

**ST JOHN'S UNIVERSITY OF TANZANIA**



**TO LEARN TO SERVE**

**THE GENERAL UNIVERSITY  
EXAMINATION REGULATIONS  
FOR UNDERGRADUATE PROGRAMMES  
(CERTIFICATE, DIPLOMA  
AND  
BACHELOR DEGREE)**

## DOCUMENT INFORMATION

<b>Title</b>	<b>The General University Examination Regulations</b>
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## **1.0 Examinations**

- 1.1** All degrees, diplomas and certificates of St John’s University of Tanzania are awards of the University, not of the faculty or school responsible for delivering them. As such the final responsibility for all academic decisions relating to those awards is the responsibility of the Senate of the University, whose decisions shall come into effect as soon as they are promulgated and may only be amended or cancelled by the Senate.
- 1.2** Decisions on examinations matters that need to be finalised following a meeting of the senate may be decided by the Chairman of the Senate acting with the assistance of the Deputy Vice Chancellor Academic, the relevant Faculty/School Dean, the Director of Quality Assurance and the Dean of Students.
- 1.3** For the purpose of St John’s University of Tanzania “Examinations” shall include: continuous assessment or coursework (tests, assignments, seminar presentations, practicals and oral tests) as well as end of semester examinations, supplementary and special examinations.

- 1.4** There shall be a written examination and, where the course demands, a practical and/or oral examination during each semester for each course taught.
- 1.5** All information associated with examinations including details of examination papers and questions, numerical examination marks and unpublished results of examinations are regarded as classified material. Unauthorized possession or disclosure of any such information to students or any other unauthorized persons is an extremely serious matter that may lead to prosecution and may be interpreted as a breach of contract of employment if the person making such disclosure is an employee of the University, whether part time or full time.
- 1.6** Disclosure or leakage of examinations in whole or in part or of any classified information by any person shall be punishable by the relevant disciplinary authority, which is the Senate. Penalty for unauthorized possession or disclosure or use or attempted use of such confidential information will be set by the appropriate disciplinary committee and could extend to suspension of studies or expulsion in the case of a student or to termination of employment

in the case of a staff member. A person in unauthorized possession of classified information is required to disclose the source of that information.

- 1.7** The Senate has the power to strip a student of any result or of any academic award if it is satisfied that the evidence shows that the result or the award was given in error or as a result of falsification or fraudulent conduct on the part of the student or any member of the university community.

## **2.0 Setting and Moderation of examinations**

- 2.1** The processing of examinations shall be carried out under maximum confidentiality and integrity. The staff member setting the examination papers shall be responsible for the security of these papers.
- 2.2** Two papers will be produced for each course. Subject to clause 2.1 above, one will be “randomly” chosen by the Head of Department for use in the University Examination. The one not used for the first sitting will be used for any supplementary and/or special examination. In courses where one or more students are approved to sit for a special examination under Regulation 12, the Dean of the School or Faculty will,

within three days of the examination, request the course instructor(s) to provide a third examination paper to be used in the event of the need for a further supplementary examination for any student receiving a grade of D in the special examination (Regulation 11.3). The three papers must be of equivalent difficulty and format but must be significantly different in content.

**2.3** All examinations of the University shall be set by the member of academic staff who coordinated the course or by the Head of Department and shall be internally moderated in the presence of the staff member responsible for the paper by at least one appropriate senior member of staff approved by the Dean. The Head of Department shall check the examination papers and choose which is to be used in the University Examination. The final version of examination questions and the authorised syllabus will be moderated by the External Examiner in second semester each year during the process of moderating the marking.

**2.4** All examinations offered by the University shall bear instructions stating categorically which materials are authorized to be in the examination room. These



instructions shall be read together with instructions in the examination answer booklets, which are to be provided during examinations.

- 2.5** All examinations set by the internal examiner shall be externally moderated in second semester each year.
- 2.6** The external examiner shall be a reliable person competent in the subject and external to St John's University (i.e. he/she is not employed by St John's University). The external examiner shall be appointed by the Faculty or School Dean or Director of Institute or Centre subject to approval by the Senate. The external examiner's report shall be submitted to the Deputy Vice Chancellor Academic Affairs with copies to the relevant Dean and Head of Department.
- 2.7** Where there is a loss of script(s), the University shall call the affected candidate(s) who shall be required to re-sit the examination at the time set by the University.
- 2.8** Where there is a proven leakage of an examination the University shall nullify the examination and require the candidates to sit a different examination.

- 2.9** All examination papers and questions shall be handled with care and no mishandling of them shall be entertained.
- 2.10** The storage of examination question papers shall always be in safe custody and NO unauthorized person shall have access to examination question papers.
- 2.11** No copy of an examination paper may be stored on a flash drive or other electronic media to which any unauthorised person may gain access. Where a flash drive is used to convey the question paper for printing, the copy on the flash drive must be deleted immediately after printing. Examination papers must not be transmitted by email, as this form of communication is not secure [unless the individual document is password protected and deleted from the email system immediately following receipt].
- 2.12** Examination papers discovered on a flash drive, printed on an unintended network printer or sent by email will be presumed to have been leaked for the purposes of Regulation 2.8.

### **3.0 Eligibility for End of Semester Examinations**

**3.1** A candidate pursuing a certificate, diploma, undergraduate and postgraduate studies who has not paid fees according to the directives set by the University Management shall not be allowed to sit for University Examinations and therefore, he/she will be required to repeat the semester

**3.2** No candidate shall be eligible for any end of Semester examinations in any course or subject unless the Course Coordinator/Head of Department in the respective course has satisfied himself/herself that the candidate has completed the course by attendance and score as expressed below:

- (i) He/she must attend at least 75 percent of seminars, clinicals and the content areas scheduled to be covered in each semester for each subject or course. A candidate who fails to achieve the 75% attendance rate shall be required to complete the course when next offered before being allowed to sit for the respective examination. Such a candidate shall not be allowed to proceed to the subsequent semester

until he/she satisfies the authority that the course has been completed by attendance.

- (ii) He/she must score at least 40 percent of the course work marks.
- (iii) There shall be no makeup tests or assignments without compelling and documented reasons to be approved by the Head of Department. Conduct of any authorised make up test shall be in the hands of an additional person and not be at the discretion of the course coordinator only.
- (iv) If a candidate fails to meet the above conditions, he/she shall be barred from sitting for the end of semester University Examination in that course and will have to repeat the course when it is next offered.

**3.3** Permission for postponement of studies will be granted by the Deputy Vice Chancellor Academics after consultation with other offices including those of the Dean / Director / Dean of Students / Heads of Departments and Medical Officer.

## **4.0 Absence from Examinations**

- 4.1** A candidate who absents himself/herself from an end of semester examination without compelling and documented reasons or who applies for special examination after the prescribed time (Regulation 12) shall be awarded zero for that examination.. Requests for absence must be made to the Faculty or School using the Notification Form; approved absences shall be notified to course coordinators.
- 4.2** A candidate who absents himself/herself from any continuous assessment test or fails to submit an assignment given during the course work without compelling and documented reasons shall be awarded a zero for such tests or assignments.
- 4.3** A candidate who has been permitted to be absent from attempting a continuous assessment, or who has missed because of compelling and documented reasons shall be required to complete the same before attempting the end of semester examination of the respective course. Such a candidate shall be responsible for initiating any request to make up a continuous assessment test or assignment missed. Documented evidence must always

be provided. In the case of failure to submit acceptable documentation Regulation 4.2 shall apply.

- 4.4** A candidate who has been permitted to be absent from an end of semester examination shall carry forward the examination as incomplete and shall sit for the respective examination during the special examination session, after approval by the Deputy Vice Chancellor (Academic Affairs).

## **5.0 Dates of Examinations**

- 5.1** Dates and times of conducting continuous assessment tests and assignments shall be indicated by the respective lecturer in the course schedule.
- 5.2** Dates for end of semester examinations and supplementary examinations shall be published in the University Almanac.
- 5.3** The Deputy Vice Chancellor (Academic Affairs), in consultation with the Vice Chancellor, shall determine and set the dates for conducting University examinations; these shall be tabled at the Management Meeting, and then circulated to all Deans, Directors and Heads of Departments.

## **6.0 Examination Irregularities**

### **6.1 Cheating in coursework**

- i. Any candidate who is proven to have cheated in any part of the coursework (assignments, practicals or tests), including being involved in plagiarism in any part of the course work shall be awarded the grade E for the course and shall be required to repeat it subject to the provisions of Regulation 10. For the purposes of these regulations plagiarism includes but is not limited to: using the words or ideas of another, whether quoted or paraphrased, without full, accurate formal acknowledgement (referencing); presenting words or ideas derived from another source as one's own; presenting unauthorised pair or group work as individual work; claiming a share in a group assignment that one has not contributed a fair share to; submitting substantially the same assignment for different courses or on different occasions.
- ii. Any student who attempts to manipulate grades by falsifying, modifying or misrepresenting marked coursework or tests shall be liable to be discontinued from the University for Examination Irregularities.

**6.2** Any candidate who the invigilator judges to have contravened any part of these rules by cheating or aiding in an act of cheating in an examination room as set out in sections 6.3 to 6.6 below, is to be expelled from the examination room by the invigilator. Using the prescribed Incident report form, the invigilator shall report the incident immediately in writing to the Examinations Officer with a copy to the relevant Faculty or School Dean and the Director of Quality Assurance for review. The original of the report is to be held securely by the Examinations Officer. Within 24 hours the Faculty/School Dean shall consider the evidence in consultation with the Examinations Officer and a senior academic nominated by the DVCAA from outside the faculty/school (a standing appointment), and, if the incident is deemed to be a case of cheating under Rule 6, shall suspend the student with immediate effect. As a result of such suspension the student will not be permitted to attend any further examinations of the current semester and must leave the campus.

The Dean shall report the incident and the penalty imposed in writing to the Deputy Vice Chancellor



Academic Affairs. The suspension must be submitted to the Faculty/School Board for confirmation and the Faculty/School Board shall present the incident to the Senate for conversion of the suspension to discontinuation.

### **6.3** Unauthorised materials

- a) No unauthorised materials such as written materials, handbags, briefcases, purses, electronic equipment such as cell phones, pagers, digital cameras, digital music players, personal digital assistants (PDAs), and any other materials as may be specified from time to time by the Examinations Officer, are allowed to be accessible to students in the Examination room. A candidate found to have such materials in the exam room or in the toilet or in any other place or who has anything written on his/her body or clothing or any additional material written on ID cards or equipment brought into the room shall be subject to the penalty set out in 6.2.
  
- b) The University shall not be liable for loss or damage to any materials brought to the examination venue by students and left either outside the room or inside the

room in a location out of access by students and under supervision by invigilators,

#### **6.4**

- (a) Candidates shall not borrow materials of any kind including calculators, rulers, statistical tables, pencil and pens from other candidates during examinations.
- (b) Candidates shall not have in their possession any unauthorized objects during an examination. Such objects include those materials listed in 6.3 above or anything that one knows, believes, suspects or reasonably ought to have known, believed or suspected that a candidate could use to assist him in cheating during the examination or could assist the candidate in subverting University rules or could be used to intimidate, threaten or scare the invigilator or any other person in the examination room.
- (c) There should be at least one male and one female invigilator present to assist in searching for methods of cheating.

**6.5** It shall not be a defence to argue that one did not intend to use the materials referred to in paragraph 6.3 and 6.4 above.

**6.6** No Candidate shall be allowed to communicate with another candidate in the examination room without seeking permission from the invigilator. Any candidate who contravenes this rule shall be subject to the penalty set out in 6.2.

**6.7** Any candidate exonerated by the Senate shall be eligible to sit for Special Examinations for those examinations that the candidate did not complete.

## **7.0 Conduct of Examinations**

**7.1** All examinations offered by the University at the Main Campus, Teaching Centres and Clinical Centres shall be administered in accordance with these by-laws and instructions.

**7.2** All examinations offered by the University shall be administered at the University Campus, Teaching Centres or Clinical Centres or such other place as may be nominated by the Deputy Vice Chancellor (Academic Affairs) after consultation with the Vice Chancellor.

- 7.3** Provisional examination timetables shall be communicated to the Heads of Departments, Faculty and School Deans, Directors and students for their comments before the final timetable is issued. When the final timetable is issued there shall be no more changes.
- 7.4** It shall not be a defence to argue that one did not see the timetable or confused the times for examination. Such a student shall sit for a supplementary examination if they report their confusion on the same day, otherwise they will be treated as absent without authorisation from the examination (Regulation 4.1).
- 7.5** The invigilation of examinations of the University shall be effected in the following manner:

- (a) The Heads of Academic Departments shall appoint a member of academic staff to be the chief invigilator for a particular examination no less than one week before the commencement of the first examination. In this regard, lecturers of respective subjects shall automatically be appointed as one of the invigilators. There must normally be one invigilator from the particular discipline in each examination room for that subject.
- (b) Each invigilator shall be given a specific number of answer booklets and shall sign a special form according to the given instructions. He/she shall sign again on returning the booklets at the end of the examination. The invigilators shall be physically present in the examination room at least thirty minutes before the commencement of the examination.
- (c) Invigilators shall undergo formal training each semester before the examinations within the Centre for Continuing Education.
- (d) The Examinations Officer shall provide invigilators with the following items:

- (i) The examination booklets to be used by candidates.
- (ii) Attendance sheet for students' registration.
- (iii) Copies of the incident report form, in case of need to report incidents of examination irregularities; and

The staff member setting the examination paper shall bring sufficient copies of the question paper to the examination room(s) at least 30 minutes before the examination is to start.

- (e) The invigilator shall ensure that all candidates admitted into the examination room have the following items:
  - (i) The Examination Identity Card (EID) and University Identity Card (UID).
  - (ii) Authorized working tools relevant to the examination in question such as calculators, statistical tables, and any other tools as may be stipulated in particular examination.

- (f) The invigilator(s) shall check the ID of each student present to ensure that the entries on the attendance register correspond exactly to the identities of the students present as shown by their valid registration cards and their photographs.
- (g) Invigilators may search students to ensure that they do not enter the examination room with unauthorised materials.
- (h) Invigilators must also ensure that only one answer-book is provided for each candidate. The answer book must be filled before any additional sheets of paper are provided.
- (i) The invigilator shall ensure that
  - (i) The borrowing of working tools from another candidate is strictly forbidden.
  - (ii) The seating arrangement is such that each candidate occupies one desk and there is reasonable distance between one candidate and another.
  - (iii) The students adhere to the seating arrangements made by the University.

- (j) Before the commencement of an examination, the invigilator shall make announcements regarding the following:
- (i) The obligation to sign the attendance register;
  - (ii) That candidates possess the question paper which is in accordance with the examination timetable and withdraw any wrong paper which has been distributed.
  - (iii) That candidates carefully read the instructions in the answer booklets and in the particular examination paper. Ten minutes reading time should be given.
  - (iv) Commencement and finishing time of the examination.
  - (v) Candidates shall not write on the question papers unless instructed to do so. All rough work shall be done within the answer booklet and crossed through.



- (k) The invigilator shall maintain maximum security in the examination room when the examination is in progress, and shall ensure that all books, notes or other materials including bags, brief cases, mobile phones, non authorized ICT equipment and any material likely to aid the candidate in answering the examination questions are removed before distributing the examination papers.
- (l) Invigilators shall not stay in one place for too long. They shall move around and strategically observe candidates from the back. They shall not mark exams or do any task which distracts them from invigilation.
  - (i) Random checks of answer books shall be done to search for unauthorised materials which may be hidden within the answer books.
  - (ii) Invigilators shall have power to confiscate any unauthorized books, manuscripts or other aids brought into the examination room, and shall expel from the examination room, any candidate who contravenes these regulations.
  - (iii) A male invigilator must not conduct a physical search of female students and vice versa.

- (m) The invigilator shall
  - (i) At no time leave the examination room without a replacement.
  - (ii) Not allow any candidate to leave the examination room before half an hour has elapsed from the beginning of the examination unless it is deemed absolutely necessary.
  - (iii) There should be no toilet breaks in the last 30 minutes.
- (n) Candidates shall be allowed to enter the examination room at least 10 minutes prior to the time prescribed for the commencement of end of semester examinations.
- (o) In any end of semester examination, no candidate shall be allowed to enter the examination room more than half an hour after the examination has started, and no candidate shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination. Candidates who arrive more than half an hour after the examination has started shall be required to sit a supplementary examination.

- (p) The invigilator shall record attendance by circulating an attendance sheet on which each candidate shall sign against his/her examination number at the beginning of the Examination. The invigilator shall ensure that the candidate signs the attendance sheet a second time at the end of the examination.
- (q) The invigilator shall ensure that at the end of the examination the candidate:
  - (i) Hands in his/her answer script,
  - (ii) Surrenders all unused examination booklets
  - (iii) Surrenders the question paper if so specified in the instructions on the paper.
- (r) The invigilator shall ensure that candidates sign against their registration numbers in the attendance sheet provided from the examination office. The attendance sheet must be handed to the Examinations Office at the end of each session.
- (s) The invigilator shall hand over all extra examination papers to the Examinations Office.
- (t) Where there is any irregularity under these regulations, the invigilator shall bar the candidate from continuing with the examination in the subject.

- (u) Upon completion of the examination the invigilator shall immediately report any examination irregularity detected during the examination in writing using the prescribed Incident Report form to the Examinations Officer and to the respective Faculty or School Dean or the Director of the Institute, Centre or Teaching Centre for processing according to Regulation 6.2.
- (v) The report shall be detailed, explaining the irregularity in full and clearly identifying any candidate(s) involved. The invigilator shall also attach any material, if available, to clarify the issues, where necessary.
- (w) Each examination room shall have a minimum of two invigilators, whenever possible one male and one female. The multipurpose hall and other large lecture halls shall have no less than one invigilator for every 50 students.
- (x) 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 Examinations Officer at SJUT main campus or Teaching Centre.

- 7.6** Smoking and drinking alcohol and/or being under the influence of alcohol in the examination room are strictly prohibited.
- 7.7** Candidates, subject to the permission of the Invigilator, shall be allowed to go out of the examination room, with an escort, one at a time, only for the purpose of a call of nature, for not more than ten minutes, and not in the last 30 minutes of the examination. Female students shall be escorted by a female invigilator, and male students shall be escorted by a male invigilator.
- 7.8** Names, initials or any other marks that may distinguish one candidate from another shall never be written on script papers or answer books in the end of semester examinations.
- 7.9** Each candidate shall be required to begin each question on a fresh page and to write his/her registration number on every script paper.
- 7.10** Using anybody else's registration number is considered a case of dishonesty and cheating that is liable for disciplinary action as shall be determined by the Board of Examiners. The Board of Examiners may impose

suspension, which may be converted to discontinuation upon review by the Senate..

**7.11** Candidates shall stop writing immediately the Invigilator gives notice. Normally candidates shall be warned 15 minutes prior to end of an examination.

**7.12** Candidates shall arrange and fasten their answer papers in order of pages. Before going out of the examination room, each candidate shall personally hand over his/her answer script to the Invigilator and immediately after that shall sign the attendance list for the examination. Students must supply their own staplers.

## **8.0 Marking of Examinations, Compilation of Marks and Releasing of Examination Results**

**8.1** All tests, assignments, semester papers and other forms of assessment made during the semester shall be marked before examination week. Marking will be done by the internal examiner(s), i.e. the persons who conducted the course. Students shall raise any queries regarding coursework marking with their course instructors upon receipt of the results or the returned papers.

- 8.2** The course work answer papers shall be returned to candidates indicating the marks awarded by the internal examiner.
- 8.3** Every member of academic staff teaching during the semester is obligated to give to each candidate his/her coursework marks before examination week, and the student shall be asked to sign to indicate that they have received their coursework marks prior to the examination week. If any student fails to sign the coursework marks this does not negate the marks awarded by the instructor.
- 8.4** The marking of all examinations and the compilation of the results shall be done by internal examiners in accordance with time schedule given by the Deputy Vice Chancellor Academic Affairs.
- 8.5** Release of “provisional” examination results, as approved by Faculty or School Boards, shall be the responsibility of the respective Deans within three weeks after the end of semester examinations.
- 8.6** All University examinations shall be conducted by a departmental board of examiners comprising the academic staff who participated in the teaching of the

candidates in the various courses under examination as offered by the department. Results approved by the departmental examiners are then submitted to the Faculty or School Board for approval as provisional results.

**8.7** Standardisation or adjustment of marks (up or down) may be appropriate but only within the following limits:

- a) Adjustment of marks in any course can only be made by the department delivering the particular course;
- b) Adjustment of marks may involve raising the marks or lowering the marks in the interests of a more appropriate grade distribution in the light of TCU's grading logic;
- c) Raising of Coursework marks to permit a student to sit for the examination should be limited to 10% of the available marks to a maximum coursework total of 40% (20 out of 50);
- d) The same adjustment to examination marks should be made for all students in the class, while ensuring that no marks can exceed 100%;



- e) Any adjustment to examination results may not exceed 10% (10 out of 100 or 5 out of 50);
- f) Any adjustment made to the marks in any course must be reported to the Faculty or School Board when the marks are submitted for endorsement;
- g) Faculty or School Boards may not determine marks adjustment due to the conflict of interest involved with having student members on the Board, but Faculty or School Boards may recommend adjustments for further consideration by the relevant department.

**8.8** Provisional examination results shall be posted on notice boards at SJUT and may also published in the SJUT website. After Senate's approval of the final results following appeals, information will be posted on notice boards at SJUT and may be published in one of the daily papers and/or on the SJUT website.

**8.9** The conduct of all University examinations shall be subject to review and moderation by external examiners appointed by the University as provided in the Quality Assurance Manual.

## 9.0 Classification of Grades and Degrees

9.1 For the purpose of classification of degrees, a Five-Point System shall be used in averaging the final grades.

9.2 The letter grades will be assigned points as shown in Table 1:

**Table 1: Classification of grades**

Numerical mark (%)	Grade	Points
75-100	A	5
70-74	B+	4
60-69	B	3
50-59	C	2
45-49	D	1
0-44	E	0
-	I	Incomplete

### Definition of symbols

- A to C are pass grades representing an overall score in the course of no less than 50%, provided that the minimum requirements of

40% in coursework and 40% in the examination have also been met.

- I - Means that coursework was unfinished, for good reason, and still needs to be graded OR humanitarian reasons for lack of coursework.
- X – The student did not sit the examination because fees had not been paid.
- E – Means one or more of the following:
  - the student obtained less than 40% in their coursework and was thus ineligible to sit for the examination; or
  - the student obtained less than 40% in the examination; or
  - the student obtained less than 45% in the overall score.
- S – The student missed the examination for an acceptable documented reason and has been approved to sit for a special examination under Regulation 12.
- Abs means that the student either did not complete coursework or was absent from the examination without adequate explanation. Such students are to repeat the course next time it is offered.

- Z – the student is required to sit a supplementary examination for special reasons (e.g. misreading the timetable Regulation 7.4, or late arrival at the examination room Regulation 7.5 (o))
- D – The student obtained at least 40% in the coursework and at least 40% in the examination and at least 45% but less than 50% in the overall score. A student awarded D in the University examination may be permitted to sit for a supplementary examination under Regulation 11.

**9.3** The split between coursework (assessment during semester) and examination (final assessment at end of semester) must be specified for each course in the curriculum approved by the Senate and will normally be 50% for each. In special cases (eg for practical work or a project) the Senate may approve a different split, expressed in percentage terms, between “coursework” and “examination”, to be specified in the curriculum for a specific course.

**9.4** Approved courses given for each degree shall be appropriately weighted in terms of units or credits, as indicated in the curriculum.

- 9.5** To obtain the score for each course multiply the points in section 9.2, by the weights in terms of units or credits as defined in section 9.4.
- 9.6** The total score for the Degree course shall be the total score for all courses taken by the candidates, as computed in section 9.5.
- 9.7** The total unit or credit value of the degree course shall be the sum of the weight in units or credits, as defined in 9.4, of all courses taken for the degree.
- 9.8** The average score, which is Grade Point Average (GPA), for the degree course shall be computed by dividing the total score obtained in section 9.6 by the total weight in units or credits of all courses as defined in section 9.7. GPA shall be stated to one decimal place WITHOUT ROUNDING.

## 9.9 Pass Criteria

- i. Students must achieve at least 40% of the allocated marks in the coursework, and at least 40% of the allocated marks in the end of semester examination and at least 50% in the overall score in order to pass any course.
- ii. In order to complete their programme of study and to qualify for graduation, a student must pass all required courses and the prescribed number of elective courses, if applicable, as specified in the approved curriculum for that programme, with an overall GPA of no less than 2.0.

## 9.10 Classification of GPA

The final classification of GPA shall be shown in table 2 (below)

**Table 2:**

<b>CLASS</b>	<b>GPA</b>	<b>GRADE</b>
First Class	4.4-5.0	A
Upper Second	3.5-4.3	B+
Lower Second	2.7-3.4	B
Pass	2.0-2.6	C

## **10.0 Action on Examination Results**

Each student's full semester's results must be re-considered in the light of the provisions of Regulation 10 and the semester GPA must be re-calculated each time any change is made to any individual course result(eg clearing a missing mark, entering supplementary or special examination results, etc) in order to determine the student's status (eg continue, repeat semester, discontinue, eligibility for supplementary examinations etc.)

**10.1** If any student fails, with grade D or E, in three or more courses (including CL, DS or IT) in any one semester, and either

- i that student achieves a GPA of no less than 1.8 for the semester then he/she should be required to repeat the semester; or
- ii that student is in their first semester of enrolment at the University or in the final year of their program and achieves a GPA of not less than 1.5 but less than 1.8 then he/she should be required to repeat the semester; or

- iii that student is not required or permitted to repeat the semester under Regulation 10.1 i or 10.1 ii, then he/she should be discontinued.

**10.2** A student who obtains a GPA of no less than 1.8 and is not subject to clause 10.1 will be qualified to continue to the next semester.

**10.3** A student who is in his or her first semester of enrolment at the university and who has failed not more than two courses and

- i. who attains a GPA of not less than 1.0 but less than 1.8 shall be put under academic probation and will be permitted to continue to the following semester but shall be required to repeat the failed courses in the following semester when offered. If the student fails other courses in the academic probation period (ie in the 2<sup>nd</sup> semester), he/she will be discontinued.

[This regulation may not apply to a School or Faculty where a student fails a foundation course which is offered in 1<sup>st</sup> semester as a pre-requisite course for the subsequent semester]



- ii. who attains a GPA of less than 1.0 shall be discontinued. This is independent of the actual grades obtained.

**10.4** A student who is in his or her second or subsequent semester of enrolment at the university and who has failed not more than two courses and

- i. who attains a GPA of not less than 1.5 but less than 1.8 shall not be permitted to continue the following semester but shall be required to repeat the whole semester when next offered, including any courses passed. This is independent of the actual grades obtained.
- ii. who attains a GPA of less than 1.5 shall be discontinued. This is independent of the actual grades obtained.

**10.5**

- i. Students who have not been discontinued and who are not required to repeat the whole semester may sit for supplementary examinations for those courses or subjects in which they attained a grade D. If the student does not achieve a grade C\* at the supplementary examination (Regulation 11) then he or she must repeat the course when it is next offered.

- ii. Grade E means that the student must repeat the course in full (both coursework and examination) when it is next offered except as provided in Regulation 10.5 iii.
- iii. Students in the final year of their program who have not been discontinued and who are not required to repeat the semester under regulations 10.1 to 10.4 may sit for supplementary examinations for those subjects for which they attained a grade E, except when the E has been awarded because of achieving less than 40% in coursework, or for cheating in coursework as provided in Regulation 6.1. If the student does not achieve a grade C\* at the supplementary examination (Regulation 11) then he or she must repeat the course when next offered.
- iv. The pharmacy students who fail any subject in their third (3<sup>rd</sup>) year of study or any repeat semester course, will not be allowed to continue for their final (4<sup>th</sup>) year of study. Students must clear any outstanding courses before proceeding to the 4<sup>th</sup> year of study.

- 10.6** A student who is required to repeat any course or courses may not undertake more than two courses more than the standard academic load in the program semester for which they are registered.
- 10.7** A student may not repeat a course unless required to do so under these regulations. A student may repeat any course no more than twice except with special permission from the DVCAA.
- 10.8**
- i. The grade achieved by a student when repeating a course will be marked (\*) to show that the result was achieved at a repeat attempt.
  - ii. When a student repeats the whole semester, only those courses that were failed in a previous semester will be marked and given a maximum of grade “C” when they are repeated. All course results in the semester as repeated will replace all results from the previous semester in the final transcript.
- 10.9** Results from any practicum or placement course (such as Teaching Practice) that is run outside the regular semester dates are to be recorded among the results for the semester immediately following the

practicum or placement, not among those for the semester immediately preceding it.

#### **10.10 Penalties**

- i. **Discontinuation** means that the student may not be registered nor continue to study the program in which they have been enrolled. Re-admission following discontinuation is possible under certain conditions. Conditions for readmission to the university after discontinuation are defined in the Admission regulations 10, 11 and 15.
- ii. **Repeat semester** means that student will be put under academic probation and will be allowed to continue to study the following academic semester and receive results in any subject or course in that following academic semester, but they must return to repeat all courses or subjects of the semester for which they have been awarded **Repeat Semester**, including all courses passed and all courses failed.

**10.11** Any student who is not required to undertake a full semester's complement of courses but who is just making up a very small number of individual courses may have a low GPA if they fail any course. In such a case the normal requirements for continuing to the next semester cannot apply and the Senate must use

its discretion to determine whether the student should repeat the course(s) or be discontinued.

## **11.0 Supplementary Examinations**

### **11.1**

- i. There shall be supplementary examinations before the beginning of the new academic semester for courses failed by students with grade D. Students who achieve grade D at the University examination shall be given the opportunity to sit for a supplementary examination, the student will be awarded the maximum grade “C” after passing the examinations.
- ii. If a student is granted a supplementary examination while repeating a course their result will be marked ‘\*’ to show that it is achieved in a supplementary examination and the maximum grade to be obtained will be “C” as explained under Regulation 10.8.

### **11.2**

- i. The maximum grade to be awarded to any course in which a candidate completes a supplementary examination shall be C\* providing he or she attains an overall mark of no less than 50% with an examination mark of no less than 40%, having

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obtained a coursework mark of no less than 40%. A candidate who obtains a grade of D\* or E\* in a supplementary examination has failed the course and must repeat it the next time it is offered, subject to the provisions of Regulation 10.

- ii. A candidate who does not attend a supplementary examination awarded to him or her will be awarded zero for the supplementary examination as provided in Regulation 4.1.

### **11.3**

- i. Candidates who fail a special examination (Regulation 12) with grade D are eligible to sit for a supplementary examination, which must be administered within one month of the provision of the result of the special examination.
- ii. Final year students with grade E may also be eligible to sit for a supplementary examination under Regulation 10.5
- iii.

- 11.4** The examination paper which was set but not used for the main examination shall be used for the supplementary examination and an additional supplementary examination paper will be set, as

provided in Regulation 2.2, when one or more students are approved to sit special examinations.

## **12.0 Special Examinations**

### **12.1 Granting Special Examinations**

- a. Special examinations will only be granted with approval of the DVCAA
- b. Special examinations shall be given to students who are eligible to sit for the examination under these regulations but who have genuine, documented reasons which are beyond the control of the student for not doing the examination at the first sitting. Reasons may include:

- i. The death of a close relative which shall usually be restricted to: spouse, child, mother or father.
- ii. Serious health problems, confirmed by a certificate or letter from a registered medical doctor.
- iii. Serious personal problems relating to a partner or close relative

- 12.2 Late payment of fees is not grounds for awarding a special examination.

- 12.3 Documentation for such absences must be given to the Faculty or School Dean before the examination; or within one week after examination only when the Faculty or School Dean has been informed, by any means, no later than the day of the examination.
- 12.4 Doctors' certificates for such absences must be signed by a doctor at an accepted medical centre; a list of such centres shall be published by the University. The use of sick sheets shall be a precondition for acceptable documented reasons.
- 12.5 Students who submit forged documents are guilty of cheating and shall be subject to examination regulation number 6.0.
- 12.6 Normally, special examinations shall be given at the time of supplementary examinations.

## **13.0 Appeals**

- 13.1 Where a candidate is aggrieved by the decision taken under section 6.0 or 7.0 of these regulations, or is dissatisfied with the marking of his/her examination (including university examination or special examination), computation of marks or



grades or for any other academic grounds, he/she may lodge a result query or an appeal as appropriate with his/her respective Faculty or School. Result queries include queries regarding missing results for a course or missing marks for coursework or examination, and results given for courses not studied by the student. Appeals relate to all matters requiring independent review or re-assessment of the work.

- 13.2 All appeals and result queries shall be made in the approved form within ten (10) days of publication of provisional results.
- 13.3 All appeals shall be accompanied by a non-refundable fee of Tsh 20,000/= (twenty thousand shillings only) per course. This fee may be reviewed and re-set from time to time. Result queries do not require payment of a fee as they relate to apparent errors of recording by the University.
- 13.4 Course results that are not queried or appealed against within the specified time frame will be

deemed confirmed by the candidate and not subject to further appeal.

- 13.5 Each result that is the subject of appeal by a student shall be re-assessed by an academic staff member other than the staff member(s) responsible for awarding the original mark or grade.
- 13.6 The re-assessment must be done using the instructions given in the examination or coursework item together with the marking scheme applied to all the students completing that particular item of assessment. The purpose of the re-assessment is to determine whether the original marking was fair and free of errors according to the marking scheme provided by the course instructor. Assessment of an appeal is not to be used simply to increase marks without clear justification based on the marking scheme. In the light of the re-assessment following an appeal the mark may increase, decrease or remain the same.
- 13.7 Teaching assistants may not assess appeals in courses at bachelor degree level or above.

## **14.0 Custodianship of scripts**

- 14.1 Examination scripts shall remain in the custody of the relevant department for 18 months, unless there is an ongoing appeal process. In the case of an ongoing appeal process the relevant script or scripts must be kept by the department until the appeal process is concluded.
- 14.2 The scripts shall then be destroyed in an orderly fashion.

## **15.0 Postponement of Studies**

- 15.1 Permission for postponement of studies will be granted by the Deputy Vice Chancellor Academic Affairs after consultation with other offices including those of the Faculty or School Dean / Director of the Institute or Centre / Dean of Students / Heads of Departments and the Medical Officer.
- 15.2 The duration for postponement of studies shall be one academic year, renewable only once for the same duration.
- 15.3 Permission to resume studies shall be granted by the Deputy Vice Chancellor (Academic Affairs)

upon submission of relevant supportive documents.

## **16.0 Replacement of lost Academic Certificates and Transcripts**

16.1 The University may issue another copy in case of loss of the original certificate or transcript on condition that:

- (i) the applicant produces a sworn affidavit;
- (ii) the certificate or transcript so issued shall be marked “COPY” across it;
- (iii) The replacement certificate or transcript shall not be issued until 6 months have elapsed after reporting the loss to the University;
- (iv) The applicant must produce evidence that the loss had been adequately publicly announced, including a written report from the Police.
- (v) A fee of 20,000/= shall be charged for the copy of the certificate or transcript issued. This fee is subject to revision from time to time
- (vi) A fee of 10,000/= shall be charged for the replacement of an examination card. This fee is subject to revision from time to time

## **17.0 Issue of Provisional Results and Transcripts**

17.1 The University may issue provisional results and transcripts at a cost as shown hereunder after a student has finished his final examinations and the final results have been declared by the Senate. The transcripts will show the meaning of the classification of grades.

- (a) Provisional results will cost Tsh. 10,000/=; this cost is subject to revision.
- (b) Final transcript will cost Tsh. 30,000/=; this cost is subject to revision.
- (c) Certification of transcripts and certificates will be charged Tsh. 1,000/= per page; this cost is subject to revision.