



MZUMBE UNIVERSITY

**NON-DEGREE EXAMINATIONS AND STUDENTS'
ASSESSMENT CRITERIA
BY-LAWS, 2023**



**MZUMBE UNIVERSITY NON-DEGREE PROGRAMMES EXAMINATIONS AND STUDENTS'
ASSESSMENT CRITERIA BY-LAWS, 2023**

(Made under Article 34 of the Mzumbe University Charter, 2007)

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GENERAL PROVISIONS

SECTION 1

PRELIMINARY PROVISIONS

Citation	1	These By-Laws may be cited as the Mzumbe University Non-Degree Examinations and Students' Assessment Criteria By-Laws, 2023.
Interpretation	2	<p>In these By-Laws, unless the context otherwise requires:</p> <p>“Abscondment” means absence from class sessions or not reporting for any scheduled attendance, assessment or examination at the day, time and place specified without prior permission;</p> <p>“Academic year” means a two-semester period relating to any academic programme offered by Mzumbe University;</p> <p>“Act” means The Universities Act, 2005 (Act Number 7 of 2005);</p> <p>“Agent” means any person authorised to act on behalf of another person;</p> <p>“Assessment” means any mode or combination of modes of testing a candidate's academic performance in a particular programme of study;</p> <p>“Award” means conferment upon a candidate who has successfully completed a given programme of study;</p> <p>“Board of internal examiners” means an organ established under paragraph 27 of these By-Laws;</p> <p>“Candidate” means any person dully registered in any programme of study of the University and who is eligible for examination;</p> <p>Carryover” means an examination for a subject which a candidate is allowed to carry and re-sit in the subsequent academic year after having failed in the supplementary examination;</p> <p>“Charter” means the Mzumbe University Charter, 2007;</p> <p>“Cheating” means being in possession of, using, giving, receiving or copying unauthorized material during and/or after a test, examination, assignment, report, dissertation or collaborating with another person to commit examination irregularity. It also includes any form or kind of dishonesty or destruction or falsification/forgery or any evidence of examination irregularity that may reasonably be linked with the examination in question, irrespective of whether such act or conduct is discovered within or outside the examination room;</p>

“Core course” means a mandatory subject that a student must study to meet the requirements of a respective academic programme;

“Coursework” means any mode or a combination of modes of assessment used to test a candidate’s academic performance during the semester except end of semester examinations;

“De-registration” means withdrawal of the registration initiated by a student or the University subject to conditions provided under these regulations;

“Document” means a paper or set of papers with written or printed information including but not limited to a text, picture or diagram that is written and stored as a hard copy or softcopy or any retrievable system;

“End of semester examination” means a mode of assessment used to test a candidate’s academic performance to be undertaken by a candidate at the end of a respective semester;

“Examinations’ committee” means a committee established under paragraph 18 of these By-laws;

“Examination Irregularity” means any act or conduct prohibited under these By-Laws and includes possession of unauthorised material during examination process; unauthorised absence from the examination room, cheating during the examination process, any act or conduct designed to defeat or interfere with the smooth administration of the examination on a particular subject;

“Extended supplementary examination” means an examination(s) that a finalist student sits after failure to clear a respective supplementary examinations or carryover examination during the period of his/her stay at the University;

“External examiner” means an assessor appointed from outside Mzumbe University for the purpose of examination moderation or as a third marker of the candidate’s examination, research report or dissertation;

“Forgery” means making of a false document or identity with intent to defraud or to deceive;

“Graduation” means a ceremony after satisfying two conditions: a) a student completes and passes all requirements of a programme and b) a student is presented in person or absentia before the Chancellor for an award of a registered programme;

“Internal Examiner” means a member of academic staff involved in teaching or conducting of a particular course of study in a given semester or a member of academic staff appointed from within Mzumbe University as a second examiner/marker of the candidate’s tests/assignment/examination or field report;

“Invigilation” means the act of monitoring or supervising candidate(s) sitting for examinations;

“Invigilator” means any member of academic staff given the responsibility (either sole or shared) of supervising candidates sitting for examinations;

“Main Invigilator” means a member of academic staff who is given the responsibility (either sole or shared) of supervising candidates sitting for examination(s) for the course(s) s/he taught in a particular semester;

“MU ARMS” means Mzumbe University Academic Record Management System;

“Non-core Course” means an optional subject which is secondary to the vital course(s) that student must study to meet the requirement of a respective academic programme;

“Non-degree programmes” means certificate and diploma programmes offered by Mzumbe University;

“Re-sit Examination” means an examination undertaken by a student who had failed supplementary examination, but allowed to carry-over the failed subject and sit for it when next offered after having fulfilled the conditions stipulated under these By-Laws;

“Senate,” means the Organ of the University established by Article 23 of the Mzumbe University Charter, 2007;

“Special examination(s)” means examination(s) which a candidate is allowed to sit for after failing to sit for the end of semester examination after meeting the conditions provided in these by-laws;

“Student” means any person registered in any academic programme offered by Mzumbe University lasting for one or two academic years;

“Supplementary examinations” means the examination which a candidate is allowed to sit for after failing in the first sitting at the end of semester or special examination(s) subject to fulfilling the conditions provided under these By-laws;

“Unauthorised absence from the examination room” means leaving the examination room temporarily or otherwise, or staying out of the examination room for an unduly long period without authorisation or permission of the invigilator(s) for examination in question;

“Unauthorised material” means any written or printed material as well as softcopy retrievable through electronic/digital devices which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination;

“University examinations” means the end of semester, special, re-sit and extended supplementary examinations.

Application **3** These By-Laws shall apply to all persons and/or bodies dealing with matters relating to Mzumbe University Non-Degree Programmes.

CANDIDATURE, REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS

b) Three years for Certificate programmes

c) Retrospective registration for examinations shall be allowed in exceptional circumstances to be determined by the Heads of Department based on submitted evidence.

5.2 Any candidate sitting for any examination except end of semester and special examination(s), shall pay TZS. 30,000.00 examination fee for all subjects.

a) Has completed registration as a bona fide student within stipulated time:

	b)	Does not owe the University any dues;
	c)	Has completed registration for examination(s);
	d)	Has attended not less than 60% of class sessions in that particular semester;
	e)	Has completed coursework for the subjects being examined in that semester; and
	f)	Is not barred from sitting for examination(s) by any lawful order.
	6.1	Any student who contravenes the provisions of this paragraph will not be allowed to sit for examination(s) and shall be liable for deregistration from studies.
	6.2	It shall be the duty of any student to make follow up and ensure that s/he has been duly registered and that s/he has fully complied with any procedure of registration designated for that purpose.
Attendance or Absence from Examination	7	Every candidate registered for examination shall be required to appear and sit for examination on the scheduled day, time and place.
	7.1	Each candidate shall be duty bound to make follow up of any changes made in the examinations timetable as may be communicated from time to time;
	7.2	Any candidate who is unable to appear and sit for examination(s) shall follow the procedures for special examinations as provided under these By-laws.
	7.3	It shall be a duty of the student who requested for postponement of examinations or studies to collect the response of his/her request from the relevant office.
Dates of University Examination	8	The University Examination Timetable shall be as indicated in the University Almanac as approved by the University Council.

SECTION III

SETTING, MODERATION AND PROCESSING OF EXAMINATION

Examination Setting and Submission	9	Each member of academic staff who taught the subject(s) shall set a respective University examination.
	9.1	Where a member of academic staff is unable to set the relevant examination for any reason, the Head of respective Department shall appoint another person of requisite expertise to set the examination for the subject.

**Examination
Moderation**

- 9.2** The deadline for submission of draft examination questions shall be indicated in the University Almanac.
- 9.3** Each member of academic staff who taught the subject(s) or any appointed person to set the examination shall submit to the Examination Coordinator the soft and hard copies of the draft examination questions together with approved syllabus used in teaching the respective subject.
- 9.4** All examination papers submitted shall comply with examination question paper format (see Appendix 1).
- 9.5** Submission of examination questions shall abide to the deadlines indicated in the Almanac.
- 9.6** Any examiner who fails to comply with the deadline or format for submission of examination questions without a good cause, shall be liable to disciplinary action.
- 10** There shall be an Examination Moderation Committee in each academic department.
- 10.1** Upon receipt of draft examination questions, the Examination Coordinator shall submit the same to the respective Head of Department for moderation.
- 10.2** The Examination Moderation Committee shall be composed of:
- a)** The Head of Department, who shall be the Chairperson
 - b)** Two subject experts appointed by the Head of Department on ad hoc basis;
 - c)** Examination Coordinator of the respective Campus College/ School/ Faculty/ Institute who shall be the Secretary.
- 10.3** Functions of the Examination Moderation Committee shall be to ensure the following:
- a)** The examination is set in the required format;
 - b)** Examination instructions are correct and clear;
 - c)** The rubric of every question is clearly worded;
 - d)** The marks are distributed properly and equitably to reflect the weight of every question;
 - e)** The examination is appropriate according to students' level of

studies;

- f) The examination is error-free, and addresses the learning outcomes for the subject;
- g) The questions are set as per the subject submitted syllabus (course outline).

- 10.4 Where the Examination Moderation Committee forms an opinion that the examination has shortfalls or any other observations, the Head of Department shall inform the internal examiner to address the shortfalls within a prescribed time.
- 10.5 Any member of academic staff who unreasonably fails to comply with the directive of the Head of Department without good cause shall be liable for disciplinary action.
- 10.6 Every examination moderator shall be required to observe utmost confidentiality before, during and after the moderation exercise. Failure to maintain confidentiality shall make him/her liable for disciplinary action.
- 10.7 All examinations offered by the University shall bear instructions stating categorically which materials are authorised to be brought and used in the examination. These instructions shall be read together with the instructions in the examination answer booklets, which are to be provided during examinations.
- 10.8 Any examination having no provision for aid materials shall be strictly interpreted so.

Examination Processing

- 11 The processing of examination shall be made under maximum confidentiality and integrity.
- 11.1 The processing of examination questions in terms of typesetting printing/ photocopying, packing and sealing shall be done by the Examination Coordinator assisted by member(s) of academic staff appointed by the Head of Department in ad hoc basis.

Examination Leakage

- 11.2 The Principal/Dean/Director shall be the custodian of the processed examination question papers and written examination scripts.
- 12 All examination question papers shall be handled with high degree of care. No mishandling shall be entertained/tolerated
- 12.1 Where a leakage of examination is detected, the University shall nullify the respective examination and require the candidates to re-sit the relevant examination.
- 12.2 Disclosure or leakage of examination(s) by any person shall be liable to disciplinary action.

SECTION IV

CONDUCT OF EXAMINATIONS

Instructions for Handling Examination(s)

- 13 All examinations offered by the University shall be administered in accordance with these By-Laws, and any instruction which may be issued by the DVC – ARC/ Principal / Dean / Director in consultation with the Heads of Departments as long as they do not breach the By-Laws.

Venue of Examination(s)

- 14 All University examinations shall be administered at the University, its Campuses or such other place as may be determined by the DVC-ARC after consultation with the Vice-Chancellor.

- 14.1 The Director of Estate Management Unit and the Examination Officer shall ensure readiness of the examination venues before commencement of the examinations

- 14.2 Principal/Dean/Director shall ensure availability of transport for invigilators and scripts to distant located examination venues.

Examinations Invigilation

- 15 Invigilation of University examinations shall be in the following manner:
- a) Every internal examiner shall be the main invigilator of the examination(s) for the subject(s) that s/he had taught in a particular semester.
 - b) In the event the internal examiner is unable to invigilate for any reason, the Head of Department shall appoint another member of academic staff to invigilate the examination.
 - c) The Head of Department shall appoint other invigilators to assist the main invigilator considering the size of the venue and number of candidates.
 - d) It shall be the duty of departmental coordinator to prepare the invigilation roster before examinations and notify the invigilators accordingly.
 - e) Any invigilator who fails to appear for invigilation without a prior notice to the Head of Department shall be liable to disciplinary action.
 - f) The main invigilator shall collect from the Principals/Deans/Director's Office as the case may be, a sealed envelope of examination questions, answer booklets and attendance sheets and shall sign a special form. S/he shall sign another form upon returning the booklets at the end of the examination.

- g)** Invigilator(s) shall enter the examination room at least 30 minutes before the examination starts.
- 15.1** The main invigilator shall collect from the respective Principals/ Deans/ Director's Office as the case may be, a sealed envelope of question papers, answer booklets and attendance registers. S/he shall sign a special form according to the given instructions. S/he shall sign again on returning the booklets at the end of the examination.
- 15.2** Invigilator shall ensure the following before commencement of the examination:
- a)** A candidate shall appear in the examination room at least fifteen minutes before commencement of examination;
- b)** A candidate admitted into the examination room shall possess the following clean and un-annotated items;
- i)** The University student identity card;
- ii)** An authorized examination card issued for that particular sitting; and
- iii)** Authorized working tools relevant to the examination in question such as calculators, statutes, tables, and any other tool, as may be stipulated in a particular examination.
- c)** Forgery of an examination card, identity or any other document like bank pay-in-slip shall amount to deregistration from studies.
- 15.3** There shall be a security guard located at a reasonable distance from the examination venue, or at a place where s/he can reasonably be accessed to ensure maximum security during the examination;
- 15.4** Before the commencement of an examination, the invigilator, shall make the following announcements to candidates:
- a)** To check and confirm that they are in possession of the right examination question paper as scheduled in the examination timetable;
- b)** To carefully read instructions on the answer booklets and on the examination question paper;
- c)** To remove all unauthorised materials from their pockets, body parts and examination room.
- d)** To note the starting and finishing time of the examination;

- e) To avoid committing examination irregularities; and
- f) To sign the attendance sheets

15.5 During the examination, the invigilator shall ensure that:

- a) No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
 - i) A student denied admission to the examination under the paragraph above, may apply to the Campus College/ School/ Institute/ Directorate or Faculty for a special university examination; such application shall however be subject to scrutiny of the veracity of the claim and confirmation by the Senate.
- b) No candidate shall be allowed to appear in the examination room while dressed indecently, and where necessary enforce a search, or expel, or order the candidate to dress decently before entering the examination room;
- c) Candidate shall observe the University examination sitting arrangement in such a way that there is a reasonable distance between one candidate and another;
- d) Candidates do not borrow or share working tools from one another;
- e) No candidate leaves the examination room before 30 minutes have expired from the beginning of the examination unless it is deemed necessary;
- f) No candidate leaves the examination room without a permission from the invigilator.
- g) Any candidate who fails to comply with the conditions set out in sub-paragraphs (b-f) above shall be removed from the examination room and be barred from continuing with the examination in question followed by other appropriate disciplinary action.
- h) A candidate who is barred to continue with the examination in paragraph (g) shall be deemed to have failed in the examination in question and shall, therefore, be allowed to sit for supplementary examination in the respective course of study subject to fulfilling conditions for supplementary examinations; and

- i) The Invigilator shall prepare a detailed report about the candidate who has been barred from attempting the examination under the provisions of this paragraph.

15.6 During the conduct of the examination, the invigilator shall:

- a) Not leave the examination room without a replacement;
- b) Record attendance by circulating an attendance sheet on which each candidate shall sign against his/her examination number, 30 minutes after the commencement of the examination;
- c) Not communicate by mobile phones or chat during invigilation in the examination venue/room unless it is deemed necessary; and
- d) Not mark scripts in the examination venue/room.
- e) Determine and report to the Principals/Deans/Directors and propose appropriate action in cases of unforeseen events.

15.7 At the end of the examination, the invigilator shall ensure that the candidate;

- a) Hands in the used and unused answer booklet(s); and
- b) Signs the attendance sheet upon submission of the answer booklet(s).

15.8 Upon completion of examination, all invigilators shall fill in the invigilator's report and sign a special examination form upon returning all examination materials; used and unused, to the respective School/Faculty Dean or Institute's Director or Campus College Principal or Head of Department as the case may be.

15.9 Any invigilator who is irresponsible during invigilation shall be liable for disciplinary action.

15.10 No person shall be allowed to enter in the examination room once the examination has commenced except Quality Assurance and Examination Officer(s).

Conduct of Candidates in Examinations Room

16 The conduct of a candidate in the examination room shall be in the following manner:

16.1 No candidate shall be allowed to communicate with another candidate in the examination room once the examination has commenced.

16.2 No candidate shall take into the examination room/hall in person or by agent any unauthorised material(s). It shall not be a defence to argue that one did not intend to use the unauthorised materials.

- 16.3** No candidate shall omit, neglect or in any way fail to follow lawful instructions or orders issued by the invigilator.
- 16.4** No candidate shall take out of examination room answerbooklet(s), used or unused.
- 16.5** No candidate shall copy from any other candidate or exchange answers with another candidate in the examination room/hall.
- 16.6** No candidate shall assist another candidate to copy from examination script or booklet of another person;
- 16.7** No candidate shall intimidate, coerce, scare, terrorise, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any University official involved in the conduct of examination during the examination process.
- 16.8**
 - a) No candidate shall scribble in the examination question paper, body parts, or any other tools allowed in the examination room.
 - b) Where the question paper has been scribbled and reported to the Examination Committee, the Committee shall determine the seriousness of the matter and the extent to which it has defeated the purpose of examination.
- 16.9** No candidate shall engage in any disruptive conduct such as shouting, assault of another student, using abusive and/or threatening language, falsification of any evidence of irregularity, destruction of university property or the property of another student/candidate around examination premises during examinations.
- 16.10** No candidate shall leave the examination room at any time without permission from the invigilator
- 16.11** No candidates shall stay out of the examination room for an unduly long period without authorisation of the invigilator
- 16.12** In case of impersonation, the impersonator and the personated shall both be deemed to have committed examination irregularity.
- 16.13** Any candidate who is found guilty of any of the acts prohibited under this provision shall be disqualified from continuing with the examination(s) and shall be deregistered from studies after hearing by the Examination Committee and subject to the approval by the Senate.

**Examination
Irregularity**

- 17** Where a candidate commits any examination irregularity, as defined by these By-Laws, the invigilator shall stop the candidate from continuing with the respective examination and ask the candidate to get out of the examination room after filling the examination irregularity form.
 - a) If the irregularity relates unauthorised materials, the invigilator shall ask the candidate to sign on the materials to confirm that they are his/hers.
 - b) Provided that where a candidate refuses to sign on the material, the

invigilator shall request another invigilator to witness and counter sign stating that the candidate has refused to sign the material,

- c) A candidate who commits examination irregularity shall be required to sign examination irregularity form detailing the nature of irregularity, candidate's signature and signatures of other two candidates sitting closer to him/her.

17.1 Upon completion of the examination, the invigilator shall immediately report in writing to the respective Principal/Dean/Director of any examination irregularity detected.

17.2 The invigilator's report shall be detailed enough, explaining the nature of the irregularity in full. The invigilator (s) shall also attach anything tangible, if available, to clarify the issue, where necessary.

17.3 Upon receipt of the irregularity report the Principal/Dean/Director shall convene a meeting of the Examination Committee to determine the matter within three (3) days after commission of the alleged irregularity.

Examination Committee

18 The Examination Committee shall comprise the following members on ad hoc basis:

- a) The Principal /Dean/Director who shall be the Chairperson.
- b) The University /Campus Examination Officer who shall be a member.
- c) Head of the respective Department who shall be a member.
- d) One member from the academic staff co-opted by the Principal /Dean/Director who shall be the Secretary to the Committee.
- e) MUSO leader who is responsible for legal affairs.

Attendance to the Committee

19 The Chairperson of the Examination Committee shall issue a notice of a meeting to the accused candidate, the candidate's representative, respective invigilator(s) and all Committee members, detailing the nature of irregularity alleged to have been committed and invite the candidate to make a defence before the Committee if s/he so wishes.

Powers of the Examination Committee

20 The Examination Committee shall have the following powers:

- a) To summon any invigilator, candidate or any person or officer in relation to an alleged examination irregularity that took place during examinations;
- b) To question or interrogate any candidate, invigilator or any person in relation to the examination irregularity;
- c) To impose a sanction on the candidate(s) found responsible for or guilty of such irregularity; and

Rights of the Candidate(s)	20.1	The penalty imposed by the Committee shall be pending for deliberation by Board of Internal Examiners; Campus/ School/ Faculty/ Institute Boards, Senate of Undergraduate Studies Committee (SUSC) and approval by the Senate.
	21	<p>The accused candidate/person shall have the following rights during determination of the examination irregularity:</p> <ul style="list-style-type: none"> a) During the hearing by the Committee, the candidate accused of examination irregularity shall have the right to be accompanied by any fellow student of the accused candidate's own choice in the examination committee; b) A candidate shall have the right to express his/her opinion against any member of the Committee and the Chairperson shall decide on that opinion; c) A candidate who is dissatisfied by decision of the Committee shall have the right to appeal to the Senate Chairperson in writing within seven (7) days after approval by the Senate.
	22	<p>The Examination Committee shall have the following functions:</p> <ul style="list-style-type: none"> a) To analyse evidence submitted, deliberate and provide provisional decisions on any examination irregularity reported in the Campus College/School Faculty/Institute; b) To prepare a detailed report of the proceedings and submit the report containing the Committee's findings and decision to the Board of internal examiners, Campus/School/Faculty/Institute Boards and Senate of Undergraduate Studies Committee (SUSC) for deliberation and final approval by the Senate; c) To receive invigilator's report on unforeseen events that might have affected negatively the examination process, determine and propose appropriate actions. and d) To recommend a disciplinary action to be taken against any person or university official involved in or responsible for examination irregularity.

SECTION V

MARKING OF EXAMINATIONS, COMPILATION OF MARKS AND RELEASING OF EXAMINATION RESULTS

Coursework Compilation	23	All tests, assignments and other forms of assessment conducted during the semester shall be marked by the internal examiner(s).
	23.1	The coursework answer papers shall be returned to students before commencement of respective end of semester examinations.

**Marking of
University
Examinations**

- 23.2** Every member of academic staff teaching during the semester is obliged to give to each student his/her aggregate coursework marks one week before the commencement of the University examinations.
- 23.3** It shall be an obligation of every student to verify the accuracy of his/her coursework results before the commencement of the University examinations.
- 23.4** If a student notices any error in coursework results; s/he shall consult a member of academic staff who handled the subject during the semester for discussion and possible clarification before the commencement of the University examinations.
- 23.5** The following procedures shall be followed once a student notices any error before approval of the results by the Senate:
- a) Where the student notices the error before approval of the examination results by the Senate and there is proof that s/he had no prior knowledge of the error due to reasonable circumstances, s/he shall report the error to the respective Principal/Dean/Director.
 - b) In case the error is noted after approval of the examination results by the Senate, the matter shall be dealt with in accordance with provisions of these By-Laws governing the change of examination marks after the Senate has approved the results.
- 24** The marking of university examinations shall be done by the internal examiner(s) of the respective subject in accordance with the academic almanac approved by the Senate.
- 24.1** Notwithstanding the generality of paragraph 24 above, the marking process shall operate as stated below:
- a) The examination script(s) shall be marked by the internal examiner or someone else appointed by the relevant Head of the Department in case the former is unable to discharge that responsibility;
 - b) Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the respective Head of Department without undue delay. The Head of Department shall communicate such anomaly/irregularity to the Principal/Dean/Director as the case may be, for immediate action in accordance with these By-Laws;
 - c) After marking the University examination(s) the internal examiner shall prepare and submit to his/her respective Head of Department marked scripts together with copies of the following documents:
 - i) Coursework results;
 - ii) University examination results (mark sheets);
 - iii) Question paper;
 - iv) An elaborate marking guide showing the detailed distribution of marks for each part of each question;

- v) Detailed internal examiner's report highlighting the candidates' performance in that examination.
- d) Each internal examiners are obliged to upload students' marks into Mzumbe University Academic Record Management System (MU ARMS) within the schedule approved by the Senate.
- e) In a case where internal examiner is working as Part-time Lecturer, the Head of Department shall upload the results into MU ARMS.
- f) Failure to discharge obligations under this provision shall constitute a breach of these Examinations By-Laws.
- g) Change of examination marks into MU ARMS after the Senate has approved examination results shall be done after written permission of the Senate Chairperson. Permission of the Senate Chairperson shall be sought through the following pattern:
 - i) Supported with evidence, internal examiner writes to Head of Department.
 - ii) The Head of Department recommends to the Principal/Dean/Director.
 - iii) The Principal/Dean/Director recommends to DVC – ARC.
 - iv) The DVC - ARC recommends to the Senate Chairperson.
 - v) The Senate Chairperson approves/rejects and directs the DVC – ARC about the decision on the request to change marks.
 - vi) The DVC - ARC directs the Senate Secretary accordingly.
 - vii) The Senate Secretary uploads the marks and informs the Principal/Dean/Director about the decision.
- h) If a change of marks already uploaded into MU ARMS is necessary before the Senate had approved examination results; the following process to be followed:
 - i) If it is before declaration of examination results by the Board of internal examiners, the changes should be done after the directives of the Head of Department and the internal examiner concerned shall keep the reason for such alteration in a file.
 - ii) If it is after declaration of the results by the Board of internal examiners, but before the Faculty/ School/ Campus College Board, the changes shall be made as directed by the Board of internal examiners and in case they involve alteration of marks of the student (s), the internal examiner concerned shall keep the reason for such alteration in a file after consultation with the concerned Head of Department and keep agreement in writing.
 - iii) If it is after the Faculty, School or Campus College Board and SUSC deliberations, the changes shall be made under the directives of the DVC - ARC and in case they involve alteration of marks of the candidate (s), the reason for such alteration must be kept in a file

after consultation and agreement in writing by the internal examiner concerned.

- iv) For avoidance of doubt, in case the Head of Department, Dean/Principal/Director, Deputy Vice Chancellor or Vice Chancellor is the internal examiner for the course(s) whose results need to be changed or altered, consultation must be made to any immediate authority within the relevant Faculty/ School/ Campus/ College and upon agreement, the reason for such alteration must be kept in a file.
- v) The alteration approved by relevant authority shall be affected forthwith by the internal examiner or the Head of Department as the case may be, and where they have no power to re-upload the results, the request shall be made in writing to the Senate Secretary to effect such changes.

External Examination Moderation

- 25 External moderation of the University examinations shall be conducted once in every academic year.
- 25.1 An external moderator shall be a competent academician/professional in a discipline approved by the Senate. Where appropriate external moderator from outside the country may be used.
- 25.2 The purpose of external moderation of examinations shall be to ensure that assessment policies are fairly operated, and that the principles of clarity, equity, consistency and transparency are observed.
- 25.3 Where the difference between the internal and external examiner's marks exceeds five (5) in a given question or 10% in a script, the external examiner shall furnish a written report describing the basis/justification for the variation.
- 25.4 External examiners' reports shall be considered at the meetings of the internal examiners focusing on the key issues raised in external examiners' reports and matters calling for the attention of the University Management.

Compilation of Examination Results

- 26 The Head of Department assisted by departmental coordinator shall do a compilation of examination results through the Mzumbe University Academic Record Management System (MU ARMS).

Board of Internal Examiner

- 27 There shall be a Board of Internal Examiners for each Academic Department in the Campus College/School/Faculty/Institute that shall deliberate on the examination results and make appropriate recommendations to the Campus College / School / Faculty / Institute Board.
- 27.1 The Composition of the Board of internal examiners shall be:
 - a) Head of Department who shall be the Chairperson;
 - b) The Campus College/ School/ Institute or Faculty's Human Resource

Officer who shall be the Secretary;

- c) All members of academic staff in the respective Department;
- d) All members of academic staff from other Departments/ Schools/ Faculties/ Institutes/ Campus Colleges or any other person who taught in the Department in the respective semester;
- e) Quality Assurance Coordinator of the respective Campus College/Faculty/School/Institute.
- f) The Campus College/ Faculty/School/Institute/Campus College Examination Coordinator; and
- g) Any other person who may be invited by the Chairperson.

27.2 Each Academic Department in the Campus College/ School/Faculty/Institute with academic programmes shall prepare the following documents to be discussed during the meetings of the Board of internal examiners, Campus College/ School/Faculty/ Institute Boards, SUSC and the Senate:

- a) A memorandum of examination results of the candidates in the programmes within the Department showing the number of candidates who passed, declared to do supplementary examinations, de-registered, discontinued, postponed studies and overall examination results;
- b) A spreadsheet showing the raw marks of each candidate against each subject attempted during the semester and end of the semester examination;
- c) External examiners' comments and recommendations on each examination paper where the examination is externally moderated;
- d) Comments and suggestions by the Board of Internal Examiners, School/ Faculty/ Institute/ Campus College Board, Committee of Principals, Deans and Directors on the examinations results; and
- e) Any other document that might be relevant for the purpose of the meeting.

**Campus/ School/
Faculty/ Institute
Boards**

28 There shall be for each Campus College/School/Faculty/Institute a Campus College/ School/Faculty/Institute Board.

28.1 The composition of the School/Faculty/Institute Board shall be:

- a) Principal/ Dean/ Director who shall be the Chairperson;
- b) Deputy principal of a Campus College;
- c) The Campus College/School/Institute or Faculty's Human Resource

Officer who shall be the Secretary;

- d) All Heads of academic Departments in the Campus College/School/ Faculty/Institute;
- e) Six members elected to the board by students in the School/ Faculty/ Institute/College from amongst themselves, at least two of them must be females;
- f) Two members nominated by the Faculty Academic Staff from amongst themselves;
- g) Not more than two external members to the University appointed by the Senate from the list of stakeholders; recommended by the Principal/Dean or Director as the case may be.

Declaration of Examination Results

- 29 The School/Faculty/Institute/Campus College Board shall endorse, declare and release provisional examination results pending deliberation by the SUSC and approval by the Senate
- 29.1 Final examination results shall be approved and released to students by the Senate within 48 hours after the Senate Meeting.

Progress Reports

- 30 Any student may request for a progress report from his/her respective Department after approval of examination results by the Senate.

SECTION VI

ASSESSMENT, EVALUATION CRITERIA AND CLASSIFICATION OF NON-DEGREE AND OTHER AWARDS

Students Assessment

- 31 Every non-degree student in the University shall be assessed during each semester in terms of his/her performance in the programme of study s/he has registered.
- 31.1 The assessment of performance for non-degree students shall be in coursework, end of semester examinations and field report or case files as the case may be.
- 31.2 Field work for Non – degree programmes shall be as follows:
 - a) There shall be field placement for certificate programmes students;
 - b) Candidates undertaking diploma programmes are required to undertake fieldwork and produce field report as partial requirement for attainment of the respective awards;
 - c) Field reports shall be submitted to the Head of Academic Department of the respective Campus College/

Faculty/School/Institute four weeks upon completion of fieldwork.

General Assessment	31.3	Class tests and written (individual and/or group) assignments shall be administered and conducted during the semester in accordance with the Mzumbe University Almanac approved by the Council.
	32	The general assessment shall be as follows: <ul style="list-style-type: none"> a) Assessment of students pursuing non-degree programme in all subjects shall be by the end of semester examination and course work. The end of semester examination shall have a weight of 50% and coursework shall have a weight of 50% (in every subject examined); b) The pass mark for a candidate in non-degree degree programmes shall be 40% of the total marks in each subject examined; c) Distribution of coursework marks in each subject during the semestershall be as follows: <ul style="list-style-type: none"> i) Diploma and Certificate in Law: test 1 (15 marks), test II (10 marks), individual assignment (15 marks) and group assignment (10 marks). Total 50%. ii) Other Diploma and Certificate Programmes: test I (15 marks), test II (15 marks), individual assignment (10%), group assignment (10%). Total 50%.
	33	Field report for all non-degree programmes (and case files for Diploma in Law) shall be evaluated inaccordance with the provisions of paragraph 40-42 of these By-Laws.
	34	There shall be an end of semester University examinations at the end of every taught semester.
Evaluation of Field Report	34.1	Each student enrolled in a particular programme of study shall be required to sit for all subjects offered during the semester in the end of semester university examinations provided that, s/he has complied with the provisions of these By-Laws regarding eligibility for examinations.
	34.2	Progression of students shall be determined at the end of the academic year.
	34.3	A candidate pursuing a diploma programme shall be declared to have passed and allowed to proceed to the next academic year upon scoring a minimum of 120 credits and a GPA of at least 2.0. A candidate whose GPA is 1.8 or above, may be allowed to re-sit failed courses.
Students' Progression from One Academic Year to Another		

- 34.4** A candidate pursuing a certificate programme shall be declared to have passed and recommended for an award of the certificate upon scoring total credits of 120 and a GPA of 2.0.
- 34.5** A candidate pursuing a certificate programme who fails in one or more courses and having scored a GPA of 1.8 shall be declared to have failed, but shall be allowed to sit for supplementary examination(s).
- 34.6** A candidate who fails to clear supplementary examinations including core courses but has an overall minimum GPA of 2.0 from courses examined at the end of the academic year shall be allowed to carry over the failed courses when next offered within the maximum period of registration.
- 34.7** All carryovers shall be cleared within the registered period of the programme.
- Grading System**
- 35** A five-point system shall be used in averaging the final grades in diploma and certificate.
- 35.1** The grading system for non-degree programmes shall be in terms of letter grades indicating points range of 0 – 5 as follows:

Percentage Range	70%-100%	60%-69.9%	50%-59.9%	40%-49.9%	35%-39.9%	0-34.9%
Letter Grade	A	B+	B	C	D	E
Points	5	4	3	2	1	0
	PASS				FAIL	

- Non-degree Classifications**
- 36** The diploma and certificate classifications

GPA Range	Classification
4.0 – 5.0	First class
3.0 – 3.9	Second class
2.0 – 2.9	Pass

- Supplementary Examinations**
- 37** Where a candidate fails to meet the requirements of a minimum GPA to proceed to the next academic year (for diploma student) or to graduate (for certificate student) s/he shall be required to sit for supplementary examinations subject to the

conditions provided in subsequent paragraphs below.

- 37.1 To qualify to sit for supplementary examinations, one must have completed two semesters.
- 37.2 Supplementary examinations for all non-degree programmes shall be conducted after the end of semester two examinations and prior to the commencement of the new academic year as it will be provided in the University Almanac.
- 37.3 A candidate sitting for supplementary examination(s) shall be assessed on the basis of his or her supplementary examination(s) results only and his or her course work scores shall not be taken into account in his/her assessment.
- 37.4 The recorded grade for supplementary examination shall be C for any score of 40% and above.

**Extended
Supplementary
Examinations**

- 38 A final year candidate who fails in supplementary examinations shall be allowed to sit for extended supplementary as external student during subsequent examination sessions of the two allowable years provided it is within his/her candidature.
- 38.1 A final year candidate who will have to sit for extended supplementary must clear his/her extended supplementary examinations within his/her candidature.

**Special
Examination**

- 39 Where a candidate pursuing any examination for non-degree programme at the University fails to attend the whole or part of an examination(s) under circumstances, which are beyond the control of the student; such student should submit authentic evidence prior to written approval of the respective Head of Department.
- 39.1 Retrospective approval for special examination shall only be granted by the Senate Chairperson upon authentic proof by the candidate of exceptional circumstances that prevented him/her from attending the examinations.
- 39.2 Special examinations for all non-degree programmes shall be conducted at such time, coincident with supplementary examinations.
- 39.3 Notwithstanding any provision under these By-Laws, no candidate shall be allowed to sit for both special and supplementary examinations at the same examination session.
- 39.4 Any candidate, who sat for special examinations and failed shall sit for supplementary examination(s) when next offered.
- 39.5 For the avoidance of doubt, any student who requested for postponement of the end of semester examinations in all courses, for any reason, shall not be allowed to sit for any re-sit examinations offered in that particular semester for same reasons that apply to such a request for postponement of all end of semester examinations.
- 39.6 Any student, who postponed end of semester examinations in all or some of the courses but failed in other courses in the same academic year, shall be allowed to

carry-over the failed subjects and sit for re-sit examinations when next offered subject to passing special examinations to the required minimum GPA of 1.8.

Fieldwork

- 40** Students pursuing non degree programmes shall undergo practical training or field attachment as per programme structure, and it shall constitute one of the components to be assessed during the semester;
- 40.1** Students shall register for semester studies prior commencement of field attachment or practical training.
- 40.2** Field attachment for Diploma in Law programme shall be of ten (10) weeks duration covering the period of the long vacation after the end of the first year of study. The output shall be four case files, that is, two for civil cases and two for criminal cases and a field report.
- 40.3** Field attachment for Diploma in Human Resource programmes shall be of six (6) weeks duration and that of Diploma in Applied Statistics shall be eight (8) weeks duration covering the period of the long vacation after the end of the first year of study. The output shall be a field report stipulating strength and challenges experienced during field practical.
- 40.4** Field attachment for Certificate in Law Programme shall be of seven (7) weeks duration covering the period of short vacation after the first semester of study. The output shall be a field report.
- 40.5** Field attachment for Certificate in Library and Information Management programme shall be of four (4) weeks duration covering the period of the short vacation after the end of the first semester. The output shall be a field report.
- 40.6** Campus Colleges/ Schools/ Faculties/ Institutes may regulate fieldwork as indicated in the University's Operational Guidelines for Field Attachment.
- 40.7** Assessment for diploma students apart from Information Technology subjects shall be assessed as per their programme structures.
- 40.8** a) For Diploma in Information Technology, the technical project shall be assessed as follows: -
- | | | |
|--------------------|--------------------|-------------|
| i) | Practical Training | 20% |
| ii) | Prototype Defence | 60% |
| iii) | Project Report | 20% |
| Total Marks | | 100% |
- b) For Diploma in Applied Statistics, the field practice shall be assessed as follows: -
- | | | |
|--------------------|------------------------|-------------|
| i) | Host organization | 40% |
| ii) | Field Practical Report | 60% |
| Total Marks | | 100% |
- 40.9** Assessment of the field practice for Certificate in Law programme students shall be assessed based on the cases report they prepare as per programme

requirement and it shall weigh a total of 100%.

- 40.10** Assessment of the field practice for certificate students in Library and Information Management programme shall be assessed as follows; -
- i) Host organization 40%
 - ii) Field Practical Report 60%
 - Total Marks 100%**

**Marking of
Field
Reports**

- 41** Head of Department shall identify internal examiners for the purpose of marking field reports.
- 41.1** Each internal examiners shall be served with an appointment letter accompanied by a field report together with an evaluation form.

**Oral
Examination**

- 42** A candidate pursuing diploma programme and produce a project report shall be required to sit for an oral examination.
- 42.1** The Oral Examination Panel shall comprise a major supervisor, internal examiner and oral examiner. In cases where a supervisor or internal examiner is not in a position to attend, the HoD may appoint the suitable replacement.
- 42.2** A candidate shall defend his/her field report work during oral examination.
- 42.3** Oral examination for diploma programme candidates shall constitute 20% marks. Where a candidate scores below 50% of the oral marks, s/he shall be declared to have failed in the field report and s/he shall be discontinued from studies.

**Score for Field
Reports**

- 43** The score to be recorded for field report in Diploma and Certificate programmes shall be computed as shown in these By Laws.

SECTION VII

APPEALS AGAINST EXAMINATION RESULTS

**Reverting
Examination
Decision**

- 44** Any change of examination results after approval by the Senate shall be authorised by the Senate Chairperson on behalf of Senate.

**Appeals against
Examination Results**

- 45** Any candidate who has failed at any end of semester examination, special/supplementary examination and field report may appeal against such results

**Procedure for
Appeal**

- 46** A candidate who desires to appeal against examination results shall register his/her appeal using the prescribed forms in the register maintained by the appellant's Head of Department accompanied by Mzumbe University receipt of a non-refundable appeal fee of TZS 20,000.00 (Twenty Thousand Tanzanian Shillings only) per subject or as may be prescribed by the University from time to time.
- 46.1** The appeal fee may be reviewed by the University from time to time without prior notice to students.

Limitation Period	47	Appeals shall be lodged within seven (7) days from the date of release of examination results by the Senate.
	47.1	Failure to comply with formalities of lodging an appeal shall result in rejection of the appeal by the respective Head of Department.
Extension of time	48	A candidate requesting to appeal out of time shall write to his/her respective Principal/Dean/Director to advancing the reasons for the delay.
	48.1	Upon receipt of the request for an extension of time, the respective Principal/Dean/Director shall evaluate the reasons and inform the Senate Secretary accordingly, who shall seek approval of the DVC – ARC to process the appeal out of time.
	48.2	A Candidate whose application for appeal out of time has been granted shall be required to lodge his/her appeal within seven (7) days from the date of the decision.
	48.3	The Principal/ Dean/Director shall submit all marked examination scripts whose candidates have appealed together with copies of filled in appeal forms to the Senate Secretary for further actions.
Processing of Appeals	49	Only appeals received by the Head of Department shall be submitted to the Senate Secretary for processing.
	49.1	All appeals shall be marked externally by a person who has not been an external examiner for the examination in question.
Appeal Results	50	The Senate Chairperson shall approve examination appeal results on behalf of the Senate and the appellant shall be informed of the outcome accordingly.
	50.1	Approved examination results shall be presented to the subsequent Senate meeting for endorsement before uploading them into MU ARMS.

SECTION VIII

POSTPONEMENT OF STUDIES, EXAMINATIONS AND TEST/ASSIGNMENTS

Reasons for Postponement of Studies	51	A student may be allowed to postpone studies for reasons of proven continued ill health supported by a doctor's medical certificate, financial problems supported with evidence from the sponsor, imprisonment supported by court order or for any other reason which is considered strong enough to prevent one from pursuing studies effectively. Postponement of studies may be allowed only if requested at least three weeks before the end of teaching.
	51.1	A student who postpones his /her first semester of studies shall be deemed to have postponed the whole academic year and if s/he has postponed his/her second

		semester of studies, s/he shall be required to resume studies in the second semester of the next academic year.
Procedure for Postponement of Studies	51.2	A student who intends to postpone studies shall apply in writing to his/her respective Head of Department.
	52	An applicant for postponement shall be deemed to have secured permission for postponement of studies after receiving a written communication granting his/her application from the respective department.
	52.1	The postponement letter shall be copied to the respective Principal / Dean / Director/ of his/her relevant Campus College /School /Faculty/Institute/ Directorate of Undergraduate Studies.
	52.2	When considering a request for postponement of studies, the Head of Department shall consider the following: <ul style="list-style-type: none"> a) The application is lodged within three weeks before the end of teaching in the particular semester; b) The student is still a bona fide student of Mzumbe University; c) The student has not postponed studies for more than once in previous years; d) Any other factor which makes the application inevitable as the student cannot, by reasons beyond his/her control, be able to complete studies in the particular semester; e) Postponement shall be for a maximum of one academic year. If need be, a student may seek for a second and final postponement afresh; and f) Any postponement of studies must be within the student's prescribed period of studentship.
	52.3	Postponement of studies shall be approved by the Senate.
	52.4	A student requesting for postponement of studies shall sit for supplementary examinations in all subjects s/he is entitled to upon resumption of studies.
	52.5	Failure to comply with procedures for postponement of studies shall result into deregistration from studies.
Postponement of Examinations	53	Any student may apply for postponement of examinations at any time before commencement of examinations.
Reasons for Postponement of Examinations	54	Any student may be allowed to postpone examinations for reasons of proven continued ill health supported by a medical certificate, financial problems supported with evidence from the sponsor, imprisonment supported by court order or any other reason which is considered strong enough to make the student unable to attempt the examination(s) in question.

**Procedures for
Postponement of
Examinations**

- 55** Procedures for postponement of examinations shall be as follows:
- a) Students shall apply for postponement of examination provided that s/he has completed coursework assessment for the subject (s);
 - b) If a student is required to sit for special examination during special/supplementary examinations, then, if s/he requests to postpone any of the special examination, he/ she shall be deemed to have postponed studies for the next academic year until when s/he sit for such special examinations;
 - c) A student who intends to postpone examinations shall apply in writing to his/her respective Head of Department; stating the reasons and attaching evidence for postponement.
 - d) An applicant for postponement shall be deemed to have secured permission for postponement of examination after receiving a written communication granting his/her application from the respective department. The postponement letter shall be copied to the respective Principal/Dean/Director of his/her relevant Campus College/ School/ Faculty/ Institute/ Directorate of Undergraduate Studies
 - e) Postponement of examinations shall be done at any time prior the commencement of examinations;
 - f) A student shall be duly registered for studies in a particular semester and complete his/her coursework before s/he applies for postponement of examination(s);
 - g) A candidate who shall ask for postponement of examination(s), s/he shall not be allowed to sit for any examination(s) s/he asked to postpone.

**Postponement of
tests and
assignments**

- 56** A student may be allowed to postpone tests and assignments for reasons of proven continued ill health supported by a medical certificate, imprisonment supported by court order or for any other reason which is considered strong enough to prevent one from pursuing tests and assignments effectively. Postponement of tests and assignments may be allowed only if requested before the release of coursework results.
- 56.1** Candidate wishing to apply for postponement of tests or assignment shall apply to the Departmental Coordinator through the respective course instructor.
- 56.2** Any student whose requests for postponement of assignment/test is granted, shall be required to sit for postponed assignment/test at any such prescribed time before the start of semester examinations.

SECTION IX

DISCONTINUATION AND DE-REGISTRATION FROM STUDIES

Grounds for Discontinuation from Studies

- 57** Discontinuation of a candidate in the non-degree programme on the basis of academic performance shall be as follows:
- a) A candidate in the non-degree programme who fails to score minimum credit of 120 and a GPA of at least 1.8;
 - b) A candidate who fails to obtain an overall minimum GPA of 2.0 after taking supplementary examinations from courses examined at the end of academic year;
 - c) A candidate who fails in the extended supplementary examination(s) after expiry of his/her candidature;
 - d) A candidate who is found guilty of examination irregularity as provided in these By-Laws;
 - e) A candidate who is found guilty of cheating in examinations, tests, assignments, and/or field work;
 - f) A candidate who is found guilty of plagiarism; and
 - g) A candidate who attempts to do examination(s) without meeting examination eligibility criteria.

De-registration From Studies

- 58** A student shall be de-registered from studies under the following circumstances:
- a) Abscondment from studies,
 - b) Abscondment from any test, assignments, examination(s), fieldwork and/or from writing field/research report, oral examination and failure to submit field/research report on time without a compelling reason(s); and
 - c) Where a candidate applies to withdraw from studies.

Readmission after Discontinuation and De-registration

- 59** A student who was discontinued or deregistered from studies on academic grounds may be re-admitted to the same or any other programme offered by the University at any admission season subject to having satisfied the applicable entry requirements. No student who was discontinued or deregistered from studies due to disciplinary misconduct shall be readmitted to the University before the expiry of three (3) years from the date of discontinuation or deregistration.

SECTION X

TRANSFER OF STUDENTS AND GRADES

Transfer of Students 60

A student transferring from any University to Mzumbe University and vice versa to study in one of the programmes of study should comply with credit transfer policy, which is stipulated in Section 5 of the University Qualification Framework 2012 (Tanzania Commission for Universities).

- a) A first-year student duly admitted and registered in any programme within Mzumbe University, may request for:
 - i) A transfer from one programme to another within the Campus College/School or Faculty a particular campus
 - ii) Transfer from one Campus College/School to another in the same or any other programme of study.
- b) A continuing student may request for credit-transfer from one campus to another campus or from any other accredited University to any equivalent programme within Mzumbe University.
- c) Any application for credit transfer shall be lodged to the DVC - ARC at least 30 days prior to commencement of new academic year and the application shall contain:
 - i) A letter of application for credit-transfer
 - ii) An introduction letter from the transferring institution
 - iii) A signed and duly stamped academic progress report which should not have any failed subject that is pending supplementary/re-sit examination
- d) Any application for credit-transfer, subject to the guidelines issued by regulatory authorities, shall be considered and approved if the subjects undertaken by the applicant in the previous year of study are substantially similar to the subjects offered in the equivalent programme for which transfer is sought.
- e) All first-year inter- university or inter-campus transfers, shall be approved by the DVC - ARC after the application has been lodged and processed through the system designated and coordinated by the Admissions Office.
- f) All transfers shall be dealt with subject to:
 - i) Guidelines issued by TCU in respect of the programme in question.
 - ii) Payment of prescribed fee equivalent to the application fee used in admission of new students in the respective programme which the

student is requesting for a transfer.

- iii) Meeting the minimum entry qualifications and cut-point used in the selection for admission in the particular programme in that academic year.
 - iv) The programme to which the transfer is sought has slots as per capacity allocated in that academic year.
 - v) Deadline set for receiving and processing of transfers as per the particular academic year.
- g) A request for transfer from one programme to another at Main Campus shall be approved by the Director of Undergraduate Studies.
- h) A request for transfer from one programme to another in campuses other than the Main Campus, shall be approved by the Principal of the respective campus college.
- i) A student whose request for transfer has been rejected by the Principal, Director of Undergraduate Studies may appeal to the DVC - ARC whose decision shall be final.
- j) The Admission Office shall coordinate and process all transfer requests in accordance with the guidelines issued by the TCU and these By-Laws, and recommend the applications to the relevant approving authority.

Transfer of Grades

61

The Senate shall regulate on the transfer of grades.

- a) The Director of Undergraduate Studies may consult any relevant office when considering applications for programme transfer.
- b) The Director of Undergraduate Studies shall prepare a report concerning all approved transfers to be submitted to the Senate for noting.

Inter Campus Transfers

62

A student may transfer credits from one Campus College to another within the University to study the same programme at beginning of a semester, upon furnishing sufficient grounds backed with relevant evidence.

- a) Any approved transfer request shall be provisional subject to the verification and approval by the TCU.
- b) Any prescribed fee that shall be paid during the application for transfer shall be non-refundable.
- c) The University shall retain power to revoke any approved transfer in the event that it is discovered subsequently that the transfer was mistakenly granted.

62.1

A student who wishes to transfer credits from one Campus College to another shall

apply in writing to the Director of Undergraduate/Campus College Principal through his/her Head of Academic Department and the respective School/Faculty Dean, Institute Director, Campus College Principal. The Director of Undergraduate shall seek approval of the DVC-ARC.

- 62.2** After consultation with the Principal/Dean/Director of the Campus College/ School/Faculty/ Institute to which the student is to be shifted and upon being satisfied with the grounds/reasons for requesting for transfer, the DVC - ARC should grant permission on behalf of the Senate Chairperson.

Transfer of Credits

- 63** The Senate shall regulate the transfer of credits.
- a) The Director of Undergraduate Studies may consult any relevant office when considering applications for programme transfer.
 - b) The Director of Undergraduate Studies shall prepare a report concerning all approved transfers to be submitted to the Senate for noting.

SECTION XI

CONFERMENT OF AWARDS, ISSUING AND/OR REPLACEMENT IN CASE OF LOSS OR DESTRUCTION OF CERTIFICATES AND TRANSCRIPTS

Awards

- 64** Faculty/School/Institute/Campus Board, upon being satisfied that the standard required under relevant provisions of these By-Laws or any other applicable law for the award of diploma, certificate has been attained by a candidate in university examinations applicable to him/her, may recommend to the Senate through the relevant School/ Faculty/ Institute/ Campus College Board that such diploma or certificate be conferred upon to such successful candidate.
- 64.1** The Faculty/ School/ Institute/ Campus Board may recommend a candidate to be conferred honours degree where such a candidate passed all courses of a particular programme without supplementary examination(s).
- 64.2** The student who has completed part of his/her course assessment and fail to complete all requirements for a particular diploma programme shall be awarded a certificate in that discipline provided has completed and passed for at least 120 credits.
- 64.3** Mzumbe University shall award a posthumous qualification to a student who died after completion of academic requirements before graduation

Issuance of Transcripts and Certificates

- 65** The Senate shall issue academic certificates for diploma and certificates students or other award to such candidates as shall be declared to have satisfied the appropriate Board and shall have been recommended to and approved by the Senate for the conferment of such diploma, certificate or other awards.

- 65.1 Any candidate desirous of obtaining academic transcript shall apply in writing to his/her respective Department and attach a clearance form for the preparation of transcript.
- 65.2 The respective Principal/Dean/Director shall sign transcripts on behalf of the DVC – ARC
- 65.3 Original certificate shall be issued only once for the same award.
- 65.4 The Vice Chancellor or DVC – ARC shall sign the University certificates.
- 65.5 Certificates and transcripts shall be issued in the names of the candidates as they appear in the candidate's certificate of secondary school education examination.
- 65.6 The Original Transcript shall be issued free of charge.

**Lost and Mutilated
Certificates and
Transcript**

- 66 Where it is proved to satisfaction of the office of the Vice Chancellor that a certificate has been lost or destroyed or that there is other sufficient cause therefore, s/he may, after taking such precautions as s/he may consider necessary, and giving at the expense of the applicant, such public notice in local newspapers and in such other manner as shall appear to him/her sufficient in each case, issue a copy of the certificate.
- 66.1 A copy of the certificate issued shall be deemed to replace for all purposes of the certificate previously issued, and any person discovering the certificate previously issued shall surrender it to the office of Vice Chancellor for cancellation.
- 66.2 Where any original academic certificate has been lost or total or partial destroyed or otherwise rendered illegible, the Vice Chancellor may in his/her absolute discretion, at the expense of the owner, issue a copy of the certificate. The Vice Chancellor may destroy a total or partial destroyed or otherwise rendered illegible certificate so replaced.
- 66.3 The replacement of lost certificate shall not be issued until a period of 12 months has elapsed from the date of such loss. The mutilated or damaged certificate may be replaced within a short period.
- 66.4 A copy of the certificate issued under this paragraph shall be marked "COPY" across it.
- 66.5 The replacement fee for academic certificate shall be TZS 50,000.00 (Fifty Thousand Tanzania Shillings Only). This fee is subject to review by the Council from time to time.
- 66.6 The replacement fee for lost transcript shall be TZS 20,000.00 (Twenty Thousand Tanzanian Shillings Only). The fee is subject to review by the Council from time to time.

SECTION XII

ACCESS TO ACADEMIC RECORDS MANAGEMENT SYSTEM AND RESPONSIBILITY OF STUDENTS

Cessation of Access to MU ARMS

67

Assigning, handling and cessation of Academic Record Management System access powers shall be as follows:

- a) The Principal/Dean/Director shall have power to recommend to the Information and Communication Technology Unit (ICT Unit) to assign or dismiss certain limited rights to various persons within Campus College, Schools, Faculties, Directorates, Institutes, or Centres for the purposes of ensuring smooth operation and administration of the Mzumbe University Academic Record Management System (MU ARMS);
- b) Where any matter has emerged and which is not addressed by these By-laws in respect of the management, operation and administration of the MU ARMS, the DVC-ARC, after consultation with the Principal/Dean/Director or any relevant authority, may issue directives or guidelines on how to address the matter;
- c) Any person who has been assigned certain access powers in MU ARMS, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorised person;
- d) Any person who intentionally or negligently allows or facilitates unauthorised access to MU ARMS data, alteration of such data, unlawful disclosure or publication of such data commits misconduct and shall be subjected to disciplinary proceedings and, if found guilty, be punished in accordance with relevant University rules and regulations;
- e) Where a person who has been assigned certain access powers in MU ARMS is no longer holding a post that enabled him or her to be assigned such powers, that person shall, within seven (7) days from the day he or she ceases holding that office, report in writing to the Principal/Dean/Director and request for dismissal of such assigned powers;
- f) Any person who fails to report to the Principal/Dean/Director and continues to exercise or access any powers assigned to him or her after leaving a post that entitled him or her to hold such powers commits misconduct. Disciplinary proceedings may be instituted against him/her and punished accordingly in accordance with relevant University rules and regulations;
- g) Any staff who is leaving for a special assignment, work or further studies for a period of more than one year shall report to the Principal/Dean/Director to be relieved of any powers which he or she was holding in relation to MU ARMS;
- h) The relevant appointing authority shall communicate in writing to that person

who ceases to have access powers to MU ARMS informing him or her of his or her cessation to hold the said office as soon as such cessation occurs;

- i) For the avoidance of doubt, the Principal/Dean/Director, after consultation with the Director of Human Resource and Administration or any other relevant authority, may ask the Director of Information and Communication Technology Unit to dismiss all access powers to MU ARMS to any person who, by any reason, is no longer an employee of the Mzumbe University;
- j) The Director of ICT Unit shall be responsible in ensuring the security of the system, effecting changes as recommended by the Principal/Dean/Director and recommend to the latter any necessary improvements that need to be done in the system subject to approval by the DVC – ARC;
- k) The Director of ICT Unit shall be responsible and accountable to the Principal/Dean/Director in respect of access powers, administration and management of MU ARMS.

Powers of the DVC-ARC

- 68** The DVC-ARC shall have power to appoint a team to conduct a special audit of the MU ARMS once in every academic year to verify the accuracy or validity of the transactions and in case any anomaly is discovered, the team may advise on the steps to be taken to rectify the anomaly and improve the MU ARMS.

Student's Responsibility

- 69** Every student shall have the duty to observe the following in respect of records relating to examination results:
- a) Every student shall have the duty to keep confidential his or her MU ARMS account and prevent an unauthorised person from accessing or making an alteration to any the details, which are within the control of the account holder; and
 - b) Every student, regardless of the status that is displayed in his/her MU ARMS account, shall have the duty to make a follow up of his/her true studentship academic performance status throughout the period of studies. It shall not be a defence for any student that s/he did not know that s/he has not attained the minimum GPA, and that s/he has been discontinued from studies.

SECTION XIII

MAINTENANCE AND DISPOSITION OF STUDENTS' ACADEMIC RECORDS

Management of Students' Academic Records

- 70** Unless otherwise retained by MU Library for reference and record purposes, all used examination answer books and field report shall be destroyed after the expiry of 36 months after graduation.

70.1 At the end of the retention period, the generating unit shall seek an approval for destruction from the Vice Chancellor. The destruction of records shall observe the following procedures:

- a)** Examinations Officer in consultation with the respective Principal/ Dean/ Director concerned shall, with respect to examination answer books, field report/dissertations falling under their Campus College/School/Faculty/ Institute:
 - i)** Create and maintain adequate records of actions and transactions affecting examination answer books, field report/dissertations, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - ii)** Initiate the disposal procedures of those examinations answer books, field report/dissertations for which there is no further need;
 - iii)** Initiate disposal of used examination answer books, field report/dissertations that have been stored by their Campus College/School/Faculty/Directorate for more than 36 months following respective Senate decision;
 - iv)** Identify and safeguard those examination answer books, field report/dissertations which are of enduring value and which should be preserved as archives and made available to the MU Library for research and public consultation;
 - v)** Assist the MU Library in selecting examination answer books, field report/dissertations designated for archiving purposes;
 - vi)** Assist the MU Library in selecting examination answer books designated for archiving purposes;
 - vii)** Seek expertise from MU Library to assist in the sampling answer books earmarked for archiving;
 - viii)** Designate a place or room as storage for examination answer books awaiting appeals or final disposal;
 - ix)** Seek permission from the Vice Chancellor to dispose the examination answer books, field report/dissertations through DVC-ARC. The request shall indicate the courses (including the sat session and academic year) whose scripts are to be destroyed; and
 - x)** Witness and keep close control over the final disposal of examination answer books, field report/dissertations to ensure the confidential nature of contents of answer books

remain inviolate.

- b) Pending final disposal, Principal/ Deans/ Director shall ensure all information contained in examination answer books, field report/ dissertations remain inviolate and are protected from misuse or abuse.

Quorum in Meetings 71 All meetings to be conducted under these By-Laws shall demand the physical presence of fifty percent (50%) of all members.

Tenure of the By – Laws 72 These By – Laws shall be reviewed after every five years.

Appendix I: Examinations Format



**UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY**

MZUMBE UNIVERSITY



CAMPUS COLLEGE/SCHOOL/FACULTY/INSTITUTE....

End of Semester.... Supplementary/Special Examinations; Month....., Year.....

Subject Code:

Subject Name:

Programme/Class:

Date:

Time Allowed:

Venue:

INSTRUCTIONS

- i) ...
- ii) ...

Appendix II: Examinations Irregularity Declaration Form



UNITED REPUBLIC OF TANZANIA MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY MZUMBE UNIVERSITY



Tel: +255 023 2604380/1/3/4
Fax: +255 023 2604382
E-mail: examination@mzumbe.ac.tz
Website: www.mzumbe.ac.tz

P.O. Box 1,
MZUMBE
MOROGORO
TANZANIA

In the event that a candidate has committed any examination irregularity in the examination/tests, an invigilator should write a detailed report indicating the nature of the irregularity and student's declaration regarding the event.

Main Invigilator's Statement	
Student's Declaration	
Main Invigilator's Name.....	Signature.....
Student's Name.....	Signature.....
Programme.....	Date.....

Witnesses:

Name of the student's neighbour on the left side of the examination room.....
Reg.
Name of the student's neighbour on the right side of the examination room.....
Reg.
Programme.....Date.....

