



MZUMBE UNIVERSITY

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



**MZUMBE UNIVERSITY
(CHUO KIKUU MZUMBE)**

**MZUMBE UNIVERSITY POSTGRADUATE 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 “Mzumbe University Postgraduate Examinations and Students’ Assessment Criteria By-Laws, 2023”.
Interpretation	2 In these By-Laws, unless the context otherwise requires: “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; “Academic year” means a two-semester period relating to any academic programme offered by Mzumbe University; “Act” means The Universities Act, 2005 (Number 7 of 2005); “Agent” means any person duly authorised to act on behalf of another person; “Assessment” means any mode or combination of modes of testing a candidate’s academic performance in a particular programme of study; “Award” means conferment upon a candidate who has successfully completed a given programme of study; “Board of Internal Examiners” means an organ established under paragraph 27 of these By-Laws; “Candidate” means any person duly registered in any programme of study of the University and who is eligible for examination; “Carryover” means an examination for a course which a candidate is allowed to carry and re-sit in the subsequent academic year after having failed in the supplementary examination; “Charter” means the Mzumbe University Charter, 2007; “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; “Core course” means a mandatory course 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;

"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 and any act or conduct designed to defeat or interfere with the smooth administration of the examination on a particular course;

"Extended supplementary examination" means an examination that a finalist student sits after failure to clear a respective supplementary examination or carryover examination during the period of his/her official candidature at the University;

"External Examiner" means an assessor appointed from outside the University for the purpose of examination moderation or as a third marker of the candidate's examination, research report or dissertation;

"Freezing of studies" means stopping studies for whatever reasons for a specified period of time where the period will not count into the student's registration period.

"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 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 test/assignment/examination, research report, dissertation or thesis;

"Invigilation" means the act of watching over or monitoring or supervising candidate(s) sitting for examinations;

"Invigilator" means any member of academic staff given the responsibility (either sole or shared) of watching over or monitoring or supervising candidates sitting for examinations;

"Main Invigilator" means a member of the academic staff who is given the responsibility (either sole or shared) of watching over or monitoring or supervising candidates sitting for examination(s) for the course(s) that he/she taught in a particular semester or any other person appointed as such by respective head of department.

“Major Supervisor” means a member of the academic staff involved in the guidance of a candidate in his/her field work, research report, dissertation or thesis writing;

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

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

“Oral examination committee” means an ad hoc Committee of three members of academic staff, comprising of internal examiner and two other members in the respective Department/Faculty/School/Directorate/Institute or Campus College appointed for purposes of conducting oral examination to candidates who have submitted field/research report and dissertation;

“Oral examiner” means an assessor appointed to be part of a panel to examine candidate’s oral presentation of field report, research report or dissertation;

“Plagiarism” means and includes copying, lifting, stealing, illegal use, bootlegging of work or any other or passing off of the words or ideas of someone else as his/her own without proper acknowledgment or crediting of original source made or use of academic work that constitute a breach of copyright.

“Postgraduate programme” means any programmes higher than bachelor degree programmes offered the University;

“Re-sit Examination” means an examination undertaken by a student who had failed supplementary examination, but allowed to carry-over the failed course 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 University Charter, 2007;

“Special examination” means an examination 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 the University s;

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

“Unauthorised material” means any hard, 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” means Mzumbe University

“University Almanac” means a calendar or schedule of university activities approved by the University Council;

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

- Application **3** These By-Laws shall apply to all persons and/or bodies dealing with matters relating to Postgraduate Programmes at the University.

SECTION II

CANDIDATURE, REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS

- Candidature **4** There shall be a candidature period for all postgraduate students.
- a)** The candidature period for students shall be as follows:
- i)** For postgraduate diploma program shall be two years
- ii)** For master's program shall be four years
- iii)** For doctoral degree program shall be six years
- b)** Notwithstanding the above, the Senate may extend candidature period for any candidate upon good cause being shown
- Registration for Examinations **5** There shall be registration of candidates for all types of examinations:
- a)** Such registration shall be done on MU ARMS.
- b)** Registration for examinations shall be done within seven (7) days prior the commencement of examinations.
- c)** Retrospective registration for examinations shall be allowed in exceptional circumstances to be determined by the respective Head of Department based on submitted evidence.
- 5.1** Any candidate who fails to register within the prescribed time shall be barred from sitting for relevant examination(s).
- 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 courses.
- Eligibility for Examinations **6** A student pursuing postgraduate program shall be allowed to sit for examinations on the condition that the candidate:
- a)** Has completed registration within stipulated time;
- b)** Does not owe the University any dues;

	<ul style="list-style-type: none"> 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 courses being examined in that semester; and f) Is not barred from sitting for examination(s) by any lawful order.
	<p>6.1 It shall be the duty of every 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.</p> <p>6.2 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.</p>
Attendance or Absence from Examination	<p>7 Every candidate registered for a particular examination shall be required to appear and sit for examination on the scheduled day, time and place.</p> <p>7.1 Each candidate shall be duty bound to make follow up on any changes made in the examinations timetable as may be communicated from time to time.</p> <p>7.2 Any candidate who for whatever reason is unable to sit for examination(s) shall follow the procedures for special examinations as provided under these By-Laws.</p>
Dates of University Examinations	<p>8 The University examinations timetable shall be as indicated in the University Almanac approved by the University Council.</p>

SECTION III

SETTING, MODERATION AND PROCESSING OF EXAMINATIONS

Examinations Setting and Submission	<p>9 Each Member of academic staff who taught any course(s) in a semester shall set the respective University examination(s).</p> <p>9.1 Where for any justifiable reason a member of academic staff is unable to set the relevant examination, the Head of respective Department shall appoint another person of requisite expertise to set the examination for the course.</p> <p>9.2 The deadline for submission of draft examination questions shall be as indicated in the University Almanac.</p> <p>9.3 Each member of academic staff who taught any courses(s) or any person appointed to set the examination shall submit to the respective Examinations Coordinator the soft or hard copy of the draft examination questions as the case may be.</p> <p>9.4 All examination papers submitted shall comply with appropriate examination question paper format provided in these By-Laws (see Appendix 1).</p>
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Examination
Moderation

- 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 for disciplinary action.
- 10** There shall be Examination Moderation Committees for 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 course 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** The functions of Examination Moderation Committee shall be to ensure the following:
- a)** The examination is set in the required format;
 - b)** Examinations' 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 questions are set appropriately according to the respective course outline or syllabus;
 - f)** The examination is error-free, and addresses the learning outcomes for the course.
- 10.4** Where the Examination Moderation Committee forms an opinion that the examination has shortfalls or any other observations, the respective 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 during the examination. These instructions shall be read together with the instructions in the examination answer booklets, which are to be provided during examinations.

Examination Processing	10.8	Any examination having no provision for aid materials shall be strictly interpreted so.
	11	The processing of examinations 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 Campus/ School/ Faculty/ Institute Examinations Coordinator assisted by member(s) of academic staff appointed by the Head of Department on ad hoc basis.
Examination Leakage	11.2	The Principal/Dean/Director of the relevant academic 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 result into disciplinary action against the responsible party.
	12.1	Where a leakage of examination is detected, the University shall nullify the respective examination and require the candidates to sit for a fresh examination.
	12.2	Any leakage of examination(s) by any person shall be liable to disciplinary action.

SECTION IV

CONDUCT OF EXAMINATIONS

Instructions for Handling Examinations	13	All examinations offered by the University shall be administered in accordance with these By-Laws and any instructions which may be issued by the DVC-ARC/ Principal/ Dean/ Director in consultation with the Heads of Departments, provided that the instructions do not breach the By-Laws.
Venue of Examinations	14	All University examinations shall be administered at the University, its Campuses or such other place and mode, such as online viva voce examinations, as may be determined by the DVC-ARC after consultation with the Vice-Chancellor.
	14.1	The Director of Estate Management Unit and the Examinations Officer shall ensure readiness of examination venues before commencement of the examinations.
	14.2	Principal/Dean/Director of all academic units shall ensure availability of transport for invigilators and scripts to distant located examination venues within a campus from where the examinations are kept/stored.
Examinations Invigilation	15	The invigilation of university examinations shall be in the following manner: <ul style="list-style-type: none"> a) Every lead course instructor shall be the main invigilator of the examination(s) for the course(s) that s/he had taught in a particular semester. b) In the event the lead course instructor 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) Invigilator(s) shall enter the examination room at least 30 minutes before the commencement of examinations.

15.1 The main invigilator shall collect from the respective Principals/Deans/Director's Office as the case may be, a sealed envelope of examinations 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.

15.3 Before 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 both at the commencement (for signature one) and completion (for signature two) of the examination in question.

15.4 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 after thirty minutes from the commencement of an examination.
- b) A student denied admission to the examination under the paragraph 15.4 (a) 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.
- c) Candidates 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/documents from one another without seeking permission from the invigilator;
- e) No candidate leaves the examination room before 30 minutes have expired from the beginning of the examination unless it is deemed necessary;
- f) At any time during the examination, no candidate leaves the examination room without a permission from the invigilator;
- g) Any candidate who fails to comply with the conditions set out under sub-paragraphs (c-f) above, shall be removed/expelled from the examination room and be barred from continuing with the examination in question followed by any 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 continuing with examination under the provisions of this paragraph.

15.5 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 phone or chat in the examination venue/room during invigilation unless it is deemed necessary;
- d) Not mark scripts in the examination venue/room; and
- e) Determine and report to the Principals/Deans/Directors and propose appropriate action in cases of unforeseen events.

- 15.6** At the end of the examination, the invigilator shall ensure that the candidate;
- a)** Hands in the used and unused answer booklet (s);
 - b)** Signs the attendance sheet upon submission of the answer books;
- 15.7** 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.
- 15.8** No person shall be allowed to enter in the examination room once the examination has commenced except Quality Assurance and Examination Officers.
- 15.9** There shall be a security guard located at a reasonable distance from each examination venue or at a place where s/he can reasonably be accessed to ensure maximum security during examination.
- Conduct of
Candidates
in Examinations
Room
- 16** The conduct of a candidate in the examination 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 in person or through an agent any unauthorised material(s). It shall not be a defense 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 any answer booklet(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 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, collect all relevant evidences pertaining to the irregularity committed and require a candidate to fill the examination irregularity form.
 - a)** 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.
 - b)** 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 shall also attach any tangible evidence, 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 Examinations Officer who shall be a member.
 - c)** The 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) A representative from Mzumbe University Students' Organization (MUSO).
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 Committee	20	The Examination Committee shall have the following powers: <ul style="list-style-type: none"> 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 recommend a penalty on the candidate(s) found responsible for or guilty of such irregularity.
	20.1	The penalty recommended by the Committee shall be pending for deliberation by Board of Internal Examiners, Campus/ School/ Faculty/ Institute Boards, Senate Research, Publications and Postgraduate Studies Committee (SRPPC) and approval by the Senate.
Rights of the Candidate(s)	21	The accused candidate/person shall have the following rights during determination of examination irregularity: <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 defend his/her case before the Committee and the committee shall decide on verdict by referring to relevant university regulations based on the evidences tabled by the invigilator and the defense made by the alleged candidate; c) A candidate who is dissatisfied by decision of the Senate shall have the right to appeal to the Senate Chairperson in writing within seven (7) days after approval by the Senate.
Functions of the Examination Committee	22	The Examination Committee shall have the following functions: <ul style="list-style-type: none"> a) To analyse evidence submitted, deliberate and provide recommendations on any examination irregularity reported in the Campus College/ School/ Faculty / Institute; b) To prepare detailed reports 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 SRPPC 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.

- 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.
	23.2	Every member of academic staff teaching during the semester is obliged to give 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; he/she shall consult a course instructor who handled the course during the semester for possible rectification 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: <ul style="list-style-type: none"> a) Where the student notices the error before approval of the examination results by the Senate and there is proof that he/she had no prior knowledge of the error due to reasonable circumstances, he/she 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 the provisions of these By-Laws governing the change of examination marks after the approval of Senate.
Marking of University Examinations	24	The marking of university examinations shall be done by the internal examiner(s) of the respective course 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: <ul style="list-style-type: none"> 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 submit to the 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; and
 - v) Internal examiner's report highlighting the candidates' performance in that examination.
- d) Each internal examiners are obliged to upload students' marks into MU ARMS within the schedule approved by the Senate.
- e) In case the internal examiner is working as a Part-time Lecturer, the Head of Department shall upload the results on behalf to MU ARMS.
- f) Failure by the internal examiner or a person appointed by the HoD to discharge obligations in the capacity of the internal examiner under this provision shall constitute a breach of these Examination By-Laws and relevant disciplinary actions will be applied.
- g) Change of examination marks on MU ARMS after the Senate has approved the examination results shall be done after getting a 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 the Head of Department;
 - ii) The Head of Department recommends to the Principal/Dean/Director;
 - iii) The Principal/Dean/Director recommends to the 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 on the decision accordingly.
 - vii) Where change of marks is approved, the Senate Secretary shall upload the marks and informs the Principal/Dean/Director about the approved changes.
- h) If a change of marks already uploaded onto MU ARMS is necessary, before the Senate has 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 to respective internal examiner;
 - ii) If the change is after declaration of the results by the Board of Internal Examiners, but before the Faculty, School, Campus or College Board, the

change shall be made as directed by the Board of Internal Examiners and in case they involve alteration of marks of the candidate(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 College/ School/ Faculty/ Institute Board and the SRPPC 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 the 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
Moderation of
Examination

- 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 respective Department assisted by respective departmental coordinator shall compile examination results from the MU ARMS.

Board of Internal
Examiners

- 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) The 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 Faculty/ School/ Institute/ Campus College;
- f) The Faculty/School/Institute/Campus College examinations coordinator; and
- g) Any other person who may be invited by the Chairperson.

27.2 Each Academic Department in the School/Faculty/Institute / Campus College with academic programmes shall prepare the following documents to be discussed during the meetings of the Board of Internal Examiners, School Faculty/ Institute/ Campus College Boards, SRPPC 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/ special examinations, de-registered, discontinued, postponed studies and overall examination results;
- b) A spreadsheet showing the raw marks of each candidate against each course attempted during the semester and end of the semester examination;
- c) External examiners' comments and recommendations on each examination paper where the examination was 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 may 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 Campus College/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 Campus College/School/Faculty/Institute 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 Dean, Director or Principal 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 SRPPC 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 DEGREES AND OTHER AWARDS

- General Rules **31** Assessment of performance of all Master's degree (save for master's degree by thesis) and Postgraduate Diploma students shall include coursework (tests, assignments, term papers), end of semester examinations, dissertation/projects/research reports/graduate paper and oral examination.
- 31.1** Every student in the Master's programme or Postgraduate Diploma shall be assessed during each semester in terms of his/her performance in the programme of study he/she has registered for.
- 31.2** The final/ end of semester examination shall have a weight of 50% in total assessment and coursework shall have a weight of 50%.
- 31.3** Each student enrolled in the particular Master's programme, Postgraduate Diploma or PhD by coursework shall be required to sit for all courses offered during the semester in the end of semester examinations.
- 31.4** Class test, term paper and written group assignment shall be administered and done during the semester in accordance with the almanac.
- 31.5** The final pass mark for a candidate in the Master's programme, Postgraduate Diploma or PhD by coursework in shall be 50% in each course. A candidate who fails to score a minimum mark of 50% shall be required to re-sit the failed, examination subject to meeting the conditions stipulated in these By-Laws.

31.6 Distribution of coursework marks in each course during the Semester shall be as follows:

- a) Test 1 (15 marks),
- b) Assignment 1 (10marks) and
- c) Term Paper (25 marks)
- d) Total marks: 50

31.7 Master of Business Administration (MBA), Master of Public Administration (MPA) and all Executive Master Degrees Programmes are hereby named as Professional Master Degrees.

Grading System
for Postgraduate
Programmes

32 A Five-Point System shall be used in averaging the final grades at Programmes the University.

32.1 The grading system for Master's programmes and postgraduate diploma 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%
Letter grade	A	B+	B	C	D	E
Points	5	4	3	2	1	0
	PASS			FAIL		

Degree
Classification

33 The degree classification shall be as follows:

GPA Range	Degree Classification
4.4 – 5.0	First Class
3.5 – 4.3	Second Class- Upper Division
2.7 – 3.4	Second Class – Lower Division
2.0 - 2.6	Pass

Students
Progression

34 There shall be end of semester university examinations at the end of every taught semester.

34.1 Each student enrolled in the particular programme of study shall be required to sit for the end of semester university examinations for all courses registered during the semester provided that he/she has complied with the provisions of paragraph 6(a-f) of these By-laws.

34.2 Progression of students shall be determined at the end of the academic year.

34.3 A candidate pursuing a master's degree programme or PhD by coursework shall be declared to have passed and allowed to proceed to the next academic year upon scoring a minimum of 120 credit points and a GPA of at least 3.0.

Supplementary
Examinations

35 There shall be supplementary examinations for postgraduate students who fails in one or more courses

	35.1	A candidate who fails in one or more courses including a core course and non-core and having scored at least a GPA of 2.7 shall be declared to have failed, but shall be allowed to sit for supplementary examination(s).
	35.2	A candidate who fails in the supplementary examination in one or more courses to score a total of 120 credit points shall be allowed to carryover the failed course and proceed to the next academic year of studies and re-sit examination when next offered subject to passing special examinations to the required minimum GPA of at least 2.7
	35.3	Re-sit of failed examination is only allowed if it falls within 36 months of continuous assessment since first registration.
Extended Supplementary	36.	There shall be extended supplementary for postgraduate candidates.
	36.1	A candidate in a Master's programme(s) or postgraduate diploma who fails in supplementary examinations shall be allowed to sit for extended supplementary when next offered.
	36.2	A candidate shall be allowed to sit for extended supplementary twice as an external student after which if he/she fails, he/she shall be discontinued from studies.
Special Examination	37	Where a Candidate pursuing any, Master's programme or postgraduate diploma at the University fails to attend the whole or part of an examinations under circumstances, which are beyond the control of the student such a student may, subject to production of authentic evidence in writing to the Director of Postgraduate Studies through his/her respective Academic Department to the relevant School/Faculty/Institute/ Campus College. An applicant for postponement shall be deemed to have secured permission for postponement after receiving a written communication granting his/her application from the DVC - ARC. Any postponement of examination must be within the student's candidature.
	a)	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 taking the examinations.
	b)	Special examinations for all Master's programmes or postgraduate diploma shall be conducted at such time, coincident with supplementary examinations.
	c)	A candidate in Master's programme or postgraduate diploma who fails in special examinations shall sit for supplementary examination when next offered provided the student candidature has not expired.
	d)	Notwithstanding any provisions under these By-Laws, no postgraduate candidate shall be allowed to sit for both special and supplementary examinations at the same examination session.
	e)	Any candidate who sat for special examinations and passed to the extent of being allowed to proceed to the next stage of his or her studies shall be required to sit for his or her supplementary examinations as if they are carry- over courses when next offered.

		<ul style="list-style-type: none"> f) For avoidance of doubt, any student who requested for postponement of 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. g) Any student, who postponed end of semester examinations in all courses, but had carry-over courses from previous academic year, shall be required to sit for carryover and re-sit examinations when next offered subject to scoring at least 2.7 GPA. h) All types of assessment including dissertation shall be within 48 months of academic calendar of candidature.
General Provision for Writing and Supervision of Master's Dissertation	38	<p>University's Regulations and Guidelines for Postgraduate Programmes shall govern Master's dissertation/ project/research report writing and supervision processes.</p> <ul style="list-style-type: none"> a) Master Students shall have two seminar presentations; One during proposal stage and the second one during writing stage/findings stage. b) All Master Students shall produce one publishable manuscript intended for submission in peer-reviewed journal that is recognized by Mzumbe University. c) Each Master student shall have at least two supervisors who shall guide the student in writing research report/dissertation and a publishable manuscript.
Examination of Dissertation	39	Two examiners, one Internal and one External, shall mark the Master's dissertation/ project/ research report for postgraduate diploma students.
	39.1	Dissertation/project examination shall comprise of the following components: <ul style="list-style-type: none"> a) The dissertation/project/research report; and b) The oral examination.
	39.2	The score for the dissertation/project report component shall be computed by averaging the marks of the two (2) examiners, provided that the candidate has scored at least 50% from both examiners.
	39.3	Where any of the examiners have given the candidate a C or D grade, the candidate shall be construed to have failed and he/she shall be required to re-work and re-submit his work within six (6) months after approval of examination results by the Senate. Final score for a candidate re- submitting his/her work shall be a B grade.
	39.4	Where re-submission is made and yet the dissertation/project report does not score 50%, the candidate shall be awarded a postgraduate diploma.
	39.5	Where a candidate fails to re-submit his/her dissertation/project report within six months, he/she shall be discontinued from studies.
	39.6	Where the average score is 50% or above, the candidate shall appear for oral examination before a panel constituting the major supervisor, internal examiner, external examiner and at

least one member of academic staff appointed by the relevant Head of Department. The major supervisor, will chair the panel but will not examine the candidate. In the case where the Supervisor is not in a position to attend, the HoD may appoint a suitable replacement. All examiners should be given the dissertations to read before the oral examination.

- 39.7** The candidate is required to score at least 50% of the oral examination component.
- 39.8** Where a candidate scores below 50% of the oral marks, he/she shall be declared to have failed in the oral component and he shall be required to reappear for oral examination within one month after the oral examination results have been declared by the Senate; and if he/she fails again, he/she shall be discontinued from studies. A candidate re- appearing for oral examination shall score a maximum of a B grade in final mark.
- 39.9** The overall marks for the dissertation/project shall be comprised of 80% of the score in the dissertation/project report and 20% of the score from oral examination.

39.10 For Master in computing science discipline

(Thesis supervision and examination)

Each student shall be provided with at least one major supervisor who is preferably an employee of Mzumbe University. If an external supervisor is involved as a major supervisor, then there shall be a second supervisor who must be an employee of Mzumbe University. If the topic being addressed by the student is a multidisciplinary one then the student will have more than one supervisor. However, one of them must be appointed as major supervisor.

The marking of the thesis shall consist of three parts, namely, public demonstration of the proposed technical solution, research and development report, and public thesis presentation.

- 39.11 A public demonstration of the proposed technical solution:** Each student must present and demonstrate his/her developed technical solution at the department level. The demonstration shall be marked by two internal examiners and the final score shall be the average of the two marks. A student must score at least 50% of the score specified for demonstration. The demonstration shall contribute 20 points to the final score. If the student fails in his/her demonstration then his/her thesis report shall not be accepted by the faculty. Therefore, the student shall be required to address the weaknesses provided in writing by the internal examiners through the supervisor. Since the rejected demonstration means major redevelopment is required a student shall be allowed to re-demonstrate after not less than one month period from the date of the last demonstration. A student shall be allowed to demonstrate not more than 4 times otherwise the students shall be awarded a postgraduate diploma in computing science discipline.
- 39.12 Research and development report:** The thesis report shall be marked with one internal examiner and one external examiner. The report score shall be average of the marks from the two examiners. A student must achieve an average of at least 50%. If the student score less than 50% in the report then he/she shall be required to re-do the research or development and start the thesis processing again during the next academic year. The report shall contribute 60 points of the final score.
- 39.13 Public thesis presentation:** The student shall be required to present his/her work publicly to the faculty community. There shall be a thesis presentation panel which shall consist 3

academic staff who shall mark the presentation. The score shall be the average of the marks provided by the panel members. A student must score at least 50% of marks allocated for presentation. If the student fails the presentation, he/she shall be required to re-appear for such presentation within the time given by the examiners but which is within one year. The public presentation shall contribute 20 points to the final score of the thesis.

39.14 Marking of master by thesis shall be as prescribed in the postgraduate guidelines.

SECTION VII DISCONTINUATION AND DE-REGISTRATION FROM STUDIES

Discontinuation from Studies	40	<p>Discontinuation of a Master's and postgraduate diploma candidate on the basis of academic performance shall be as follows</p> <ul style="list-style-type: none"> a) A candidate in a Master's programme or postgraduate diploma who fails to score a minimum credit point of 120 and GPA of at least 2.7 or 2.0 respectively, at the end of the academic year; b) Where re-submission is made and yet the dissertation does not score 50% from one of the examiners; c) A candidate who is found guilty of examination irregularity as provided in these By-Laws; d) A candidate who is found guilty of cheating in examinations, tests, assignments, term papers and any part of a dissertation or thesis; and e) A candidate who is found guilty of plagiarism. f) Forgery of an examination card, identity or any other document like bank pay-in-slip shall amount to deregistration from studies. g) A candidate who attempts to do examination(s) without meeting eligibility criteria set in 6(a-f).
De-registration from Studies	41	<p>A Master's or postgraduate diploma student shall be de-registered from studies under the following circumstances:</p> <ul style="list-style-type: none"> a) Abscondment from studies; b) Abscondment from tests, assignments, term papers, end of semester examination(s), or from writing a dissertation, failure to submit reports on time and failure to appear for oral examination; and c) Where a student applies for de-registration from studies.
Readmission after Discontinuation or De-registration	42	<p>A student who shall have been earlier on discontinued or deregistered from a programme of study on an academic or any other ground may be re-admitted to any other programme offered by the University in the subsequent year (subject to having satisfied the applicable entry</p>

requirements).

- 42.1** The discontinued or deregistered student shall not be admitted to the same programme of study before expiry of one or two or three or four academic year(s) if the duration of the programme in which he/she was discontinued/deregistered is one or two or three or four years respectively.
- 42.2** 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 VIII

DOCTOR OF PHILOSOPHY EXAMINATIONS

Doctor of
Philosophy
Supervision,
Research Writing
and Examination

- 43** Doctoral degree students shall have the following assessment procedures
- 43.1** Doctoral degree students shall be assessed and examined by means of:
- a)** A thesis/Dissertation,
 - b)** Coursework depending on the mode in which program is offered; and
 - c)** Viva voce.
- 43.2** PhD by Coursework and Papers/Dissertation shall be assessed by continuous assessment as provided in their respective approved programme structures and Guidelines for Postgraduate Studies.
- 43.3** Supervision and conduct of doctoral degrees shall be done in accordance with the Mzumbe University Regulations and Guidelines for Postgraduate Programmes.
- 43.4** All Doctor of Philosophy Students shall have at least three seminar presentations; at least one during proposal writing stage (provided that the proposal is satisfactory) and at least two during the thesis/ dissertation writing stage.
- 43.5** All Doctor of Philosophy Students shall have at least two papers published in a peer reviewed journal based on his/her research and the journal must be registered in reputable journal data base and shall be acceptable or recognizable by the Mzumbe University.

Originality of Work
and Plagiarism

- 44** All students work will be checked for similarity to determine the level of originality.
- 44.1** All research-based works such as dissertations, theses and term papers submitted for assessment shall as far as possible be the candidate's own original work and free from plagiarism.
- 44.2** Every candidate's submitted work shall be subjected to similarity checker computer software and the tolerable level of similarity shall not exceed 30% of the main text for all Postgraduates Programmes.

- 44.3** Tolerable 30% of similarity shall exclude genuine cases referred in the text such as own publications, references, bibliography and preliminary pages.
- 44.4** Any Candidate who commits plagiarism shall be discontinuation from studies.

SECTION IX

APPEALS AGAINST EXAMINATION RESULTS

- | | | |
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| Reverting Examination Results | 45 | Any change of examination results after approval by the Senate shall only be authorised by the Senate Chairperson on behalf of Senate. |
| Right of appeal against Examination Results | 46 | Subject to the provisions of this part, any candidate aggrieved by coursework/ dissertation/ thesis/graduate project/research paper/essay has the right of appeal. |
| | 46.1 | All appeal results relating to coursework shall be approved by Senate Chairperson on behalf of the Senate and the appellant shall be informed about the outcome accordingly. |
| Procedure for Appeal Against Examination Results | 47 | A candidate who desires to appeal against examination results shall register his/her appeal using the prescribed forms in the register maintained by the respective Head of Department accompanied by evidence of payment of an appeal fee as may be prescribed by the University from time to time. |
| | 47.1 | The appeal fee may be reviewed by the University from time to time without prior notice to students. |
| Limitation Period | 48 | Appeals shall be lodged within seven (7) days from the date of release of examination results by the Senate. |
| | 48.1 | All appeals against dissertation/ thesis/graduate project/research paper/essay shall be lodged to the Senate through the Directorate of Research, Publications and Postgraduate Studies within three months from the date the candidate was notified about his/her results |
| | 48.2 | Upon receipt of an appeal: <ul style="list-style-type: none"> a) The respective Head of Department shall examine it to confirm that it has complied with all prescribed requirements and transmit them to the Principal/Dean/Director for further processing; b) The Director of Postgraduate Studies shall upon being satisfied that it has complied with the provisions of these By-Laws relating to appeal, forward it to the DVC-ARC for further processing and onward transmission to Senate |
| | 48.3 | Any member of the appellant's College/School/Faculty/Directorate Board who participated in the making of the decision against which appeal is lodged shall be absent from the Senatewhen such appeal is being considered. |
| Appeal against | 49 | All appeals against Dissertation / thesis/ graduate project/ research paper/ essay shall be lodged to the Senate through Director of Research, Publications and Postgraduate Studies |

Dissertation / Thesis/ Graduate Project/ Research Paper/ Essay		(DRPS) within three months from the date the candidate was notified about his/her results.
	49.1	Upon receipt of appeal, the Director- DRPS shall upon being satisfied that has complied with the provisions of these by laws relating to appeals, forward it to the DVC-ARC for further processing and onward transmission to Senate.
	49.2	Any member of the appellant's campus/ school/ faculty/ Institute Board who participated in the making of the decision against which the appeal is lodged shall be absent from the Senate when such appeal is being considered.
	49.3	Fee for appeal against dissertation / thesis/ graduate project/ research paper/ essay shall be TZS 300,000.00
Appeal Out of Time	50	A Candidate requesting to appeal out of time shall write to his/her respective Principal/ Dean/ Director advancing the reasons for the delay.
	50.1	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.
	50.2	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.
	50.3	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	51	Only appeals found to have complied with these By-Laws shall be submitted to the relevant authorities for processing.
	51.1	All appeals shall be marked externally by a person who has not been an external examiner of the examination in question.
Appeal Results	52	The Senate Chairperson shall approve examination appeal results on behalf of the Senate and the appellant shall be informed about the outcome accordingly.
	52.1	Approved examination appeal results shall be presented to the subsequent Senate meeting for endorsement before uploading them into MU ARMS.
Restriction Relating to Appeal	53	No appeal will be considered where an appeal raises for the first-time issues concerning the supervision, teaching or coursework assessment unless such matters had been raised by the student promptly and in writing, at the time when they first arose.
Appeal against Discontinuation from Studies	54	Any person aggrieved by the decision of the Senate relating to discontinuation from studies may within seven (7) days lodge his/her appeal to the Senate Chairperson through the DVC-ARC and upon payment of prescribed fee
	54.1	The decision of the Senate Chairperson shall be final and conclusive

SECTION X

POSTPONEMENTS AND FREEZING OF STUDIES

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| Postponement of Studies | 55 Students registered for postgraduate programmes may be allowed to postpone studies under special circumstances and upon producing satisfactory evidence to support the reason for postponement. |
| | 55.1 For purposes of postponement of studies, special circumstances shall include: <ul style="list-style-type: none"><li data-bbox="557 622 906 656">a) Proven continued ill health,<li data-bbox="557 685 906 719">b) Severe financial problems,<li data-bbox="557 748 1525 817">c) Serious social problem (to be considered by taking into account prevailing circumstances i.e., case to case basis)<li data-bbox="557 846 1525 918">d) Any other reasonable hindrances (such as work/employment related reasons, etc.) |
| | 55.2 A student who postpones his /her first semester of studies shall be deemed to have postponed the whole academic year and if he/she has postponed his/her second semester of studies, he/she shall be required to resume studies in the second semester of the next academic year. |
| | 55.3 A student who postpones studies at the beginning of semester, his/her tuition fees paid for the year of postponement will be available in full after resumption of studies. However, where a postponement is made from three weeks after the registration period, a student shall be required to pay tuition fee on pro rata basis depending on the remaining teaching period in the semester. |
| | Procedure for Postponement of Studies |
| 56 A student who intends to postpone studies shall apply in writing to his/her respective Principal/Dean/Director through his/her respective Head of Department. | |
| 56.1 Postponement of studies may be allowed only if requested at least three weeks before the end of teaching. | |
| 56.2 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 Principal/Dean/Director. | |
| 56.3 The postponement letter shall be copied to Senate Secretary. | |
| 56.4 When considering a request for postponement of studies, the respective Principal/ Dean/ Director shall consider the following: <ul style="list-style-type: none"><li data-bbox="557 1776 1198 1809">a) That the application has complied with these By-Laws;<li data-bbox="557 1839 1334 1874">b) That the applicant is still a bona fide student of Mzumbe University; | |

	<p>c) That the applicant has not postponed studies for more than once in previous years;</p> <p>56.5 Students shall be allowed to postpone studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of study where they left off.</p> <p>56.6 Any postponement of studies must be within the student's prescribed period of studentship.</p> <p>56.7 Postponement of studies shall be approved by the Senate.</p> <p>56.8 A student requesting for postponement of studies shall sit for supplementary examinations in all courses he/she is entitled to upon resumption of studies.</p> <p>56.9 Failure to comply with the procedures for postponement of studies shall result to deregistration from studies.</p> <p>56.10 It shall be a duty of the student who requested for postponement of examinations or studies to collect the response of his/her application from the relevant office.</p>
Freezing of Studies	<p>57 Freezing of studies shall only apply to doctoral students and students pursuing master's by thesis</p> <p>57.1 If, for any reasonable ground, a candidate fails to continue with his/her studies, he/she may apply to the DVC-ARC for freezing of registration through his/her respective Principal/Dean/Director and DRPS.</p> <p>57.2 The maximum period for such freezing shall be two years.</p> <p>57.3 For students undertaking PhD by coursework and dissertation, freezing of registration shall be allowed during the research phase only.</p> <p>57.4 Permission to resume studies must be sought from the DVC-ARC.</p>
Postponement of Examinations	<p>58 Any student may apply for postponement of examinations at any time before commencement of examinations.</p>
Reasons for Postponement of Examinations	<p>59 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.</p>
Procedures for Postponement of Examinations	<p>60 Procedures for postponement of examinations shall be as follows:</p> <p>a) Students shall apply for postponement of examination provided that s/he has completed coursework assessment for the course (s);</p> <p>b) If a student is required to sit for special examinations during special/ supplementary examinations session and s/he requests to postpone any of the special examination(s), s/he shall be deemed to have postponed studies in that academic year until when s/he sits for such special examinations;</p>

- 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 examinations after receiving a written communication granting his/her application from the respective Principal /Dean/Director/. The postponement letter shall be copied to the Director of Undergraduate Studies.
- e) Postponement of examinations shall be done at any time prior the commencement of examinations;
- f) Postponement of examinations after the commencement of examinations can only be allowed upon receipt of a written medical advice from a registered government medical Doctor or any other justifiable reason that can prevent one to proceed with examinations.
- g) 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);
- h) 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

- 61** 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.
- 61.1** A candidate wishing to apply for postponement of tests or assignment shall apply to the Departmental Coordinator through the respective course instructor.
- 61.2** Any student whose request for postponement of assignment/test has been granted, shall be required to sit for postponed assignment/test at any such prescribed time before the start of end of semester examinations.

SECTION XI

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

Awards

- 62** 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 degree 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 degree be conferred upon to such successful candidate.
- 62.1** 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).

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| Issuance of
Transcripts and
Certificates | <p>62.2 The Senate may recommend to the University Council for conferring of degrees or any other award of the University on the candidates who qualify and are recommended in accordance with the provision of paragraph 62 of these By-Laws.</p> <p>62.3 A Student who has successfully completed part of his/her course assessment and failed to complete all requirements for a particular degree programmes shall be awarded a postgraduate diploma in that discipline.</p> <p>62.4 Mzumbe University shall award a posthumous qualification to a student who had died before graduation, but had completed all academic requirements for the ward of a degree.</p> |
| | <p>63 The Senate shall issue academic certificates for degrees 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 degree or other awards.</p> <p>63.1 Any candidate who is desirous of obtaining academic transcript shall apply in writing to his/her respective Department and attach a clearance form for the preparation of transcript.</p> <p>63.2 The respective Principal/Dean/Director shall sign transcripts on behalf of the DVC-ARC.</p> <p>63.3 Original certificate shall be issued only once for the same degree or award.</p> <p>63.4 The Vice Chancellor and the DVC-ARC shall sign the University certificates.</p> <p>63.5 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.</p> <p>63.6 The Original Transcript shall be issued free of charge.</p> |
| | <p>64 Where it is proved to the satisfaction of the office of the Vice Chancellor that a certificate has been lost or destroyed or that there is other sufficient cause thereof, he may, after taking such precautions as 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 sufficient in each case, issue a copy of the certificate.</p> <p>64.1 A copy of the certificate issued shall be deemed to replace for all purposes the certificate previously issued, and any person discovering the certificate previously issued shall surrender it to the office of the Vice Chancellor for cancellation.</p> <p>64.2 Where any original academic certificate has been lost or total or partial destructed 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 destructed or otherwise rendered illegible certificate so replaced.</p> <p>64.3 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 shorter period.</p> |

- 64.4** A copy of the certificate issued under this paragraph shall be marked “COPY” across it.
- 64.5** The replacement of lost or damaged academic certificate fee shall be TZS 50,000/= (Fifty Thousand Tanzanian Shillings Only). This fee is subject to review by the Council from time to time.
- 64.6** The replacement fee for lost or damaged transcript shall be TZS 20,000/= (Twenty Thousand Tanzanian Shillings Only). This fee is subject to review by the Council from time to time.

SECTION XII

ACCESS TO ACADEMIC RECORD MANAGEMENT SYSTEM AND RESPONSIBILITY OF STUDENTS

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| Handling Access | <p>65 Assigning, handling and cessation of Academic Record Management System access powers shall be as follows:</p> <p>65.1 The Principal/Dean/Director shall have power to recommend to the Director of Information and Communication Technology Unit (ICTU) to assign or remove certain limited rights to various persons within Faculties, Schools, Directorates, Institutes, Colleges, Campuses or Centers for the purposes of ensuring smooth operation and administration of the Academic Record Management System (ARMS);</p> <p>65.2 Where any matter has emerged and which is not addressed by these By-laws in respect of the management, operation and administration of the ARMS, the Deputy Vice Chancellor (Academic), after consultation with the Principal/Dean/Director or any relevant authority, may issue directives or guidelines on how to address the matter; Where any matter has emerged and which is not addressed by these By-laws in respect of the management, operation and administration of the ARMS, the Deputy Vice Chancellor (Academic), after consultation with the Principal/Dean/Director or any relevant authority, may issue directives or guidelines on how to address the matter;</p> <p>65.3 Any person, who has been assigned certain access powers in ARMS, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorized person;</p> <p>65.4 Any person who intentionally or negligently allows or facilitates unauthorized access to 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;</p> <p>65.5 Where a person who has been assigned certain access powers in Academic Record Management System (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 removal of such assigned powers.</p> <p>65.6 Any person who fails to report to the Principal/Dean/Director and continue to exercise or access any powers assigned to him or her after leaving a post that entitled him or her to hold</p> |
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such powers commit misconduct and disciplinary proceedings may be Instituted against him and punished accordingly in accordance with relevant University Rules and Regulations.

- 65.7** 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 Academic Record Management System (ARMS).
- 65.8** The relevant appointing authority shall communicate in writing to that person who ceases to have access powers to Academic Record Management System (ARMS) informing him or her of his or her cessation to hold the said office as soon as such cessation occurs.
- 65.9** For the avoidance of doubt, the Principal/Dean/Director, after consultation with the Director of Human Resource or any other relevant authority, may ask the Director of Communication Technology to remove all access powers to Academic Record Management System (ARMS) to any person who, by any reason, is no longer an employee of the Mzumbe University.
- 65.10** The Director of Communication Technology 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 Deputy Vice Chancellor (Academic, Research and Consultancy).
- 65.11** The Director of Communication Technology shall be responsible and accountable to the Principal/Dean/Director in respect of access powers, administration and management of Academic Record Management System (ARMS).

Powers of the
Deputy Vice
Chancellor
(Academic,
Research and
Consultancy)

- 66** The DVC-ARC, on his or her own motion or upon receiving directive from any relevant authority or information from any other person or organ, may appoint a team to make a special audit or inquiry of the transactions undertaken through Academic Record Management System (ARMS) to verify the accuracy or validity of the said transactions and in case any anomaly is discovered, the team may advice what steps to be undertaken to rectify the problem including the person alleged to have caused such anomaly.

Student's
Responsibility

- 67** Every student shall have the duty to observe the following in respect of records relating to examination results:
 - 67.1** Any student shall have the duty to keep confidential his or her Academic Record Management System (ARMS) account and prevent an unauthorized person from accessing or making an alteration to any such details, which are within the control of the account holder; and
 - 67.2** Any student, regardless of the status that is displayed in his or her Academic Record Management System (ARMS) account, shall have the duty to make a follow up of his or her true studentship academic performance status throughout the period of studies. It shall not be a defense for any student that he or she did not know that the maximum GPA has been reached and that the student has been discontinued from studies.

SECTION XIII

MAINTENANCE AND DISPOSITION OF STUDENTS' ACADEMIC RECORDS

Management of
Students'
Academic
Records

- 68** Unless otherwise retained by MU Library for reference and record purposes, all used examination answer books, field report/dissertations shall be destroyed after the expiry of 36 months after graduation.
- 68.1** At the end of the retention period, the generating unit shall seek an approval for destruction from the Vice Chancellor. The destruction of academic 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 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 area 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 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/Dean/Director shall ensure all information contained in examination answer books, field report/dissertations remain inviolate and is protected from misuse or abuse

Quorum in
Meetings

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

Conflict between these By-laws and other Rules/Regulations/Guidelines/Policies	70	In case of any conflict between these By-laws and any other rules, regulations, guidelines, policy or any other documents relating to postgraduate at the University, the provision of these By-laws shall take precedence.
Review of the By-laws	71	These Bylaws shall be reviewed after every five years

Appendix I: Examinations Format



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

MZUMBE UNIVERSITY



MZUMBE UNIVERSITY

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

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

Course Code:

Course Name:

Programme/Class:

Date:

Time Allowed:

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.....

