of examinations	36. (1) A student may, for compelling reasons, be allowed to postpone University examination (s), provided that he/she complies with the provisions of this regulation.

(2) Permission for postponement of an examination shall be granted by the Dean of the Faculty/Director of Institute or Directorate after consultation with the Head of Department, Director of Student Services and, where applicable, Medical Doctor In-charge.

(3) Request for postponement of end-of-semester examination (s) shall be lodged through MUSARIS before commencement of the respective examinations.

(4) A student who wishes to postpone end-of-semester examinations must be fully registered and shall be required to submit a coursework verification form signed by the respective course instructors.

(5) Postponement of end-of-semester and special examinations shall be once in each academic year.

(6) Students allowed to postpone end-of-first, third and fifth semester examinations shall be allowed to proceed to the next semester.

(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 semester to which the respective courses are next offered.

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

(9) Where a student postpones his/her examination (s) and sits for such examination (s) as special examination(s), the results for such examination(s) shall be counted first before the respective probation results.

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

Time required for end of semester examinations

37. Each University examination shall be conducted 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

38. (1) Examiners shall comply with the standard examination format and instructions provided or issued 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 booklets and papers from time to time.

Internal moderation of examinations		<p>39. (1) All University examinations shall be moderated by the respective departments.</p> <p>(2) Moderation of examinations shall be in accordance with the Guidelines for Handling University Examinations.</p>
Examination booklets	answer	<p>40. (1) The examination answer booklets shall be prepared timely and with secure features including serial numbers and stamps, which shall be printed on the cover page and any other page as may be deemed special for a particular semester.</p> <p>(2) Examination answer booklets under sub-regulation (1) shall contain instructions to candidates as may be determined by the office of the DVC-ARC.</p>
Marking of examinations		<p>41. (1) All university examinations shall be marked within two weeks, beginning a day after the examination period ends.</p> <p>(2) The office of the DVC-ARC shall be responsible for the regulation and coordination of the marking of University examinations.</p>
Pass mark and grading		<p>42. (1) Except where a curriculum states otherwise, the 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.</p> <p>(2) For the 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 examinations.</p> <p>(3) An undergraduate student who scores below 24 marks in the end-of-semester examination shall be considered to have failed. In such circumstances, the student shall be required to undertake a probationary examination when next available, provided that the overall GPA is not less than 2.0.</p> <p>(4) A master's and postgraduate diploma student is deemed to have failed if he/she scores below 20 marks in the end-of-semester examination. In such cases, he/she shall be required to undertake a probation examination when it is next offered, provided that his/her overall GPA is not less than 3.0 and 2.0, respectively.</p> <p>(5) The pass mark for each University examination (semester/special) shall be 50% for certificate and diploma programmes.</p>

(6) The pass mark for degree programmes 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 in accordance with Students' Field Attachment Guidelines and shall contribute to the calculation of the student's GPA.

Examination results files 43. (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 outline, 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 the respective course instructor, on MUSARIS.

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

External moderation of examinations 44. External Examiners shall conduct an external moderation of examinations. The appointment, tenure, and mode of operation of the external examiners shall be in accordance with the guidelines prescribed for managing University examinations.

Release of end-semester examination results 45. End-of-semester examination results, once scrutinised 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 46. Students shall access provisional results through their MUSARIS personal accounts.

Probation examinations 47. (1) All probation examinations shall be conducted during the semester to which the respective courses are offered.

(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 the probation examination shall be a C grade (50%) for non-degree programmes and 40% for degree programmes. A student scoring below 50% and 40%,

respectively, shall be considered to have failed the respective probation examination.

(4) The pass mark for probation for Master's degree programmes shall be as prescribed in the Guidelines for Postgraduate Studies.

(5) All probation examination candidates shall be required to pay a fee of twenty thousand shillings (20,000) for each course failed to be allowed to sit for the probation examination(s). This amount may be reviewed where necessary.

(6) Notwithstanding any provision of this regulation, a postgraduate student who has probation shall be permitted to proceed with research activities, provided that such a student shall not be allowed to undertake field data collection until he/she has successfully passed the probation examination(s).

List of candidates for probation examinations	48. Heads of Departments shall be responsible for preparing and sharing lists of candidates eligible for the probation examinations with Deans/Directors/Timetabling Unit, Instructors and the Director of Planning and Finance.
Nullification of examinations	49. Where there is evidence of examination leakage, the DVC-ARC shall cancel the examination or nullify its results, as the case may be, and direct that a replacement examination be administered to the affected candidates.
Punishment for leakage of examinations	50. 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	51. (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 ensure the measures recommended by the Senate are taken care of. (3) In taking the measures under sub-regulation (2), the internal examiner shall be consulted.
Research/project proposals and reports	52. (1) Students shall undertake independent research/project studies under the guidance of a supervisor and produce proposals and reports which shall be examined separately.

(2) For effective implementation of sub-regulation (1), departments may adopt innovative ways of undertaking the research/projects, including encouraging undergraduate students' collaborative or joint work.

(3) To ensure an effective research process, students shall have regular meetings with their supervisors and vice versa.

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

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

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

(7) A student who fails the research/project proposal shall be required to repeat and submit the same in the next semester of the same academic year.

(8) A student who repeats a research/project proposal under sub-regulation (7) shall submit the research/project report in the first semester of the next academic year.

(9) Where the student referred to in sub-regulation (8) passes the research/project report, the proposal shall be assessed as a probation examination and the report as a first-sitting examination.

(10) 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.

(11) The proposal/report submitted under sub-regulation (10) must be accompanied by the form under sub-regulation (4).

Field practical training

53. (1) Certificate, diploma and bachelor's degree students shall conduct fieldwork as prescribed in their respective curricula and Students' Field Attachment Guidelines.

(2) Fieldwork for foundation, professional certificate and postgraduate students shall be as provided in the programme curriculum.

(3) 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.

(4) Where a student fails to secure a place for field attachment, he/she shall notify the respective faculty Dean or Director of the institute or directorate in writing and submit evidence of rejection. Such student shall be required to undertake field practical training when next offered.

(5) 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 from field practical training and shall be discontinued from studies.

Practical examinations

54. (1) Practical examination shall be coordinated by the respective head of department.

(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 Dean or Director of the institute or directorate for approval prior to the examination.

Application of Regulations to part-time students

55. These Regulations shall apply *mutatis mutandis* to part-time students. In addition, special rules under regulation 56 shall apply to part-time students.

Examination regulations specific to part-time students

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

(2) A student with incomplete results shall be required to complete his/her coursework in the next module for evening students and in the next semester for distance learning students.

SUB-PART II

INVIGILATION OF EXAMINATIONS

Forms of Invigilation

57. Examinations shall be invigilated physically or online. Regulations 58–68 shall apply to physical examinations, where

applicable, while the relevant provisions of regulations 58, 59 and 69 shall govern online examinations.

Time for reporting at examination room

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

(2) Invigilators of online assessment shall open the virtual assessment room and be present online not less than thirty (30) minutes before commencement of the assessment.

Admission of students into examination room

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

(2) For purposes of this regulation, the examination room shall be construed to include both physical and virtual assessment rooms.

(3) Invigilators shall not admit candidates into the examination room after 30 minutes of commencement of the examination and shall not permit them to leave the room until 30 minutes have elapsed, except for compelling reasons.

(4) All candidates must present their student identity cards and examination hall tickets before entering the examination rooms. Candidates who fail to comply with this regulation shall not be permitted to sit for the examinations.

(5) For online invigilation, invigilators shall facilitate successful logins for eligible candidates and run platform checks for readiness.

(6) Where the examination set is either fully or partially open-book, candidates shall be allowed to enter the examination room with clean, unannotated copies of the materials. Handwritten materials shall not be allowed.

(7) Where the physical assessment requires special examination tools, such as laptops, the instructor shall inform candidates well in advance and shall be responsible for ensuring that the special tools comply with these regulations.

Search of candidates

60. (1) Invigilators may search candidates to ensure that they do not enter the examination room with unauthorised materials and shall confiscate any unauthorised materials brought into the examination room by candidates.

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

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

(4) A candidate who carries unauthorised material into the examination room and surrenders it to the Invigilators of his/her own accord before examination papers have been distributed, shall be allowed to sit for the examination.

Appointment of Chief Invigilator	61. A Chief Invigilator shall be appointed from amongst the senior staff of the invigilating team.
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Invigilation by Internal Examiner	62. (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.
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(2) Where the examination is conducted in more than one venue, the examiner under sub-regulation (1) shall visit all venues regularly.

Roles of Chief Invigilator/invigilator	63. The roles of the Chief Invigilator shall be as prescribed in the Guidelines for handling examinations.
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Powers of invigilators	64. Invigilators shall have the authority to expel any candidate who causes disturbance in the examination premises or refuses to obey genuine instructions.
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Keeping of candidates' records	65. Invigilators shall record the total number of candidates present at the start and after the completion of the examination.
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Signing of attendance forms	66. (1) Immediately after the examination commences, candidates shall sign the attendance forms.
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(2) Each candidate shall be required to sign out in the attendance forms upon submission of the answer booklet.

Preservation of unused booklets and question papers	67. (1) Invigilators shall collect unused booklets and return them to the office from which they were collected.
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(2) All question papers shall be collected at the end of every examination, returned to the respective envelopes and submitted to the examination coordinators.

Prohibited practices	<p>68. During the conduct of the examinations, candidates are prohibited from doing any of the following:</p> <p>(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 or Director of the institute or directorate.</p> <p>(b) borrow or lend items in the examination room such as rulers, pencils, calculators and pens during the conduct of the examination.</p> <p>(c) leave the examination room before he/she submits the answer booklet.</p> <p>(d) leave the examination room during the last 30 minutes of the examination, except where it is necessary for the candidate to attend a call of nature under the escort of an authorised person of the same sex.</p>
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Monitoring of online assessment	<p>69. (1) Online assessment shall be monitored using various methods, including on-site proctoring and authenticating devices throughout the examination.</p> <p>(2) Without prejudice to the generality of sub-regulation (1), other aspects pertaining to online assessment shall be as provided in the Guidelines for Online and Blended Learning.</p>
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**SUB-PART III:
EXAMINATION IRREGULARITIES AND PENALTIES**

Entering into examination venue without permission	<p>70. 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 respective faculty Dean or Director of the institute or directorate and shall be served with a written warning to that effect. A candidate who contravenes this regulation twice shall be discontinued from studies.</p>
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Late arrival at examination venue	<p>71. (1) Candidates shall be required to be present around the examination premises 30 minutes before the scheduled time of the examination.</p> <p>(2) No candidate shall be permitted to enter the examination room more than 30 minutes after the commencement of the examination.</p> <p>(3) Where a student is not permitted to enter the examination room under sub-regulation (2), he/she shall be required to sit for the same when such course is next offered.</p>
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Failure to disclose identity	<p>72. 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</p>
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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 from the respective examination(s) and shall be discontinued from studies.

Contravening dress code

73. (1) A candidate shall not be permitted to enter the examination room if his/her attire 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 the clothing and return for the examination within 30 minutes.

(3) A candidate who fails to return to the examination room within the prescribed time shall be deemed to have absconded, and shall be discontinued from studies.

Entering into examination room with unauthorised materials

74. No unauthorised materials shall be allowed within 30 meters around and within the examination venue. A candidate found with such materials shall be deemed to have cheated in the examination and, on UEIC and UGSC or PGSC recommendations and Senate decision, shall be discontinued from studies.

Communication during examination

75. 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 for which shall be discontinuation from studies.

Chewing in the examination room

76. 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 doing so, and who refuses to produce the material being chewed, shall be deemed to have destroyed evidence of possession of unauthorised materials while in the examination room and thus cheating.

Sitting for examination on behalf of another

77. (1) Any student who sits for any examination on behalf of another or hires another student or any other person to sit for an examination on his/her behalf shall be deemed to have cheated, and he/she shall be discontinued from studies.

(2) Any person who is not a MoCU student and who sits for an examination on behalf of a MoCU student shall be reported to the Police for appropriate action.

Using another candidate's identity	<p>78. (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.</p> <p>(2) Where a student contravenes sub-regulation (1), he/she shall immediately be removed from an examination room and be considered to have absconded from the examination. Such student shall be discontinued from studies.</p>
Forgery	<p>79. A student who forges, facilitates another to forge and/or enters with a forged identity card, fee receipt, hall ticket or any other identification document in the examination room shall be discontinued from studies.</p>
Entering into examination without meeting candidacy requirement	<p>80. (1) A student who has not qualified to be a candidate as stipulated under regulation 33 (1) shall not be permitted to sit for an examination.</p> <p>(2) A student who enters the examination room and attempts an examination despite being ineligible under sub-regulation (1) shall be deemed to have not attempted that examination and to have absconded from it, and shall be discontinued from studies.</p>
Misbehaving in examination room	<p>81. (1) A candidate who misbehaves in the examination room in any manner, including disobeying lawful orders from invigilators, shall be removed from the examination room.</p> <p>(2) 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 or Director for issuing a warning letter.</p> <p>(3) A candidate who contravenes this regulation twice shall be subject to disciplinary action under the University Students Disciplinary Rules and Procedures.</p>
Entering into examination with unsound mind	<p>82. (1) A candidate who is suspected to be of unsound mind by reason of consumption of alcohol, drugs or any other related substances shall not be permitted to sit for an examination. The invigilator(s) shall refer the candidate to the Medical Doctor In-charge for verification.</p> <p>(2) In instances where the Medical Doctor In-charge confirms that a candidate is in the condition specified under regulation 82 (1), his/her case shall be reported to the Head of Unit responsible for coordinating</p>

examinations at the Director of undergraduate/postgraduate studies office, who shall forward it to the respective Dean or Director for issuing a warning letter.

- (3) A candidate who contravenes this regulation twice shall be subject to disciplinary action under the University Students Disciplinary Rules and Procedures.

Writing without permission 83. 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 or Director. A candidate who commits the same act twice shall be discontinued from studies.

Borrowing or lending of items 84. (1) There shall be no borrowing or lending of items such as calculators, rulers, statistical tables, pencils, pens, statutes or any other materials by students during examinations.

(2) Candidate(s) contravening sub-regulation (1) shall be served with a written warning by the respective Dean or Director of the institute or directorate. A candidate who commits this act twice shall be discontinued from studies.

Plagiarism 85. (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 subjected to the punishment prescribed in the University Antiplagiarism Policy and Guidelines.

(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.

Leaving the examination room without invigilators' permission 86. (1) Students shall not, without the permission of the invigilator(s), leave the examination room.

(2) A student who contravenes this provision shall not be permitted to re-enter the examination room and the particular examination shall be cancelled.

- (3) Where an examination is cancelled as per sub-regulation (2), a student shall be required to sit for the same when such course is next offered.

Other irregularities

87. 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

88. 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 unauthorised documents/material. Where bodily search is necessary, regulation 60 (3) shall apply.
- (c) The chief invigilator shall call upon other invigilators to witness the unauthorised 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 must be signed by the invigilator(s) and countersigned by the witness invigilator(s). The report shall include the available evidence and the candidate's statement.
- (f) The chief invigilator shall submit the report under paragraph (e) to the office of the Director of Undergraduate/Postgraduate Studies.
- (g) The Director to whom the report has been submitted shall forward it to the DVC-ARC to convene the UEIC hearing.
- (h) The procedure under this regulation shall apply, where appropriate, to other examination irregularities, subject to any specific procedure prescribed in these Regulations.

Punishment for cheating

89. Any candidate who shall be proved to have cheated or to have aided a cheating shall be discontinued from studies.

PART IV UNIVERSITY EXAMINATION IRREGULARITIES COMMITTEE

Establishment
composition

and

90. (1) There shall be a University Examination Irregularities Committee (UEIC) that will be responsible for receiving and handling examination irregularities.

(2) The Committee shall be composed of the chairperson, respective Head of Department (s), secretary and any other member (s) from outside and within the university.

(3) The number of committee members shall be determined on a case-by-case basis.

(4) The Chairperson shall be appointed from among the Senior Academicians of other academic institutions or a reputable lawyer from outside the University.

(5) The secretary to the Committee shall be a reputable lawyer from the University.

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

Appointment of members

91. (1) The Chairperson and Members of the Committee shall be appointed by the DVC-ARC in consultation with the respective Deans or the Director of the institute or directorate.

(2) The Chairperson and members of UEIC shall be appointed as and when the need arises.

Functions and powers

92. (1) Except for examination irregularities covered under regulations 71, 73, 81 and 86, the UEIC shall handle all cases of examination irregularities.

(2) Notwithstanding sub-regulation (1), any offence committed for the second time shall be handled by the UEIC.

(3) Notwithstanding the generality of sub-regulation (1), the UEIC shall:

- (a) receive irregularity cases from the DVC-ARC;
- (b) investigate all cases and summon witnesses;
- (c) conduct a hearing and determine an irregularity reported;
- (d) prepare a report of its findings;
- (e) submit recommendations to the DVC-ARC; and
- (f) discharge any other function that may be deemed necessary or ancillary to the proper handling of such cases.

(4) In exercising the functions under this regulation, the UEIC shall have the powers to summon students and invigilators.

93. (1) Where an alleged examination irregularity occurs, the DVC-ARC shall, within fourteen (14) days of the completion of University Examinations, constitute the UEIC.

(2) The secretary of the UEIC shall convene a meeting to deliberate on the alleged irregularities and serve all members with detailed information on them immediately after the Committee is constituted.

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

(4) The Secretary of the UEIC shall notify Committee members of the hearing 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 case shall have the right to present evidence, cross-examine, and defend.

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

(10) The recommendations of the UEIC under regulation 93 (9) shall be forwarded to the UGSC or PGSC.

Deliberations by the
UGSC/PGSC and
recommendations to the
Senate

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

Decision by the Senate and
subsequent notification

95. (1) The Senate shall, upon receipt of recommendations under regulation 94, deliberate, approve or disapprove the same.

(2) The faculty Dean or Director of institute or directorate shall communicate the decision in sub-regulation (1) to the student concerned.

Prohibition to attempt other examinations.	96. During the period the irregularity case is under investigation, the candidate alleged to have cheated or aided a cheating act shall not be permitted to attempt any other examination.
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PART V STUDENTS APPEALS

Right to appeal	97. A student may appeal against examination results by following procedures prescribed in regulation 100.
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Appeals committee	98. (1) There shall be faculty, directorate, or institute Appeals Committees responsible for handling students' appeals.
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(2) The Committee shall be composed of the chairperson, the respective Head of Department (s), two co-opted members from within and/or outside the faculty, directorate or institute, and the secretary, who shall be a lawyer.

(3) The chairperson of the Committee shall be appointed from among senior academic staff from outside the faculty, directorate, or institute in which the appeal arose.

(4) The chairperson and members of the faculty, directorate, and institute Appeal Committee shall be appointed by the respective Dean or Director of the institute or directorate as and when the need arises.

Functions of the Appeal Committee	99. The Committee shall investigate and scrutinise the authenticity of the appeal(s), prepare a report of its decision and recommendations, and forward the same to the UGSC or PGSC for consideration.
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Procedures for Appeal	100. (1) Students' appeals shall be lodged through relevant Deans or the Director of the institute or directorate using special appeal forms or MUSARIS within fourteen (14) days from the date of approval of examination results by the Senate.
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(2) All appeals must be accompanied by a non-refundable appeal fee of fifty thousand shillings (50,000) per case. This amount may be subject to review from time to time.

(3) The fee prescribed under sub-regulation (2) shall be paid through the Government control number system and shall not be refundable, regardless of the outcome of the appeal.

(4) The Committee shall convene after the expiry of the appeal period prescribed under sub-regulation (1)

- (5) Where the Committee is convinced that a particular appeal demands remarking, the student's answer book shall be subjected to two independent examiners.
- (6) The examiners in sub-regulation (5) shall be obtained independently by the Committee from amongst course experts within and/or outside the University.
- (7) Where a student's examination booklet is re-marked by two independent examiners, the final score shall be the average of the marks awarded by the two examiners.

Period of determining the appeal

101. (1) The Faculty, Directorate or Institute Appeals Committee shall complete its tasks within fourteen (14) days after the expiry of the appeal period prescribed under regulation 100 (1).

(2) Upon completion of its task, the committee in sub-regulation (1) shall submit its recommendations to the UGSC or PGSC for deliberation.

UGSC or PGSC deliberations and recommendations

102. The UGSC or PGSC shall consider the Appeals Committee's recommendations and submit the appeal proceedings and its recommendations to the Senate for approval.

Senate decision and notification

103. The provisions of regulation 95 (2) shall apply to this regulation *mutatis mutandis*.

Student options while appeal is under determination

104. A student whose appeal is under consideration may continue with his/her studies for the next semester in the same programme or wait for the final determination of his/her appeal.

PART VI CERTIFICATES, TRANSCRIPTS AND PROGRESS REPORTS

Issuance of certificates

105. (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 by the original copy of the duly completed clearance form, a certified copy of the academic transcript and a student identity card, to the respective faculty, directorate or institute.

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

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

Delays in collection of certificates and penalties

106. (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

107. (1) A graduate whose academic transcript or certificate contains a clerical, arithmetic or grammatical error may apply to the University for rectification of the error.

(2) All applications for rectification under this regulation shall be submitted to the DVC-ARC at least two (2) months before any scheduled graduation ceremony.

Replacement of lost academic certificates/transcript

108. (1) The University may issue a copy in the event of loss of the original certificate or transcript, on conditions 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) a replacement certificate shall be issued only during the graduation period in a given year, provided that the graduate submits a request at least one (1) month before the graduation ceremony in that year.

(2) a fee of fifty thousand shillings (50,000) or equivalent shall be charged for the copy of the certificate or transcript issued.

Replacement of deteriorated certificates/transcripts

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

- (2) The applicant seeking replacement under sub-regulation (1) shall lodge a request in writing accompanied by the following documents:
 - (a) the deteriorated certificate or transcript;
 - (b) evidence of payment of fifty thousand shillings (50,000); and
 - (c) identification document (s) including but not limited to the National Identity Card, Driving License, Voter Identity Card.
- (3) The provision of regulation 108(1)(d) shall be applied *mutatis mutandis* to the replacement of a certificate under this regulation.
- (4) The certificate or transcript so issued shall be marked “COPY” across it.

Issuance of transcripts 110. 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 by the original copy of the duly filled clearance form has been submitted to the respective faculty, directorate or institute; and
- (c) transcript processing fee of thirty thousand shillings (30,000) has been paid.

Certification of transcripts 111. (1) All academic transcripts and certificates shall be certified in the respective faculty, directorate or institute.

(2) All transcripts and certificates shall be collected within seven (7) working days from the date of submitting applications or requests.

(3) 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 112. A student shall retrieve his/her annual progress report from MUSARIS and cause it to be certified by the respective faculty, directorate or institute examination office.

Academic progress from year to year 113. (1) Academic progress shall be evaluated annually, and discontinuation shall not be based on a single semester’s results.

(2) A certificate, diploma or bachelor degree candidate who fails one or more courses but attains an annual GPA of at least 2.0 shall be required to sit for probation examinations in the failed courses when next offered.

(3) A candidate under a non-UQF programme shall be permitted to proceed to the next academic year as a continuing student after completing a minimum of 24 credits (with a minimum of 12 credits per semester) from the previous academic year.

(4) For programmes under the UQF, candidates shall be permitted to proceed to the next academic year as continuing students after completing a minimum of 120 credits, with a minimum of 60 credits per semester.

(5) Any certificate, diploma or bachelor degree 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.

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

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

(8) A certificate, diploma or bachelor degree candidate who fails to attain the minimum credits prescribed in the respective curriculum for an academic year or obtains an annual GPA below 2.0 shall be discontinued from studies.

(9) Progress for postgraduate and distance learning students shall be provided in accordance with their respective Guidelines.

Progress for postgraduate diploma programmes

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

(2) Any Postgraduate 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 115. A person who completes a professional programme offered by the University shall be awarded a professional certificate.

Certificate of attendance 116. The University may award a certificate of attendance to a person who participates in or attends a training, activity, or event that has been organised by the University.

Certificate of appreciation 117. The University may award a certificate of appreciation to a person who has done any act that benefits the University.

Prize certificates 118. The University may award a prize certificate to a student for outstanding academic performance.

Aegrotat Awards 119. A student who has left the University for established medical reasons when close to completion of a programme may be awarded an *aegrotat* award.

Procedure for *aegrotat* awards 120. (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 a 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 121. A student who has died when close to completion of a programme may be awarded a posthumous certificate.

Procedure for posthumous awards 122. (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 the awarding of *aegrotat* and posthumous certificates

123. Before approving the award of an *aegrotat* certificate and a posthumous certificate, the Senate shall be guided by the TCU Guidelines for harmonising awards offered in Tanzania.

Power to issue certificates

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

Exit levels

125. A candidate who does not complete studies for genuine reasons shall be awarded a Higher Certificate, Higher Diploma, or Higher Postgraduate Diploma as specified in their respective curriculum and upon approval by the Senate.

Classification of certificates

126. (1) For purposes of classification of all certificates, a five-point system shall be used in averaging final grades.

(2) 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 or 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 the relevant TCU Guidelines.

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 place 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 the UQF shall be graded using the formula below, in accordance with the relevant TCU Guidelines.

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

127. (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 determine its weight.

(3) To calculate the score for each course, multiply the points in regulation 126 (2) by the corresponding credits allocated under the respective curriculum.

(4) The total score shall be the sum of the scores for all courses, calculated as provided in sub-regulation (3).

(5) The GPA shall be computed by dividing the total score under sub-regulation (4) by the total credits obtainable under regulation 126 (2).

(6) Final GPA value shall be truncated to only one decimal place.

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

128. (1) Students shall be permitted 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) A student discontinued at other universities shall not be allowed to transfer credits to the University.

(5) A student who wishes to transfer credits to the University shall be required to earn at least 50% of the total credits accumulated in the courses at the University.

(6) A university student on a study-abroad programme shall be allowed to transfer credits to the University.

Credit transfer from other universities to the University

129. (1) Credit transfer shall be permitted only from a university fully accredited by the body responsible for university accreditation in its country. The accreditation status of that university shall be independently verified by the University and the Tanzania Commission for Universities (TCU).

(2) Where doubt exists regarding an applicant's academic competence, the University may require the applicant to undertake a performance verification test or reject the application for credit transfer.

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

(4) 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

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

Criteria for establishing equivalency of courses

131. (1) Credit transfer shall be permitted only for courses undertaken at the same qualification level as the receiving programme. Advanced Diploma and Higher Diploma courses shall not be eligible for credit transfer.

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

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

(4) 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

132. (1) Grades shall be converted by aligning the pass mark of the other university with that of the University and determining the corresponding mark ranges for each University grade.

(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

133. (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 reviewed by the relevant admissions committees at the Department and Faculty/Institute levels, and by the UGSC or PGSC, before being submitted to the Senate for approval.

(3) A student 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 a case-by-case basis.

Documents required in
support of application for
credit transfer

134. An application for credit transfer shall be accompanied by the following documents:

- (a) Certified progress report;
- (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) A recent passport-size photograph, proof of identity in the form of a birth certificate, passport or identity card, and certified copies of the certificates used to obtain admission to the previous University.

Reasons for credit transfer

135. An application for credit transfer may be approved on any genuine ground as determined by the DVC-ARC.

Credit transfer fee

136. Applicants for credit transfer shall be required to pay a non-refundable fee of twenty thousand shillings (20,000).

PART VIII

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

Preservation of used examination papers and scripts

137. (1) Each faculty, institute or directorate shall be responsible for the preservation of used examination question papers and scripts for all programmes offered thereunder.

(2) The examination scripts referred to in sub-regulation (1) shall be preserved only for three years from the date of the examinations.

(3) The examination question papers shall be retained until one month after the Senate approves the examination results.

(4) For record-keeping purposes, the department shall retain copies of each end-of-semester examination question paper.

(5) The used examination papers and scripts preserved under sub-regulation (1) may be accessed upon approval by the respective faculty Dean or Director.

Destruction of used examination papers and scripts

138. (1) The procedure for destruction of used examination scripts shall be carried out in accordance with the University Records Management Policy and Guidelines, 2023.

(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 137 (2) and (3).

Preservation and destruction of Research/Project Proposals and Reports

139. (1) Except for the electronic copies submitted, research/project proposals and reports shall be preserved by Heads of Departments for the period prescribed in the University Records Management Policy and Guidelines, 2023.

(2) The destruction of research and project proposals, reports, and field reports preserved by Heads of Departments shall be carried out in accordance with the University Records Management Policy and Guidelines, 2023.

Preservation and destruction of examination results files

140. (1) Examination results files provided under regulation 43 shall be preserved for the period stipulated in the University Records Management Policy and Guidelines, 2023.

(2) The files under sub-regulation (1) shall be destroyed in compliance with the provisions of regulation 141.

(3) The used examination results files preserved under sub-regulation (1) may be accessed upon approval by the respective Heads of Departments.

Coordination and approval for destruction

141. The coordination of, and approval for, the destruction of records shall be in accordance with the University Records Management Policy and Guidelines, 2023.

PART IX MISCELLANEOUS

General powers of the VC

142. Where no specific provision exists for admission, registration, or examination, the VC shall have the power to determine and decide the matter.

Prohibition from undertaking activities outside the University

143. Any activity undertaken by a student outside the University on behalf of or in the name of the University shall require authorisation from the DVC-ARC/PFA, in consultation with the Director of Students Services and the relevant Head of Department, Dean of Faculty, Director of Institute or Directorate, as the case may be.

Duty to keep and make use of the Regulations

144. (1) All University staff and students shall keep a copy and make use of these Regulations.

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

Disciplinary actions

145. Any staff member or student who contravenes any provision of these Regulations shall face the appropriate disciplinary action in accordance with these Regulations or any other relevant Regulations in force at the time.

Amendments of Regulations

146. These Regulations may be amended as and when the need arises.

Power to make Guidelines

147. (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 guidelines;
- (d) Guidelines for handling examinations;
- (e) Guidelines for online and blended learning;

(f) Any other guidelines as may be approved by the relevant University authority.

Revocation	148. The General University Admission, Registration and Examination Regulations, 2022 (3 rd Edition) are hereby revoked.
Transitional provisions	149. Notwithstanding the revocation of the General University Admission, Registration and Examination Regulations, 2022 (3 rd Edition), anything that was done under the said regulations shall remain valid.

