

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



**GENERAL UNIVERSITY ADMISSION, REGISTRATION AND
EXAMINATION REGULATIONS, 2015**

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

FEBRUARY, 2015

ARRANGEMENT OF RULES

Rules Title

PART I PRELIMINARY PROVISIONS

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

PART II ADMISSION AND REGISTRATION FOR PROGRAMMES AND COURSES

4. General admission requirements for programmes.
5. Registration for programme and period for registration.
6. Registration fee.
7. Prohibition on change of name(s).
8. Prohibition on change of programme.
9. Registration for courses.
10. Registration for elective courses.
11. Change of elective courses.
12. Minimum number of students required for an elective course to be offered.
13. Consequence for non registration for elective courses.
14. Issuance of identity cards.
15. Approved passport size photographs.
16. Student's duty to identify himself/herself.
17. Loss of identity card.
18. Prohibition on undertaking certain activities outside the University.

PART III CONDUCT AND HANDLING OF EXAMINATIONS

19. Meaning of examination.
20. Types of examinations.
21. Permission for oral examinations.
22. Probation examinations.
23. Duty of an instructor to set examinations.
24. Eligibility for University examinations.
25. Permission for absence from attending classes.
26. A list of candidates who have not met the requirements to be submitted to Head of Department.
27. Permission for postponement of end of semester examinations.
28. Payment of probation examination fee.
29. List of candidates for probation examinations.
30. Absence from examinations and its consequence.
31. Absence from continuous assessment and its consequence.
32. Carrying forward of an examination.
33. Dates for conducting continuous assessment.
34. Dates for examinations.

35. Overall co-ordination of examinations.
36. Time required for end of semester examinations.
37. Nullification of examinations.
38. Punishment for leakage of examinations.
39. Release of University examination results.
40. Provisional examination results to be posted on notice boards and University website.
41. Senate's power to approve examination results.
42. Examinations irregularities and their penalties.
43. Postponement of studies and probation examination.
44. Retention of registration number for students permitted to postpone studies.
45. Application of these Regulations to part-time students.
46. Examination Regulations specific to part-time students.
47. Directives to invigilators and procedures for invigilation.
48. Items to be provided to invigilators.
49. General directives to invigilators.

PART IV
ISSUANCE OF CERTIFICATES, TRANSCRIPTS AND PROGRESS
REPORTS

50. Issuance of certificates.
51. Rectification of errors on certificates.
52. Replacement of lost academic certificates.
53. Issuance of transcripts and progress reports.
54. Progress to be provided on semester to semester basis.
55. Academic progress from year to year.
56. Progress for postgraduate diploma programmes.
57. Professional certificate.
58. Certificate of attendance.
59. Certificate of appreciation.
60. Prize certificate.
61. *Aegrotat* awards.
62. The procedure for *aegrotat* awards.
63. Posthumous awards.
64. The procedure for posthumous awards.
65. Exit levels.
66. Guidelines for approving awarding of *aegrotat* and posthumous certificates.
67. Power to issue certificates.

PART V
CRITERIA AND PROCEDURE FOR CLASSIFICATION OF
CERTIFICATES

68. Classification of certificates.
69. Procedure for classification.

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

70. Establishment and composition of UEIC.
71. Appointment of members of UEIC.
72. Tenure of office of the members of the UEIC.
73. Functions of UEIC.
74. Meetings of UEIC.
75. Deliberation of examinations irregularities by UGSC or PGSC.
76. Prohibition of suspected candidates to attempt any other examination.
77. Punishment for cheating.
78. Plagiarism.
79. Establishment and composition of Academic Departmental Committee.
80. Functions of Academic Departmental Committees.
81. External moderation of examinations.
82. Terms of reference for external examiners.
83. Establishment and composition of Faculty/Directorate/Institute Appeals' committee.
84. Procedures for appeals.
85. Period for Faculty/Directorate/Institute to determine appeals.
86. Period for UGSC or PGSC to determine appeals.
87. The UGSC or PGSC to submit proceedings to Senate.
88. General regulations on transfer.
89. Credit transfer from other universities to the University.
90. Credit transfer from the University to other universities.
91. Criteria for establishing equivalence of courses.
92. Rules for grades conversion.
93. Procedures and administration of transfer.
94. Documents required in support of application for credit transfer.
95. Acceptable reasons for credit transfer.
96. Credit transfer fee.

PART VII
PRESERVATION OF EXAMINATION SCRIPTS

97. Preservation of examination scripts.
98. Destruction of scripts.

PART VIII
MISCELLANEOUS

99. General powers of the VC.
100. General punishment clause.
101. Amendments of Regulations.
102. Revocation of the General University College Examination Regulations, 2012.
103. Transitional provision.

**PART I
PRELIMINARY PROVISIONS**

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| Short title and commencement | 1. These Regulations shall be cited as Moshi Co-operative University General University Admission, Registration and Examination Regulations, 2015 and shall come into force upon approval by the Council. |
| Application | 2. These Regulations shall apply to all matters relating to admission, registration of students and the conduct of University Examinations. |
| Interpretation | 3. In these Regulations, unless the context requires otherwise:
“Candidate” means a candidate for University Examinations.
“Charter” means the Moshi Co-operative University Charter, 2015.
“Continuing student” mean a student who is continuing with studies after the completion of at least one semester for the respective programme of study.
“DVC” means the Deputy Vice Chancellor.
“Examinations” have the meaning ascribed to it under Regulation 19 of these Regulations;
“Instructor” means an academic staff assigned to teach and assess students in a particular course and it includes part-time instructors.
“Medical Doctor In-Charge” means the Medical Doctor In-Charge of the University Health Centre or his/her representative for the time being;
“MoCU” means the Moshi Co-operative University;
“Part-time students” shall include those pursuing distance and evening programmes;
“PGSC” means the Postgraduate Studies Committee;
“Probation” means a supplementary examination;
“Recognised University environment” means a lecture room, seminar room or an office of a particular instructor;
“Regulations” means Moshi Co-operative University General Admission, Registration and Examination Regulations, 2015.
“Re-take” means the actual act by a candidate to re-study a course in when next offered after failing to pass a probation examination for the prescribed number of sittings;
“Senate” means the Senate of the University as established by the Charter;
“Student” means a dully registered student of the University;
“SUSC” means the Senate Undergraduate Studies Committee;
“UEIC” means the University Examination Irregularities Committee;
“University” means the Moshi Co-operative University as established |

by the Charter;
“VC” means the Vice Chancellor of the University;

PART II

ADMISSION AND REGISTRATION FOR PROGRAMMES AND COURSES

General admission requirements for programmes

4. (1) Admission shall be granted if an applicant meets the following minimum requirements:
- (a) for doctoral programmes, applicants are supposed to hold a Master’s degree or equivalent qualifications.
 - (b) for Master’s programmes, applicants are supposed to hold at least a second-class bachelor degree from a recognised institution of higher learning. Applicants with Postgraduate diploma in relevant fields of study from recognised institutions of higher learning are those with relevant professional qualifications shall also be considered.
 - (c) for direct entrants into undergraduate degree programmes shall be two principal level passes in the Advanced Certificate of Secondary Education Examination (ACSEE) that add up to a minimum of 4.0 points. An equivalent candidate for undergraduate programmes shall be required to have a Diploma Certificate with a Distinction/Credit and five passes or in relevant subjects at “O” level.
 - (d) A candidate with a RPL Certificate with at least a B pass in relevant discipline obtained in not more than three years at the time of application.
 - (e) A candidate for diploma programme shall be required to have an A-level certificate with at least one principal pass in one subject from among subjects prescribed as relevant to the diploma programme.
 - (f) A candidate for certificate programme shall be required to have an “O” Level Certificate with at least four passes in relevant subjects.
 - (g) Submission of genuine documents during registration
- (2) Notwithstanding the generality of the above Regulation, other specific admission requirements provided for in the University Prospectus, The Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE) shall govern the admission process.

Registration for programme and period for registration

5. (1) First semester students shall register in their respective Departments/Faculties/Institutes for the programmes during the orientation week while continuing students will register for their respective programmes one week after the orientation week.
- (2) Registration shall be done at the beginning of each semester. The deadline for registration for semester one students shall be two weeks

	<p>from the first date of the orientation week. For continuing students deadline for registration shall be one week from the commencement of their respective semesters. One who fails to register within the prescribed period shall be deemed to have his/her admission status withdrawn and therefore discontinued from studies.</p>
Registration fee	<p>6. (1) Each first semester student shall have to pay a registration fee of Tshs 20,000 before registration, the amount which shall be subject to review from time to time.</p> <p>(2) A candidate shall be registered after paying the prescribed University fees and after verification of original certificates for first semester students. Partial payment of University fees to allow registration for a particular semester shall only be granted by the University relevant authority under special circumstances. Any fees so paid shall not be refunded or transferred to the next semester or to a third party.</p>
Prohibition on change of name(s)	<p>7. No student shall be allowed to change name(s) after registration in a respective programme or during the course of study.</p>
Prohibition on change of programme	<p>8. No student shall be allowed to change a programme earlier registered for except under special circumstances and upon paying a non-refundable transfer fee of Tshs 20,000/= the amount which shall be subject to review from time to time.</p>
Registration for courses	<p>9. Every student registered for a programme shall be deemed to have also been registered for all core courses in that respective programme.</p>
Registration for elective courses	<p>10. (1) Students shall register for elective course(s) at the Department offering the respective course(s), subject to availability of instructors for the course.</p> <p>(2) First semester students shall register for elective courses during the orientation week, while continuing students shall register for elective courses of the coming semester in the 13th and 14th weeks of the current semester.</p>
Change of elective courses	<p>11. A student shall be allowed to change an elective course in the 15th week of the current semester for continuing students and the first week into the semester for first semester students to facilitate timely preparation of course timetable.</p>
Minimum number of students required for an elective course to be offered	<p>12. (1) For an elective course to be offered, the minimum number of students registered for it shall be at least 10. In case the registered students are below ten (10), the Head of Department shall be responsible to cause relocation of the students to other elective courses.</p>

Consequence for non registration of elective courses	<p>(2) A student shall be examined in all (and only) courses registered for.</p> <p>13. A student who does not register for the elective course required in a given semester shall have lost the opportunity to be examined in that course and therefore such a student shall be discontinued from studies.</p>
Issuance of identity cards	14. Each student shall be issued with an identity card after registration
Approved passport size photographs	<p>15. A student shall be required to submit approved passport size photographs before identity cards are prepared. An approved passport size photograph shall be one which complies with internationally accepted photograph standards for identification purposes and shall be within the following limits:</p> <ul style="list-style-type: none"> (a) Coloured with a plain white background; (b) Recently taken to reflect current appearance; (c) Taken in full-face view directly facing the camera, not tilted sideways or up or down; (d) Taken with a neutral facial expression, mouth closed and both eyes open; (e) Any head covering if worn should not obscure the hairline side to side to ensure that the full face is visible with both edges clearly shown, and the head covering or hairs must not cast any shadows on the face; (f) Headphones, wireless hands-free devices, or similar items are not acceptable in the photo; (g) Hearing device may be worn when taking the photo provided the same have been recommended on medical grounds; and (h) If one is normally wearing glasses, they should have clear frames and they should not be dark or tinted.
Student's duty to identify himself/herself	16. A student shall be required to identify him/herself using such an identity card throughout the study period
Loss of identity card	17. A student whose identity card is lost will have to pay a non-refundable fee of Tshs 10,000 to facilitate issue of another identity card after submission of a police loss report.
Prohibition on undertaking activities outside the University	18. Any activity undertaken by a student outside the University on behalf or in the name of the University shall require authorization from the DVC – Academic in consultation with the relevant Dean of Faculty/Director of Institute/Directorate/Centre. The University shall not facilitate students' travel outside the country for Private Business.

PART III
CONDUCT AND HANDLING OF EXAMINATIONS

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| Meaning of examination | 19. Examinations shall include continuous assessments (i.e. quizzes, tests, assignments, seminar presentation, practical/field attachment, oral tests, and research proposal/report) and University examinations including oral examinations, where applicable.
Provided that where an oral test is carried out, the same shall be directed at filling a gap in a given assignment or class test and that it is carried out face to face in the recognised University environment. |
| Types of examinations | 20. There shall be a written examination and, where the course demands, a practical and/or oral examination during each semester for each course registered for. |
| Permission for oral examinations | 21. Where an end of semester oral examination has to be administered, permission must be obtained from the DVC-Academic upon request by a particular candidate through the respective course instructor. The DVC-Academic shall prescribe on how the examination would be conducted. |
| Probation examinations | 22. There shall be probation examinations before the beginning of the academic year for courses failed by students which are required to make the minimum credits in the previous academic year. |
| Duty of an instructor to set examinations | 23. (1) It is the duty of the instructor to set the examinations as required by these Regulations.

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

(3) The course instructor shall be responsible for providing his/her students with a course outline, information on the examinations and other class requirements (including class attendance) that will provide a basis for evaluating their performance. |
| Eligibility for University examinations | 24. (1) No student shall be eligible for an end of semester examination unless the Instructor and Head of Department have satisfied themselves that:
(a) the candidate has undertaken the course by at least 80% attendance rate;
(b) the candidate has complete coursework in all courses for the |

programme

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

(d) the candidate has student and examination identity cards.

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

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

Permission for absence from attending classes

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

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

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

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

Permission for postponement of end of semester examinations

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

Payment of probation examination fee

28. No probation candidate shall be allowed to sit for the particular probation examinations unless he/she has paid the probation examination fee.

List of candidates for probation examinations

29. The Heads of Departments shall be responsible for the preparation of the lists of candidates who are supposed to sit for probation

examinations and share the same with Deans/Directors/Timetetable Master and Instructors.

Absence from examinations and its consequence

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

Absence from continuous assessment and its consequence

31. (1) A student who absents himself/herself from any continuous assessment given during the course work without compelling reasons shall be discontinued from studies.

(2) A student allowed to be absent from attempting continuous assessment or who has missed it because of compelling reason(s) shall be required to complete the same before attempting the end of semester examination of the respective course. Such a student shall be responsible for initiating any request to attempt the continuous assessment missed. If the instructor requests evidence, the student should submit appropriate documentation. In case of failure to submit an acceptable documentation then Regulation 31 (1) shall apply.

Carrying forward of an examination

32. A student allowed to be absent from an end of semester examination(s) shall carry forward the examination as incomplete and shall have to sit for the said examination(s) during the subsequent probation examination session. Such student shall have to get approval from the DVC-Academic.

Dates for conducting continuous assessment

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

Dates for examinations

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

Overall co-ordination of examinations

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

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

Time required for end of semester examinations

36. Each University examination shall be examined for three (3) hours.

Nullification of examinations	37. Where there is proof of leakage of any examination the University shall nullify the examination and require the candidates to re-sit for the examination.
Punishment for leakage of examinations	38. Any person proved to have aided in leakage of examinations shall be punished by the relevant disciplinary authority.
Release of end semester examination results	39. Provisional examination results, once approved by the Faculty/Directorate/Institute/Boards, shall be released as provisional results, by the respective Deans/Directors.
Provisional examination results to be posted on notice boards	40. Provisional examination results shall be posted on the University website, notice boards at the University or any other place or means as may be determined by the DVC-Academic.
Senate's power to approve examination results	41. The power of approval of end of semester/probation/special examination results is vested in the Senate.
Examinations irregularities and their penalties	<p>42. (1) Candidates are not allowed to enter examination venues without the permission of invigilator(s). A candidate who contravenes these Regulations shall be reported to the relevant Faculty Dean/Director and shall be served with a written warning to that effect. A candidate who contravenes this Regulation twice shall be discontinued from studies.</p> <p>(2) Candidates are required to be present around the examination premises 30 minutes before the scheduled time of the examination.</p> <p>(3) No candidate shall be allowed into the examination room 30 minutes after the commencement of the examination.</p> <p>(4) A candidate reporting late (30 minutes after the commencement of the examination) shall be barred from sitting for the examination and his/her case shall be reported to the UEIC. A candidate who reports late without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies. A candidate who reports late with compelling reasons shall be allowed to sit for the missed examination when next offered.</p> <p>(5) A candidate must present oneself before the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with his/her student and examination identity cards. A</p>

candidate failing to present in a manner that allows disclosure of his/her identity to be determined shall not be allowed to sit for the scheduled examination and the case shall then be reported to the UEIC. Such a candidate shall be considered to have absconded the respective examination(s) and shall be discontinued from studies.

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

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

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

(9) No un-authorized materials shall be allowed within 50 meters around and within the examination venue. A candidate found to have such materials shall be deemed to have cheated in the examination and, on UEIC and UGSC recommendations and Senate decision, he/she shall be discontinued from studies.

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

(11) No candidate shall be allowed to communicate with a fellow

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

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

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

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

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

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

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

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

(19) There shall be no borrowing of materials such as calculators, rulers, statistical tables, pencils, pens, materials or any other materials by students during examinations. Candidate(s) found to be borrowing or exchanging material(s) of any form during the examination shall be deemed to have contravened these Regulations and shall surrender them to invigilator(s). Such candidate(s) shall be served with a written warning. A candidate who commits this act twice shall be discontinued from studies.

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

(21) The highest score to be awarded in probation examination shall be a C grade (50%). A student scoring less than 50% shall have failed that probation examination.

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

(23) Overall marks for each University examination shall be 100% and shall be composed of 40% coursework and 60% University final examination.

(24) The pass mark for each University examination (semester/special) shall be 50%.

(25) Field attachment reports shall be graded as pass or fail. A candidate failing in field attachment shall be required repeat the same and pass. A candidate who fails a repeated field attachment shall be discontinued from studies

Postponement of studies and probation examination

43. (1) A student seeking permission for postponing studies shall lodge his/her application in a prescribed form through the Head of Department in which his/her programme falls. The Head of Department shall indicate his/her recommendations on the form and forward it to the relevant Faculty Dean/ Director. The Faculty Dean/Director shall indicate their recommendation and forward to the DVC-Academic

(2) Permission for postponement of studies shall be granted by the DVC-Academic after consultation with the Dean of Faculty/Director/Dean of Students/Head of Department and Medical

Officer In-Charge.

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

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

(5) Students shall collect their responses for postponement from the Admission Office. A student permitted to postpone studies shall be required to hand in the identity card to the Admissions Officer and other University properties to relevant authorities before collecting his/her permission letter.

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

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

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

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

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

(11) A third year student allowed to postpone submission of a research

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

Retention of registration number for students permitted to postpone studies

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

Application of these Regulations to part-time students

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

Examination Regulations specific to part-time students

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

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

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

(4) A candidate with incomplete research proposal or research report shall be allowed to sit for examinations and to proceed to the next module or semester, provided that, such a candidate shall not be allowed to proceed for data collection unless he/she has completed his/her research proposal.

Directives to invigilators and procedures for invigilation

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

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

(3) Invigilators may search/check candidates to ensure that they do not

enter the examination premises/room with unauthorized materials and shall have the authority to confiscate any unauthorized material brought into the examination room by candidates. If search is needed Regulation 42(17) shall apply.

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

(5) Invigilators shall admit students to the examination room 15 minutes before the commencement of the examination and they should ensure that they take the right places.

(6) During these 15 minutes the invigilators should;

- (a) distribute examination question papers;
- (b) make an announcement to the effect that students should satisfy themselves that they are in possession of the right paper;
- (c) announce that candidates should properly read instructions on top of the question papers and the answer books;
- (d) call attention to any rubric at the head of the paper which seems to require attention;
- (e) allow candidates to read the questions for five minutes;
- (f) require candidates to write examination numbers and other required details on the top cover page of answer books; and
- (g) allow candidates to begin writing the examination.

(7) Where there is suspicion, candidates wearing, sweaters, pullovers, jackets, overcoats and similar clothing may be subjected to a thorough check/search by relevant authorities as prescribed under Regulation 42(17).

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

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

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

Examiner(s).

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

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

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

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

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

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

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

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

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

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

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

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

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

Items to be provided to invigilators

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

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

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

(c) Candidates' attendance forms;

(d) Examination answer books; and

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

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

General directives to invigilators

49. (1) Internal Examiners are required to be in the examination room at the commencement of their examination and should be among the invigilators but not assigned as Chief Invigilators. Any corrections from the Internal Examiners shall be announced by the Chief Invigilators.

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

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

that distracts their attention as invigilators.

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

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

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

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

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

(b) The invigilator(s) shall then take from the candidate the examination answer book, the question paper and the unauthorized documents/material which was being used or aided in the cheating act. Where bodily search is necessary, Regulation 42(17) shall apply.

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

(d) The invigilator(s) shall leave the examination room together with the candidate towards the office of the relevant Examination Coordinator.

(e) The invigilator(s) shall instruct the candidate to write a statement on the event, sign it and submit it to the Examination Coordinator.

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

PART IV ISSUANCE OF CERTIFICATES, TRANSCRIPTS AND PROGRESS REPORTS

Issuance of
certificates

50. The University may issue certificates under the following conditions:

(a) Certificates shall be issued after graduation.

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

(c) Certification of certificates shall be charged TSh 3,000 per page, an amount that is subject to review from time to time.

(d) All certificates shall be issued within 7 working days from the day of lodging applications/requests.

Rectification of errors on certificates

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

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

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

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

Replacement of lost academic certificates

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

- (a) The applicant produces a affidavit in respect of the loss;
- (b) The applicant produces evidence that the loss has been adequately publicly announced, including a written report from the Police;
- (c) The certificate or transcript so issued shall be marked "COPY" across it; and
- (d) The replacement certificate shall not be issued until 12 months after reporting the loss to the University.

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

Issuance of transcripts and progress reports

53. The University may issue transcripts under the following conditions:

- (a) Transcripts shall be issued after graduation.
- (b) Submission of a written application accompanied with the original copy of dully filled clearance form to the respective Faculty/Directorate/Institute.
- (c) Academic transcript shall cost TSh 30,000 an amount which is subject to review from time to time.
- (d) Certification of transcripts and certificates shall be charged TSh 3,000 per page, an amount which may be reviewed from time to time.
- (e) All transcripts and certificates may be collected within seven working days from the day of lodging applications/requests.

Progress to be provided on semester to semester basis

54. (1) Progress reports shall be provided on semester to semester basis by the respective Faculty/Directorate/Institute after the approval of examination results by relevant authorities.

(2) Progress reports referred to in Regulation 54 shall be issued free of charge and within the prescribed period for the particular semester.

(3) All candidates failing to collect their progress reports within the prescribed time as referred to in Regulation 54 above, or reporting loss of the same, shall be issued with a new one upon payment of TSh 10,000 for each of the semester on which collection was not made or loss occurred.

(4) No cumulative progress reports shall be provided to students.

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

Academic progress from year to year

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

(2) A certificate candidate shall be required to undertake a total of 32 credits in a year and 16 credits within a semester.

(3) A Certificate candidate failing one or more courses and having passed at least 20 credits in that year and with a GPA of not less than 2.0 in the same year shall be required to sit for probation examination(s) offered before the start of the next academic year.

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

(5) All degree and diploma candidates failing one or more courses and having passed at least 16 credits and with a GPA of more than 2.0 in that academic year shall be required to sit for probation examinations offered before the start of the subsequent academic year.

(6) Any degree or diploma candidate who fails probation examination(s) shall be allowed to proceed to the next academic year as a probation candidate so long as he/she has attained at least 16 credits and a GPA of not less than 2.0. Such a candidate shall be

required to re-take the examination(s) as third and last attempt during the subsequent probation examination period in which case the pass mark shall be at most a “C” grade.

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

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

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

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

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

Progress for
postgraduate
diploma
programmes

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

(2) A Postgraduate Diploma candidate shall be allowed to proceed to the next semester as a continuing student after passing all the examinations that make a minimum of 12 credits from the previous semester.

(3) A Postgraduate Diploma candidate failing one or more courses and having passed at least 8 credits and with a GPA of not less than 2.0 in that semester shall be required to sit for probation examination(s) offered before the start of the next academic year.

(4) Any Post Graduate Diploma candidate who fails semester one

examinations shall be allowed to proceed to the next semester as a probation candidate so long as he/she has attained at least 8 credits and a GPA of not less than 2.0.

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

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

Professional certificate	57. A person who complete professional programme offered by the University shall be awarded a professional certificate.
Certificate of attendance	58. The University may award a certificate of attendance to a person who participates or attends a training or activity or event that has been organized by the University.
Certificate of appreciation	59. The University may award a certificate of appreciation to a person who has done something that benefits the University.
Prize certificates	60. The University may award a prize certificate to a student for outstanding academic performance.
<i>Aegrotat</i> Awards	61. A student who has left the University on established medical reasons when close to completion of a programme may be awarded an <i>aegrotat</i> award.
The procedure for <i>aegrotat</i> awards	62. (1) The Head of Department shall make the request to the Senate for the award of a <i>aegrotat</i> degree to the student in question. (2) The following details should be provided to the Senate: (a) medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible after the last date of the examination which the application refers; (b) the name of the candidate; (c) the year of registration of the student; (d) the name of the degree programme on which the student was registered; and (e) the stage of the programme of study reached by the student at the time of illness.
Posthumous awards	63. A student who has died when close to completion of a programme may be awarded a posthumous certificate.

The procedure for posthumous awards

64. (1) The Head of Department/Dean of Faculty/ Director of Institute in which the deceased student was registered shall make a request to the Senate for the award of a posthumous degree to the student in question.

(2) The following details shall be provided to the Senate:
the name of the deceased student;

- (a) the year of registration of the student;
- (b) the date of death;
- (c) the name of the degree programme on which the student was registered;
- (d) the stage of the programme of study reached by the student at the time of death;
- (e) any examination or assessment marks obtained by the student prior to death; and
- (f) the number of credits needed for a student to graduate on that programme and the number of credit obtained by the student prior to death.

Exit levels

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

Guidelines for approving awarding of *aegrotat* and posthumous certificates

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

Power to issue certificates

67. The power to award any certificate is vested to the Senate.

PART V CRITERIA AND PROCEDURE FOR CLASSIFICATION OF CERTIFICATES

Classification of certificates

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

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

- | | | |
|------------------|-------------------|-------------|
| A: | $Y = 0.02X + 3$ | (4.4 – 5.0) |
| B ⁺ : | $Y = 0.08X - 1.2$ | (4.0 – 4.3) |
| B: | $Y = 0.2X - 9$ | (3.0 – 3.9) |
| C: | $Y = 0.1X - 3$ | (2.0 – 2.9) |

$$\begin{aligned} \text{D:} & \quad Y = 0.1X - 3 & (1.0 - 1.9) \\ \text{E:} & \quad Y = (0.025) X & (0 - 0.9) \end{aligned}$$

The above rating in %:

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

Procedure for classification

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

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

(3) To get the score for each course, multiply the points in Regulation 68(2) by corresponding credits in Regulation 69(2).

(4) The total score shall be the sum of score for all courses computed as in Regulation 68.

(5) Grade Point Average (GPA) score shall be computed by dividing the total score in Regulation 69(3) by the total credits obtainable under Regulation 69(2)

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

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

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

Establishment and composition of UEIC

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

Appointment of

71. Members and Chairperson of the Committee shall be appointed by the

members of UEIC	DVC-Academic in consultation with Faculty Deans/Directors. The Senate shall make Rules for the operations of the Committee.
Tenure of office of the members of the UEIC	72. The tenure of office of members of UEIC shall be three years and may be renewed for another term of three years.
Functions of UEIC	73. All cases of examination irregularities shall be handled by the UEIC that will advise the UGSC and PGSC accordingly. The UEIC shall investigate all cases of examination irregularities upon receiving reports from Invigilator(s). The UEIC shall have the powers to summon students and invigilators as it shall deem necessary.
Meetings of UEIC	74. The relevant Examination Coordinator shall, in consultation with the Chairperson of the UEIC, convene the UEIC meeting to deliberate on the irregularities. During the deliberations, the UEIC shall read the statement from the candidate and the invigilator, write a report indicating issues and facts in each case, provide its recommendations and submit the report to the UGSC or PGSC as the case may be.
Deliberation of examinations irregularities by UGSC or PGSC	75. The UGSC or PGSC shall deliberate on the issues, facts and recommendations from the UEIC and make recommendations to the Senate. The candidate shall be informed of the UGSC's or PGSC's recommendations immediately after UGSC's or PGSC's meeting subject to final approval by the Senate.
Prohibition of suspected candidates to attempt any other examinations.	76. During the period the case is under investigation, the candidate suspected to have cheated or aided a cheating act shall not be allowed to attempt any other examination.
Punishment for cheating	77. (1) Any candidate who shall be proved to have cheated or aided a cheating act shall be deemed to have failed in the whole examination for the semester and shall be discontinued from studies. (2) Any registered student who shall be proven to have submitted false documents/information during admission/registration shall have his registration withdrawn and be discontinued from studies.
Plagiarism	78. (1) The term plagiarism in written work means, but is not limited to the use of another person's words, ideas or opinions without acknowledging them as being from that other person. This include copying the work word by word (verbatim) without acknowledging the source but not indicating that one has quoted verbatim, submitting someone else's work in a slightly altered form without acknowledging the borrowing in a way that shows from whom or where the words ideas were taken or preserving the general structure of a sentence,

paragraph or other unit of work authored by somebody else and making minor grammatical, structural or word changes.

(2) All cases of plagiarism shall be referred to the UEIC.

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

(4) Where the case of plagiarism is discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

Establishment and composition of Departmental Academic Committee

79. (1) There shall be established Departmental Academic Committees for internal moderation of University examinations each semester. The Committees shall consist of all examiners in a specific semester as determined by the respective Heads of Departments.

(2) Heads of departments shall serve as Chairpersons of the Committees and the Committees shall serve any of the purposes stated in Regulation 80.

Functions of Departmental Academic Committee

80. (1) Departmental Academic Committees will be responsible for;

- (a) evaluating the progress of courses offered under a respective department;
- (b) evaluating the quality of continuous assessment tests;
- (c) moderating examination results;
- (d) receive, consider and recommend results for presentation to the relevant school/faculty or institute board; and
- (e) perform any other function as may deem fit.

(2) Where need arises, Heads of Departments may appoint a team of not more than three members of the Departmental Academic Committee to serve as moderators of examination papers.

External moderation of examinations

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

Terms of reference for external examiners

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

Establishment and composition of Faculty/Directorate/Institute Appeals' committee

83. There shall be Faculty/Directorate/Institute Appeals Committees, chaired by the respective Dean/Director, whose responsibilities will be to investigate and scrutinize the authenticity of the appeals and recommend to the UGSC or PGSC for consideration.

Procedures for

84. (1) Students' appeals shall be lodged with relevant Deans/Directors

appeals

using special appeal forms within two weeks from the date of approval of examination results by the Senate.

(2) All appeals must be accompanied by a non-refundable appeal fee of fifty thousand shillings only (Tshs. 50,000/=) per case. This amount shall be subject to review from time to time. In case of appeals whose request demands re-marking of an examination a student appealing shall be required to pay an additional fee of Tshs 40,000/= per case, the amount which shall be subject to review from time to time.

Period for Faculty/Directorate/Institute to determine appeals

85. The Faculty/Directorate/Institute Appeals Committee shall have a maximum of two weeks only to accomplish its task and submit its recommendations to the UGSC or the PGSC which shall deliberate on it and make its own recommendations to the Senate. The candidate shall be informed of the UGSC's or PGSC's recommendations after the final approval by the Senate.

Period for UGSC or PGSC to determine appeals

86. The UGSC or PGSC shall sit, after receipt of the recommendations from the Faculty/Directorate/Institute Appeals Committee, to deliberate on the recommendations.

The UGSC or PGSC to submit proceedings to Senate

87. (1) The UGSC or PGSC shall submit the proceedings of the appeal and its recommendations to the Senate for approval.

(2) No candidate with a discontinuation status shall be allowed to continue with studies until the Senate has made its final approval on the appeal.

General regulation on credit transfer

88. (1) Student credit transfer is allowed between Universities only.
- (2) Credit transfer applies to both undergraduate and postgraduate degree programmes
- (3) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (4) Students discontinued from other universities are not allowed to transfer credits to the University.
- (5) Students will be required to undertake at least $\frac{2}{3}$ of degree programme credit units at the University. Maximum credit allowable for transfer, therefore, is $\frac{1}{3}$ of the required credit units of the University degree programme.
- (6) University students on study-abroad programmes shall be allowed to transfer credits obtained from the other University to the University.

Credit transfer from other universities to the University

89. (1) The Higher Education institution from which a student wants to transfer credit from must be a University with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by the University and the Tanzania Commission for Universities (TCU). If in doubt, the University reserves the right to give any applicant a performance verification test or reject the application.
- (2) The applying student must have an active degree programme registration at his/her institution.
- (3) The applicant's academic entry qualifications in the previous University shall be similar to those required by the University including the respective programme's cut-off point in the relevant year.

Credit transfer from the University to other universities

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

Criteria for establishing equivalency of courses

91. (1) The course must be from a programme of the same level as that of the University i.e. Bachelors degree course for undergraduate and postgraduate degree courses for postgraduate. Courses at intermediate levels such as Advanced Diploma or Higher Diploma levels are not acceptable.
- (2) The course must have a theoretical component and involving final examination, excluding clinical-based courses.
- (3) Course content must be at least 75% similar to that offered at the University.
- (4) The number of teaching hours used to cover the course must not be less than 75% of those used at the University.
- (5) Once a course has been accepted as being equivalent to that offered by the University, as per the criteria, the course shall be given the same number of units regardless of the units in the other University.

Rules for grades conversion

92. (1) Conversion of grades shall be done by anchoring the pass mark of the other University to that of the University and accordingly determining the range of marks in the other University for the University grades.
- (2) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

Procedures and administration of transfer

93. (1) Applications for credit transfer should be submitted to the DVC-Academic, in writing, and attaching copies of all relevant supporting documents.
- (2) All applications shall be scrutinized by relevant committees responsible for admission at the Department, Faculty/Institute and the UGSC or PGSC levels before reaching Senate for approval.
- (3) Students transferring from other universities to the University shall apply for credit transfer at least three (3) months before the beginning of the semester they want to join. Cases of the University study-abroad students shall be dealt with on case by case basis.

Documents required in support of

94. A credit transfer application shall include the following documents:
- (a) Official transcript (to be sent by the other University)

Application for credit transfer	<p>(b) Letter of introduction/recommendation from the sending University.</p> <p>(c) Course description catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system),</p> <p>(d) An official translation of the original documents (in case of non-English documents),</p> <p>(e) Photo-attached personal identification documents e.g. Birth certificate, passport or ID, Certified copies of the original certificates used to gain admission into the previous University.</p>
Acceptable reasons for credit transfer,	<p>95. The following are reasons that shall be acceptable for credit transfer, in addition to meeting credit transfer criteria: Courses not offered at the University of registration (applies only for short-term transfers), Illness (to be certified by the University Medical Officer In-Charge), Exchange programmes, Refugee situation, Returning residents, among others.</p>
Credit transfer fee	<p>96. (1) Credit transfer applicants must pay a non-refundable fee of TSh 100,000, an amount that is subject to review from time to time. However, the University students on study-abroad programmes need not to pay such fees as they had already paid the fee when applying for admission into the University.</p> <p>(2) Fees to be paid by a student who has been allowed to transfer all credits to the University shall be as prescribed by the specific programme fees structure.</p> <p>(3) In case of transfer of one or a few credits, a transferring student shall pay not less than one third (1/3) of the prescribed fee for the programme.</p>

**PART VII
PRESERVATION OF EXAMINATION SCRIPTS**

- Preservation of used examination scripts 97. (1) Each Faculty/Institute/Directorate shall be responsible for preservation of used examination scripts for all programmes which are run thereunder.
- (2) The examination scripts referred to in Regulation 97(1) above shall be preserved only for the period of one academic year from the conduct of such examinations.
- Destruction of used scripts. 98. Each Faculty/Institute/Directorate, in consultation with the DVC-Academic, shall initiate and implement the process of destruction of used scripts.

**PART VIII
MISCELLANEOUS**

- General powers of the VC 99. Where a student or candidate fails to fulfill a fundamental contractual or legal obligation with the University or a breach of the same, for example non-payment of fees or dues outstanding or where there is dishonesty or fraud, the VC shall bar him/her from doing examinations or withhold examination results or certificate or bar from graduating until he/she discharges the obligation or exonerated from a wrongful act.
- Punishments 100. Any staff or student who contravenes these Regulations shall face the appropriate disciplinary action as per these Regulations or any other relevant Regulations in place for the time being.
- Amendments of Regulations 101. These Regulations may be amended as and when need arises.
- Revocation 102. The General University College Examination Regulations, 2012 are hereby revoked.
- Transitional provisions 103. Notwithstanding the revocation of the General University College Examination Regulations, 2012, anything that was done under the said regulations shall remain valid.