



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

**MZUMBE UNIVERSITY EXAMINATIONS AND STUDENTS' ASSESSMENT CRITERIA BY-  
LAWS, 2018**

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

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**Approved by  
the 96<sup>th</sup> University Council  
on 28<sup>th</sup> September 2018**

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**MZUMBE UNIVERSITY (EXAMINATIONS AND STUDENTS' ASSESSMENT  
CRITERIA) BY-LAWS**

**PART I**

**GENERAL PROVISIONS**

**SECTION 1  
PRELIMINARY PROVISIONS**

Citation                    1.     These By-Laws may be cited as the Mzumbe University (Examinations and Students' Assessment Criteria) By-Laws, 2018.

Interpretation            2.     In these By-Laws, unless the context otherwise requires shall have the following meaning:

                                  “Abscondment” includes not reporting for any scheduled examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the required percentage during a particular semester.

                                  “Act” means The Universities Act, 2005 (Act Number 7 of 2005).

                                  “Agent” means a person appointed by another person formally or informally.

                                  “ARIS” means Academic Records Information System.

                                  “Assessment” means any mode or combination of modes of testing a candidate's performance in a particular course of study.

                                  “Award” means conferment upon a candidate who has successfully completed a given programme of study

                                  “Board of Internal Examiners” means a Board established under paragraph 26 of these By-Laws.

                                  “Candidate” means any person dully registered in any programme of study of the University and who is eligible for examination.

                                  “Carryover” means a course of study which a candidate is allowed to carry, bring or hold and re-sit for in the subsequent academic year (when next offered) after failing in the supplementary examinations in the given course of study in the preceding academic year(s).

“Charter” means The Mzumbe University Charter, 2007.

“Cheating” means being in possession of, using, giving, receiving or copying unauthorized material during and/or after a test, examination, assignment, report, dissertation, thesis or collaborating with another candidate to commit examination irregularity. It also includes any form or kind of dishonesty or destruction or falsification/forgery or any evidence of examination irregularity.

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

“Document” means a paper or set of papers with written or printed information including but not limited to a text, picture or diagram that is written and stored on a computer or any retrievable system.

“End of Semester Examination” means an examination to be undertaken by a candidate at the end of a respective semester as per the provision of paragraph 49 of these By-Laws

“Examination” includes test, assignment, term paper and any other component used to assess student performance during coursework, end of semester examinations, research reports, dissertations, oral examination, and thesis assessments.

“Examination Appeal Committee” means a Committee established under paragraph 34 of these By-Laws.

“Examination Committee” means a Committee established under paragraph 18 of these By-laws.

“Examination Irregularity” means any act or conduct prohibited under paragraph 17 or any other provision of these By-Laws.

“Extended Supplementary Examination” means an examination(s) that a candidate is allowed to sit for as external student after his term of stay at the University expires as provided for under paragraphs 53 and 66 of these By-Laws.

“External Examiner” means an examiner(s) appointed from outside Mzumbe University for the purpose of examination moderation or as a third marker of the candidate’s dissertation or thesis.

“Failure” means a formal judgment of a Board of Examiners, School/ Faculty/ Institute/Campus College Board and the Senate declaring that a candidate has failed to attain prescribed assessment requirement or any other requirements under these By-Laws.

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

"Honours degree" means undergraduate degree conferred to a candidate who passes all courses and a report without supplementing in any one of the courses taken

“Internal Examiner” means a member of academic staff involved in teaching or conducting of a particular course of study in a given semester or a member of academic staff appointed from within Mzumbe University as a second examiner/marker of the candidate’s dissertation and/or thesis.

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

“Invigilation” “means the act of supervising candidate(s) sitting for examinations.

“Major Supervisor” means a member of academic staff involved in the supervision or guiding of a candidate in his/her field work or research/ dissertation/thesis writing.

“Oral examiner” means an examiner(s) appointed to be part of a panel to examine candidate’s oral presentation of their research report, dissertation and thesis.

“Oral Examination Committee” means an ad hoc Committee of three members of academic staff, comprising of Internal Examiner and two other members, in the respective Department/ Faculty/School/Directorate/Institute or Campus College appointed for purposes of conducting oral examination to candidates who have produced and submitted field/research report, dissertation and thesis, plus the Major supervisor. The major supervisor, will chair the panel but will not examine the candidate.

“Postgraduate Programme” includes Postgraduate Diploma, Master’s and Doctor of Philosophy programmes.

“Re-sit Examination” means an examination envisaged under paragraph 55 of these By-Laws.

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

“Special Examination(s)” means examination(s) which a candidate is allowed to sit for after failing to sit for the end of semester examination under the condition provided for in paragraphs 54 of these By-Laws.

“Student” means any person registered under any programme of study of the University.

“Supplementary Examinations” means the examination which a candidate is allowed to sit for after failing in the first sitting at the end of semester or special examinations subject to fulfilling conditions under paragraph 52 and 65 of these by-laws.

“Unauthorised Material” means any written or printed material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to notes, books, handkerchiefs in which information is written or information written on any part of the body or cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, iPods, recording apparatus, digital smart watches and smart eyeglasses, earphones/earpods/headphones, or any other digital recording devices, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination.

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

“Undergraduate Programme” includes bachelor degrees, ordinary diploma and certificate programmes.



“University Examinations” includes the end of semester, special examinations, and extended supplementary examinations.

“University Almanac” means a schedule of University activities including examination dates.

- Application                      3.     These By-Laws shall apply in respect of all persons and/or bodies dealing with matters relating to University undergraduate and postgraduate examinations.

**SECTION II  
REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS**

- Registration for Examinations                      4.     There shall be registration of candidates for all types of examinations, such as the end of semester examination, supplementary examinations, special examinations and extended supplementary examinations for the finalist candidates.
- 4.1    Such registrations must be done at every Academic Department within a month before the commencement of any mentioned examination.
- 4.2.   Any candidate who will fail to register within the prescribed time frame shall be barred from sitting for the relevant examination (s).
- 4.3    Any candidate sitting for any examination mentioned in paragraph 4 above other than the end of semester examination, shall be required to pay the examination fee as may be approved by the Council from time to time.

- Eligibility    5.     A candidate pursuing undergraduate and postgraduate studies shall be admitted to an examination room on the condition that:
- (a)    The candidate does not owe the University any fee required                      and/or other financial dues;
- (b)    The overall attendance of the candidate in every subject must not be less than 60% of the contact time allocated to the subject in the respective semester. Failure to meet this requirement the candidate shall be treated to have absconded from studies and will be de-registered.
- (c)    The candidate has done all his/her coursework for the subject being examined; and
- (d)    The candidate is not barred by any lawful order or any law from sitting for the examination in question.

Absence from  
examination

6. Every candidate registered for examination shall be required to appear and sit for examination on the day fixed for such examinations.
- 6.1 Every candidate who is unable to appear and sit for examinations shall, before the commencement of a respective examination(s), seek and obtain permission in writing to the Head of Department giving sufficient reasons with evidence for not being able to sit for the examination(s). Upon receipt of the request from the candidate, the Head of Department will immediately process the request and give feedback in writing accepting or refusing to grant permission.

University  
Examination  
Timetable

7. The University Examination Timetable shall be as indicated in the approved University Almanac or as approved by the DVC(A).

### **SECTION III SETTING, MODERATION AND PROCESSING OF EXAMINATION**

Examination  
Setting

8. Members of academic staff who taught the subject(s) shall set all University examinations in question.
- 8.1 Where a member of academic staff is unable to set the relevant examination for any reason, the Head of respective Department shall appoint another person of requisite expertise to set the examination for the subject.
- 8.2 The Senate Secretary shall issue notice for submission of draft examination questions to the Deans, Directors and Principals. The notice shall also indicate the deadline for submission.
- 8.3 Members of academic staff who taught the subject(s) or any appointed person as provided under paragraph 8.1 shall be required to submit sealed hard copies of the draft examination questions together with approved syllabus used in teaching to the respective Head of Department within the time prescribed by the Senate Secretary.
- 8.4 All examination papers submitted shall comply with examination question paper format issued by the respective Head of Department.
- 8.5 All members of academic staff appointed to set examinations must abide by deadlines and format. Any examiner who fails to meet the deadline or the format and hence causes any delay in the processing of examinations will be dealt with under the relevant Mzumbe University Staff Regulations.

Examination  
Moderation

- 9.** There shall be an Examination Moderation Committee(s) for each School/Faculty/Institute/Campus/College.
- 9.1** Upon receipt of draft examination questions, the Head of Department shall submit the same to the School/Faculty/Directorate/Campus/College Examination Moderation Committee(s).
- 9.2** The Examination Moderation Committee shall be composed of:
- (a) The Head of Department, who shall be the Chairperson,
  - (b) Not less than two subject experts for each subject appointed on an ad hoc basis by the respective Head of Department,
  - (c) Examination Coordinator of the respective School/Faculty/Institute/Campus/College who shall be the Secretary who shall be appointed by respective School/Faculty Deans, Institute Director, or Campus College Principal.
- 9.3** Functions of the Examination Moderation Committee shall be to assure and ascertain the following:
- i) Instructions to examination paper are correct and clear;
  - ii) The rubric of every question is clearly worded;
  - iii) Marks are distributed fairly and equitably to reflect the weight of every question;
  - iv) The examination is neither too short nor too long within the prescribed time.
  - v) The examination is error-free, and it addresses the learning outcomes for the programme and subject.
  - vi) The examination is set in the required format as provided by the Head of Department.
- 9.4** Where the Examination Moderation Committee forms an opinion that the examination has shortfalls indicated in 9.3 (i) - (vi) or any other observations, the Head of Department shall inform the examination setter to address the shortfalls within a prescribed time.
- 9.5** Any member of academic staff who unreasonably fails to comply with the directive of the Head of Department as specified in 9.4 shall be liable for disciplinary action.
- 9.6** Any examination moderator committee member will be required to observe utmost confidentiality before, during and after the moderation exercise. Failure to observe this rule will make him/her liable for disciplinary measures.

**9.7** All examinations offered by the University shall bear instructions stating categorically which materials are authorized to be brought and used in the examination. These instructions shall be read together with the instructions in the examination answer booklets, which are to be provided during examinations.

**9.8** Any examination having no provision for aid materials shall be strictly so construed.

Examination  
Processing  
School/Faculty/

**10.** There shall be an examination Coordinator in each Institute/Directorate/Campus/College appointed by respective School/Faculty/Institute/Directorate/Campus/College/Principal/Deans/Director.

**10.1** The processing of examination questions in terms of typesetting printing/ photocopying, packing and sealing shall be done by the examination Coordinator assisted by member(s) of academic staff appointed by the Head of Department in ad hoc basis.

**10.2** The processing of examination shall be made under maximum confidentiality and integrity.

**10.3** The Head of Department shall be the custodian of the examination questions and written examination scripts.

Examination  
Leakage

**11.** All examination papers and questions shall be handled with high degree of care. No mishandling shall be entertained.

**12.1** Where a leakage of examination is detected, the University shall nullify the examination and require the candidates to re-sit the relevant examination.

**12.2** Disclosure or leakage of examinations by any person shall be punishable by the relevant disciplinary authority.

#### **SECTION IV CONDUCT OF EXAMINATIONS**

Instructions for  
Handling  
Examinations

**13.** All examinations offered by the University shall be administered in accordance with these By-Laws, and any instructions, which may be issued by the School/ Faculty Dean or Institute Director/Campus Principal in consultation with the Heads of Academic Departments as long as they do not breach the By-Laws.

Venue of  
Examinations

- 14.** All examinations offered by the University shall be administered at the University Campuses or such other place as may be determined by the Deputy Vice Chancellor (Academic) after consultation with the Vice Chancellor.
- 14.1** Before commencement of the examination, Head of Department and the Examination Officer shall ensure the readiness of the examination venues.

Invigilation

- 15.1** Invigilation of University examinations of the University shall be effected in the following manner:
- (a) (i) the Lecturers of the respective subjects shall be the main invigilators of the examinations.
- (ii) In the event the Lecturer is unable to invigilate for any reason, the Head of Department shall appoint another member of academic staff to invigilate the subject.
- (iii) The Head of Department shall appoint other invigilators to assist the main invigilator when required depending on the number of candidates and size of rooms.
- (iv) It shall be the duty of the Head of Department to notify the invigilators and their respective subjects at least one week before commencement of the examinations.
- (b) The main invigilator shall collect from the Dean/Director/Principal or Head of Department as the case may be, a sealed envelope of question papers, answer booklets and attendance registers 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.
- (c) Invigilator(s) shall enter in the examination room at least half an hour before the time for commencement of examination.
- 15.2** (a) Candidates shall be required to enter in the examination room at least fifteen minutes before commencement of examination.
- (b) A candidate admitted into the examination room shall have and possess the following clean and un-annotated items:
- (i) The University Student Identity Card;
- (ii) An authorized Examination Card issued for that particular sitting; and

(iii) Authorized working tools relevant to the examination in question such as calculators, statutes, tables, and any other tool, as may be stipulated in a particular examination;

(iv) Forgery of an examination card or any other document like bank pay-in-slip shall amount to deregistration from studies

**15.3** There shall be a security guard located at a reasonable distance from the examination venue, or at a place where he/she can reasonably be accessed to ensure maximum security during the conduct of examination;

**15.4** Before the commencement of an examination, the invigilator, shall make the following announcements to candidates:

(i) That, they have an obligation to sign the attendance register;

(ii) To check and confirm that they are in possession of the right examination question paper scheduled in the examination timetable;

(iii) To carefully read instructions on the answer booklets and on the examination paper;

(iv) To note the commencement and finishing time of the examination;

(v) Abstinence from examination irregularities; and

(vi) Removal of all unauthorized materials from the examination room.

**15.5** During the examination, invigilators, shall ensure that:

(a) No candidate enters the examination room after the first half an hour from the start of the examination;

(b) No candidate is allowed to enter the examination while is dressed suspiciously or indecently, and where necessary enforce a search, or expel, or order the candidate to dress decently before entering the examination room;

(c) The sitting arrangement is in such a way that each candidate occupies one desk and there is a reasonable distance between one candidate and another;

(d) Students adhere to the sitting arrangements made by the University;

- (e) Candidates do not borrow working tools from one another;
- (f) No candidate leaves the examination room before half an hour has elapsed from the beginning of the examination unless it is deemed necessary;
- (g) Any candidate who fails to comply with the requirements set out in sub-paragraph 15.5(d-f) above shall be removed from the examination room and be barred from continuing with the examination in question followed by other appropriate disciplinary action(s);
- (h) A candidate who is barred to continue with the examination pursuant to the provisions of sub paragraph (g) above shall be deemed to have failed in the examination in question and shall, therefore, be allowed to sit for supplementary examination in the respective course of study subject to fulfilling conditions set out under paragraphs 52 and 65.1 of these By-Laws; and
- (i) A candidate who fails to appear for the examination in the first hour after the examination has commenced shall be considered to have absconded from the examination and such candidate shall be dealt with under the relevant provision of these By- Laws.

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

- (a) Not leave the examination room without a replacement;
- (b) Record attendance by circulating an attendance sheet on which each candidate shall sign against his/her examination number, thirty minutes after the commencement of the examination.

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

- (i) Hands in the used and unused answer booklet (s);
- (ii) Signs the attendance sheet upon submission of the answer booklet(s);

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

**15.9** Any invigilator who fails to appear for invigilation at the appropriate time without permission will be liable for disciplinary measures.

## Conduct of candidates

### In Examinations

- 16.** The conduct of a candidate in the examination shall be in the following manner:
  - 16.1** No candidate shall be allowed to communicate with another candidate in the examination room once the examination has commenced.
  - 16.2** No candidate shall take into the examination room/hall in person or by agent any unauthorised material(s). It shall not be a defence to argue that one did not intend to use the unauthorised materials.
  - 16.3** No candidate shall omit, neglect or in any way fail to follow lawful instructions or orders issued by the invigilator.
  - 16.4** No candidate shall take out of examination room/hall answer booklet(s), used or unused.
  - 16.5** No candidate shall copy from any other candidate or exchange answers with another candidate in the examination room/hall.
  - 16.6** No candidate shall aid and/or abet another candidate to copy from a script/booklet of another person.
  - 16.7** No candidate shall intimidate, coerce, scare, terrorise, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any University official involved in the conduct of examination during the examination process.
  - 16.8** No candidate shall scribble in the examination question paper, body parts, or any other tools allowed in the examination room. Where the question paper has been scribbled, an Examination Committee will determine the seriousness of the matter and the extent with which it could be used in assisting one in cheating in an examination.
  - 16.9** No candidate shall indulge in any disruptive conduct including, but not limited to shouting, assault of another student/ candidate, using abusive language and/or threatening language, destruction of University property or the property of another student/candidate around examination premises during examinations.
  - 16.10** Any candidate who is found guilty of the acts prohibited under paragraphs 16. (1-9) shall be disqualified from continuing with the examinations and shall be discontinued from studies forthwith, subject to the approval by the Senate.



Examination  
Irregularity

**17.** Where a candidate commits any examination irregularity, as defined by these By-Laws, the invigilator shall stop the candidate from continuing with the respective examination and ask the candidate to go out of the examination room/hall.

**17.1** Upon completion of the examination, the invigilator shall immediately report in writing to the respective School/Faculty Dean or Institute's Director or the Campus College Principal any examination irregularity detected.

**17.2** The Invigilators report shall be detailed enough, explaining the nature of the irregularity in full. The invigilator shall also attach anything material, if available, to clarify the issue, where necessary.

**17.3** Upon receipt of the irregularity report the School/Faculty Dean or Institute Director or Campus College Principal shall convene a meeting of the Examination Committee to determine the matter.

Examination  
Committee

**18.** The Examination Committee envisaged under para 17.3 shall comprise the following:

(i) The Faculty Dean/ Institute Director/Campus College Principal who shall be the Chairperson.

(ii) The Campus/University Examination Officer

(iii) Head of the respective Department

(iv) One member from the academic staff co-opted by the Dean/Director/Principal who shall be the Secretary to the Committee.

Powers of the  
Committee

**19.** The Examination Committee shall have the following powers:

(a) To summon any invigilator, candidate or any person or officer in relation to an alleged examination irregularity that took place during examinations;

(b) To question or interrogate any candidate, invigilator or any person in relation to the examination irregularity; and

(c) To impose a sanction on the candidate(s) found responsible for or guilty of such irregularity.

Rights of the  
Candidate(s)

**20.** (A) a candidate accused of examination irregularity may request permission from the Examination Committee Chairperson to be accompanied by a person of his/her

choice or official student representative during the determination of the matter.

(b) A candidate shall have a right to express his/her opinion against any member of the Committee and the Chairperson shall decide on that opinion.

Functions of the  
Committee

**21.** The Examination Committee shall have the following functions:

- (a) To deliberate, make findings and provisional decisions on any examination irregularity reported in the Faculty/Institute/College/Campus;
- (b) To prepare a detailed report of the proceedings and submit the report containing the Committee's findings and decision to the Board of Internal Examiners;
- (c) To determine or propose action in cases of unforeseen events; and
- (d) To recommend a disciplinary action to be taken against any person or official responsible or involved in such irregularity.

**SECTION V**  
**MARKING OF EXAMINATIONS, COMPILATION OF MARKS AND RELEASING OF EXAMINATION RESULTS**

Coursework  
Compilation

- 22.** All tests, assignments, term papers and other forms of assessment made during the semester shall be marked by the Internal Examiner(s).
- 22.1** The coursework answer papers shall be returned to candidates three weeks after assessment.
- 22.2.** Every member of academic staff teaching during the semester is obliged to give to each candidate his/her aggregate coursework marks one week before commencement of the University Examination Session.
- 22.3** It shall be the obligation of the candidate to verify the accuracy of his/her coursework results before commencement of the University Examination Session.
- 22.4.** If a candidate notices any error in coursework marks; she/he shall consult a member of academic staff who handled the subject during the semester for discussion and possible clarification or correction before the commencement of the University Examination Session.
- 22.5.** Where before the declaration of University examinations results by the Senate there is proof that the candidate had no prior knowledge of the error due to reasonable circumstances, the candidate may appeal to the respective Dean/Director/Principal. In case the error is noted after the declaration of the University examination results by the Senate the appeal shall be dealt with in accordance with provisions of paragraph 23.1 (f).

Marking of University  
Examinations

- 23.** The marking of University examinations shall be done by the internal examiner of the respective course of study in accordance with the academic almanac approved by the Senate.
- 23.1** Notwithstanding the generality of paragraph 23 above, the marking process shall operate as stated below:
  - (a) The examination script(s) shall be marked by the Internal Examiner or someone else appointed by the relevant Head of the Department in case the former is unable to discharge that responsibility;
  - (b) Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the respective Head of Department without undue delay;

- (c) After marking the University examination(s) the internal examiner shall prepare and submit to his/her respective HOD marked scripts together with copies of the following documents:
1. Coursework results;
  2. University Examination Results (mark sheets);
  3. Question paper; and
  4. An elaborate marking guide showing the detailed distribution of marks for each part of each question
- (d) All Internal Examiners are obliged to upload students' marks into ARIS within the schedule approved by the Senate.
- (e) Failure to upload results into ARIS is a breach of this examination By-Laws. In a case where Internal Examiner is working as Part-time Lecturer, the Head of Department shall do the uploading into ARIS.
- (f) If a change of marks already uploaded into ARIS is necessary after the Senate had already declared examination results, permission of the Senate Secretary should be sought through respective Head of Department and Dean/Director/Principal. Senate Secretary shall subsequently seek permission from the Chairman of the Senate through the Deputy Vice Chancellor (Academic) before the change of marks is made by the respective Internal Examiner.
- (g) If a change of marks already uploaded into ARIS is necessary before the Senate had declared examination results;
- (i) If it is before the Board of Internal Examiners, the changes should be made under the directives of the Head of Department and in case they involve alteration of marks of the candidate (s), the Internal Examiner concerned must keep the reason for such alteration in a file after consultation and agreement in writing.
  - (ii) If it is before the Faculty, School, Campus College Board, the changes should be made under the directives of the Head of Department and in case they involve alteration of marks of the candidate (s), the Internal Examiner concerned must keep the reason for such alteration in a file after consultation and agreement in writing.

- (iii) If it is after the Faculty, School or Campus College Board and Committee of Principals, Deans and Directors, the changes should be made under the directives of the Dean/Principal/Director and in case they involve alteration of marks of the candidate (s), the reason for such alteration must be kept in a file after consultation and agreement in writing by the Internal Examiner concerned.
- (iv) For avoidance of doubt, in case the Head of Department, Dean/Principal/Director, Deputy Vice Chancellor or Vice Chancellor is the Internal Examiner for the course(s) whose results need to be changed or altered, consultation must be made to any immediate authority within the relevant Faculty/School/Campus/College and upon agreement, the reason for such alteration must be kept in a file in writing.
- (v) Where the reason for a change or alteration has been approved by the relevant authority and the Internal Examiner in the circumstances enumerated under this section, the changes shall be effected forthwith by the Head of Department in case the Internal Examiner has no power to re-upload results or in case the Head of Department has no such power, the request must be made in writing to the Senate Secretary to effect such changes.

External Examination  
Moderation

**24.** External moderation of examination shall be conducted once every three years of the academic calendar.

**24.1** An External Moderator shall be a competent academician/professional in a discipline approved by the Senate. Where appropriate External Moderator from outside the country may be used.

Compilation of  
Examination  
Results

**25.** The Head of Department assisted by Program Coordinators shall do a compilation of examination results through ARIS.

Board of Internal  
Examiner

**26.** There shall be for each Academic Department in the School/Faculty/Institute/Campus College Board of Internal Examiners that shall deliberate on the examination results and make appropriate recommendations to the School/Faculty/Institute/ Campus board.

**26.1** The Composition of the Board of Internal Examiners shall be:

- (i) Head of Department who shall be the Chairperson;
- (ii) The Secretary, who shall be appointed by the relevant Head of Department;
- (iii) All members of academic staff in the respective Department;
- (iv) All members of academic staff from other Departments/Schools/Faculties//Institutes/Directorate/Campus Colleges or any other person who taught in the Department in the respective semester;
- (v) Quality Assurance Coordinator of the respective Faculty/School/Institute/Campus College.
- (vi) The Faculty/School/Institute/Campus College Examination Coordinator; and
- (vii) Any other person who may be invited by the Chairperson.

**26.2** Each Academic Department in the School/Faculty/Institute / Campus College with programmes shall prepare the following documents to be discussed during the meetings of the Board of Internal Examiners, School Faculty/ Institute/ Campus College Boards and Senate:

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

**26.3** There shall be an Academic Committee for each Campus College, which shall deliberate on College examination results. Its members shall be as follows;

- (i) Principal, who shall be the Chairperson;
- (ii) Deputy Principal who shall be the Secretary;
- (iii) All Heads of Academic Departments;
- (iv) Two members of academic staff one nominated by MUASA and one nominated by the academic staff from amongst themselves;

- (v) Five students elected amongst themselves, at least two of whom must be females;
- (vi) Two members nominated by Faculty academic staff from amongst themselves one of whom must be a female
- (vii) Not more than two members external to the University appointed by the Senate from the list of stakeholders recommended by the Campus College School/Faculty/

Directorate/Faculty/School  
Institute/Campus  
Boards

**27.** There shall be for each School/Faculty/Institute/ Directorate/ Campus College, a School/Faculty/Institute/Campus College Board.

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

- (i) School/Faculty Dean /Institute Director or Campus College Principal who shall be the Chairperson;
- (ii) Associate Dean/Director/Deputy Principal and all Heads of Academic Departments in the School/ Faculty/Institute/Campus;
- (iii) Not more than three members appointed by the Deputy Vice Chancellor (Academics) from amongst the academic staff assigned to the School/ Faculty/Institute;
- (vi) Six members elected to the board by students in the School/ Faculty/ Institute/College from amongst themselves, at least two of who must be females;
- (v) Two members nominated by the Faculty Academic Staff from amongst themselves;
- (vi) Not more than two members external to the University appointed by the Senate from the list of stakeholders; recommended by the Dean or Director or Principal; and
- (vii) A Secretary who shall be appointed by the Dean/Director/ Principal from amongst members of academic staff in the Faculty/ Institute/Directorate or Campus College.

Declaration of  
Examination Results

**28.** The School/Faculty/Institute/Campus College Board shall endorse, declare and release provisional examination results pending the approval by the Senate.

**28.1** Final examination results shall be approved and released to students by the Senate within 48 hours after the Senate meeting.

## SECTION VI

### APPEALS AGAINST EXAMINATION RESULTS

Reverting  
Examination  
Decision

**29.** Post-factum evidence geared towards reverting examination decisions after declaration of examination results by the Senate in relation to abscondment shall not be accepted unless approved by the Senate Chairperson.

Appeals against  
Examination

**30.** Candidates who have failed at any end of semester examination, field research report and dissertation may appeal against such results on the grounds of unfair marking and human error.

Procedure for  
Appeal

**31.** A candidate who desires to appeal against examination results shall register his/her appeal using the prescribed forms in the register maintained by the appellant's Head of Department accompanied by Mzumbe University receipt of a non-refundable appeal fee of Tshs. 20,000/= (shillings twenty thousand only) per subject or as may be prescribed by the University from time to time.

**31.1** The appeal fee may be reviewed by the University from time to time without prior notice to students.

Limitation Period

**31.2** Appeals shall be lodged within 14 days from the date of release of examination results by the Senate.

**31.3** Failure to comply with formalities of lodging an appeal shall result in rejection of the appeal by the respective Head of Department.

Extension of time

- 31.4** (i) A Candidate requesting to appeal out of time shall write to his/her respective Faculty Dean/Institute Director or Campus College Principal advancing reasons for the delay.
- (ii) Upon receipt of the request for an extension of time the respective Dean/Director shall evaluate the reasons and inform the Senate Secretary accordingly and who shall seek approval of DVC(Academic) to process the appeal or not.

(iii) A Candidate whose application for appeal out of time has been granted shall lodge his/her appeal within seven days from the date of the decision.

**31.5** Dean/Director/Principal shall submit all marked examination scripts whose candidates have appealed together with copies of filled in appeal forms to the School/Faculty/Directorate/College Examination



Appeal Committee as stipulated under Paragraph 34 which shall scrutinize and recommend to the Senate Secretary for further action.

Processing of Appeals

**32.** Only appeals recommended for processing by Appeals Committee to the Senate Secretary shall be sent to the External Examiners.

Appeal Results

**33.** The Senate Chairperson shall approve examination results determined by External Examiners and the appellant shall be informed of the outcome accordingly.

**33.1** Approved examination results shall be presented to the immediate next Senate meeting for ratification.

Examinations Appeal Committee

**34.** There shall be an Examination Appeal Committee for each School/Faculty/ Institute / Directorate/ Campus College.

Composition of Appeal Committee

**35.** The Examination Appeal Committee shall be composed of:

- (a) The Dean/Director/Principal who shall be the Chairperson;
- (b) Heads of Academic Departments within the School/ Faculty/ Institute/ Campus College;
- (c) The School/Faculty/College/Institute's Quality Assurance Coordinator;
- (d) The Secretary for the Committee who shall be one of the Heads of the Academic Departments appointed by the Dean/Director/Principal; and
- (e) Not more than three co-opted (ad hoc members from within and/or outside the School/Faculty/ Institute / Directorate/Campus College) appointed by the Dean/Director/Principal who will assist the proceedings at such a sitting.

Functions of the Appeal Committee

**36.** The Examination Appeal Committee shall have the following functions:

- (a) To review the appeals against examinations results on merits;
- (b) To determine the status of the candidate after review;
- (c) To prepare a report containing the Committee's decision on appeals reviewed and submits the same to the Senate Secretary and a copy to the relevant Academic Department.

Quorum in  
Meetings

- 37.** All meetings to be conducted under these By-laws shall demand the presence of fifty percent of all members physically present.

## **SECTION VII POSTPONEMENT OF STUDIES AND EXAMINATIONS**

Reasons for  
Postponement  
Of Studies

- 38.1** A student may be allowed to postpone studies for reasons of proven continued ill health supported by a doctor's medical certificate, financial problems supported with evidence from the sponsor, imprisonment supported by court order or for any other reason which is considered strong enough to prevent one from pursuing studies effectively. Postponement of studies may be allowed only if requested at least three weeks before the end of semester.
- 38.2** Once a student has postponed his /her first semester of his/her studies, then he/she will deem to have postponed the whole academic year and if she/he has postponed his/her second semester of studies, then he/she will resume in the second semester of the next academic year.

- Procedure for Postponement
- 39.** A student who intends to postpone studies shall apply in writing, his/her respective Department, to the relevant School/Faculty/Institute/ Campus College.
- 39.1** An applicant for postponement shall be deemed to have secured permission for postponement after receiving a written communication granting his/her application from the Deputy Vice Chancellor (A) through the Director of undergraduate studies and Director of postgraduate studies for undergraduates and postgraduates respectively and campus principals.
- 39.2** A student may not apply for postponement of studies within three weeks before the end of teaching/learning date. Postponement shall be for a maximum of one academic year. If need be a student may seek for a second and final postponement afresh. Any postponement must be within the student's prescribed period of studentship.
- 39.3** Postponement of studies shall be approved by the Senate.
- 39.4** A student requesting for postponement of studies shall sit for supplementary examinations in all subjects he/she is entitled to upon resumption of studies.
- 39.5** Failure to comply with terms of postponement shall result into deregistration from studies.

Reasons for Postponement of Examinations

- 40.** A student may be allowed to postponed examinations for reasons of proven continued ill health supported by a doctor's medical certificate, financial problems supported with evidence from the sponsor, imprisonment/ under police custody supported by court order, death of close relative recognized under the Law or for any other reason which is considered strong enough to prevent one from pursuing studies effectively.
- (a) Students shall apply for postponement of examination provided that she/he has completed coursework assessment for the subject
- (s)
- (b) If a student is required to sit for special examination during special/supplementary examinations, then, if he/she requests to postpone any of the special examination, he/ she will be deemed to have postponed studies for the next academic calendar year until when he/she sit for such incomplete special examinations.
- (c) A student who intends to postpone examinations shall apply in writing to the Director of Undergraduate Studies or Director of Postgraduate Studies as the case may be through his/her respective Academic Department to the relevant School/Faculty/Institute/ Campus College

- (d) An applicant for postponement shall be deemed to have secured permission for postponement after receiving a written communication granting his/her application from the DVC(A) through the Director of undergraduate studies and Director of postgraduate studies for undergraduates and postgraduates respectively and campus principals. Any postponement of examination must be within the student's candidature.
- (e) All application for postponement of examinations shall be lodged one week before the commencement of end semester examination save for unforeseeable cases.
- (f) A candidate is not allowed to sit for special examination and supplementary examination in the same sitting. Failure in any special examination shall result in repeating of an academic year and discontinuation for those failing in more than three, four or five for those sitting for five, six or seven examinations respectively.

Postponement of tests and assignments within a semester.

- 40.1** A student may be allowed to postpone tests and assignments
- 40.2** Candidate wishing to apply for postponement of tests or assignment shall apply to the Dean/Director/Principal through relevant Head of Department.

## SECTION VIII TRANSFER OF STUDENTS AND GRADES

Transfer of Students

- 41.** A student transferring from any University to Mzumbe University and vice versa to study in one of the programmes of study should comply with credit transfer policy, which is stipulated in Section 5 of the University Qualification Framework 2012 (Tanzania Commission for Universities).
  - (a) He/she has not been discontinued from studies.
  - (b) The programmes content of study between the two universities (institutions) are alike and compatible;
  - (c) Grading and assessment criteria of the programmes are compatible and accepted by the Senate;
  - (d) Expenses paid to Mzumbe University by the student or requesting University have been accepted by the Mzumbe University; and
  - (e) A candidate wishing to transfer to Mzumbe University shall cause his/her University to avail Mzumbe

University with the raw scores for each subject.

- Transfer of Credits    **42.**    The Senate shall regulate on the transfer of grades.
- Inter-Campus        **43.**    A student may transfer credits from one Campus College to another within the University to study the same programme at beginning of a semester, upon furnishing sufficient grounds backed with relevant evidence.
- 43.1**    A student who wishes to transfer credits from one Campus College to another shall apply in writing to the Director of Undergraduate/Director of Postgraduate Studies/Campus College Principal through his/her Head of Academic Department and the respective School/Faculty Dean, Institute Director, Campus College Principal. The Director of Undergraduate/Director of Postgraduate Studies shall seek approval of the DVC(A).
- 43.2**    After consultation with the Dean, Director, Principal of the School/Faculty/ Institute/ Campus College to which the candidate is to be shifted and upon being satisfied with the grounds/reasons for requesting for transfer the DVC (Academic Affairs) should grant permission on behalf of the Senate Chairperson.

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

- Awards
- 44.**    Faculty/School/Institute/Campus Board upon being satisfied that the standard required under relevant provisions of these By-Laws or any other applicable law for the award of degree, diploma, certificate has been attained by a candidate in University examinations applicable to him/her, may recommend to the Senate through the relevant School/ Faculty/ Institute/ Campus College Board that such degree, diploma or certificate be conferred upon to such successful candidate.
- 44.1**    The Faculty/School/Institute/Campus Board may recommend a candidate to be conferred a honours degree where such a candidate passed all courses of a particular programme.
- 44.2**    The Senate may recommend conferring degrees, diplomas or certificates or any other award of the University on candidates who qualify and are recommended in accordance with the provision of paragraph 44 of these By-Laws.

Transcripts and  
Certificates

- 45.** The Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the appropriate Board and shall have been recommended to and approved by the Senate for the conferment of such degree, diploma, certificate or other awards.
- 45.1** Any candidate desirous of obtaining a transcript shall apply in writing and submit an application for a transcript and clearance form for the preparation of transcript. Such application shall be lodged with the applicant's Academic Department or former Department.
- 45.2** Deputy Vice Chancellor - Academic and the respective Principal/Dean/ Director shall sign transcripts.
- 45.3** Vice Chancellor and the Deputy Vice Chancellor - Academic shall sign certificates.
- 45.4** Certificates and transcripts shall be issued in the names of the candidates as they appear in the candidate's form four or "Ordinary Level Certificate".
- 45.5** A candidate shall be given two certified copies of the transcript of free of charge and a fee of Tshs. 5,000/= (Five Thousand Shillings Only) or as may be determined by the Council from time to time, shall be charged for any extra copy.
- 45.6** The University Legal Officer shall certify transcripts and certificates.
- 45.7** A fee of Tshs. 10,000/= (Ten Thousand Shillings Only) or such other sum as the Council from time to time may prescribe, shall be charged for certifying each copy of a degree certificate.
- 45.8** Fees prescribed in paragraphs 45.5 and 45.7 shall be paid by the applicant to the Mzumbe University Main Account prior to the issuance of the certificate.

Lost and mutilated  
Certificates

- 46.1** Where it is proved to satisfaction of the office of the Vice Chancellor that a certificate has been lost or destroyed or that there is other sufficient cause therefore, he may, after taking such precautions as he may consider necessary, and giving at the expense of the applicant, such public notice in local newspapers and in such other manner as shall appear to him sufficient in each case, issue a copy of the certificate.
- 46.2** A copy of the certificate issued under paragraph 46 (1) shall be deemed to replace for all purposes the certificate previously issued, and any person discovering the certificate previously

issued shall surrender it to the office of Vice Chancellor for cancellation.

- 46.3** Where any academic certificate has been mutilated or is soiled or damaged or otherwise rendered illegible, the Vice Chancellor may in his absolute discretion, at the expense of the owner, issue a copy of the certificate in lieu therefore and may destroy the certificate so replaced.
- 46.4** The replacement of lost certificate shall not be issued until a period of 12 months has elapsed from the date of such loss. The mutilated or damaged certificate may be replaced within a shorter period.
- 46.5** A copy of the certificate issued under this paragraph shall be marked "COPY" across it.
- 46.6** The replacement fee shall be 50,000 (Fifty Thousand Shillings Only). This fee is subject to review by the Council from time to time.

## **PART II SPECIFIC PROVISIONS FOR UNDEGRADUATE PROGRAMMES**

### **SECTION I ASSESSMENT, EVALUATION CRITERIA AND CLASSIFICATION OF DEGREES AND OTHER AWARDS**

Students

- Assessment **47.** Every undergraduate student in the University shall be assessed during each semester in terms of his/her performance in the programme of study he/she has registered.
- 47.1** The assessment of performance for undergraduate students shall be in coursework, end of semester examinations and field and research reports (dissertation) and oral examination.
- 47.2** (a) Candidates undertaking Bachelor degree programmes are required to undertake fieldwork and produce field report and write research reports/dissertation in accordance with the provisions of paragraph 56 of these By-Laws as partial requirement for attainment of the respective awards.
- (b) Field reports shall be submitted to the Head of Academic Department of the respective Faculty/School/Institute/Directorate/Campus College Directorate two weeks upon completion of fieldwork.
- 47.3** Class tests and written (individual and/or group) assignments shall be administered and conducted during the semester in accordance with the

time schedule published by the Faculties/School/Institutes/Campus Colleges at the beginning of each semester.

### **General Assessment**

- 47.4** (a) Assessment of students pursuing an undergraduate degree programme in all subjects shall be by the final/end of semester examination and course work. The final/ end of semester examination shall have a weight of 50% in total assessment and coursework shall have a weight of 50%.
- (b) Distribution of coursework marks in each subject during the semester shall be as follows:
- (i) Undergraduate Programmes other than Law: Test I (15 marks), Test II (15 marks), Individual assignment (10 marks) and Group assignment (10 marks): Total marks: 50;
  - (ii) Bachelor of Law Programmes  
Test I (20 marks), Assignment I (15 marks) and Assignment II (15 marks): Total marks: 50;
  - (iii) Diploma and Certificate in Law Test 1 (15 marks), test II (10 marks), individual Assignment (15 marks) and group assignment (10 marks).

### **Evaluation of Research Report**

**48.** Research report for all undergraduate programmes (and case files for Certificate and Diploma in Law) shall be evaluated in accordance with the provisions of paragraph 56- 59 of these By-Laws.

### **Students Progression end**

- 49.** There shall be an end of semester university examinations at the of every taught semester.
- 49.1** Each student enrolled in the particular programme of study shall be required to sit for all subjects offered during the semester in the end of semester university examinations provided that he/she has complied with the provisions of paragraph 5(a-f) of these By laws.
- 49.2** Progression of students shall be determined at the end of the academic year.
- 49.3** A candidate pursuing a degree or diploma programme shall be declared to have passed and allowed to proceed to the next academic year upon scoring a minimum of 120 credit points and a GPA of at least 2.0. A candidate whose GPA is 1.8 or above, may be allowed to re-sit failed courses.
- 49.4** A candidate pursuing a certificate programme shall be declared to have passed and recommended for an award of the certificate upon scoring a total credit points of 120 and a GPA of 2.0.



- 49.5 A candidate who fails in one or more courses including a core course and non-core and having scored a GPA of least 1.8 shall be declared to have failed, but shall be allowed to sit for supplementary examination(s).
- 49.6 A candidate who fails in the supplementary examination which includes core courses shall not be allowed to proceed to the next academic year. Such a candidate shall be required to retake the respective course(s) and examinations as the third attempt when next offered.
- 49.7 A candidate who fails in the supplementary examination in one or more non-core courses to score a total of 120 credit points shall be allowed to carryover the failed course and proceed to the next academic year of studies and retake examination when next offered.
- 49.8 All carryovers shall be cleared within the registered period of the programme.
- Discontinuation** 49.9 A candidate who fails to score minimum credit points of 120 and a GPA of at least 1.8 shall be discontinued from studies.

**Grading System**

- 50.** A Five-Point System shall be used in averaging the final grades in degree, diploma and certificate.
- 50.1** The grading system for undergraduate programmes shall be in terms of letter grades indicating points range of 0 – 5 as follows:

<b>Percentage range</b>	70% – 100%	60% - 69.9%	50% – 59.9%	40% - 49.9%	35% – 39.9%	0- 34.9%
<b>Letter grade</b>	A	B+	B	C	D	E
<b>Points</b>	5	4	3	2	1	0
	PASS				FAIL	

**Degree Classification**

- 51.** The degree classification

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

**Supplementary Examinations**

- 52.** Where a candidate fails to meet the requirements of paragraph 47.4 (a) and (b) he/she shall be required to sit for supplementary examinations subject to the conditions provided in paragraph 52.1 and 52.2 of these By-Laws.

- 52.1** To qualify to sit for supplementary examinations, one must have completed two semesters.
- 52.2** Supplementary examinations for all undergraduate programmes (except for programmes attending staggered semester) shall be conducted after the end of semester two examinations and prior to the commencement of the new academic year as it will be provided in the University Almanac.
- 52.3** Supplementary examinations for programmes attending staggered semester shall be conducted during the mid-recess of Semester One of the study of each academic year or as may be determined by the University.
- 52.4** A candidate sitting for supplementary examination(s) shall be assessed on the basis of his or her supplementary examination(s) results only and his or her course work scores shall not be taken into account in his/her assessment.
- 52.5** The recorded grade for supplementary examination shall be C for any score of 40% and above.

Extended  
Supplementary

- 53.** A final year candidate who fails in supplementary examinations shall be allowed to sit for extended supplementary as external student during subsequent examination sessions of the two allowable years provided it is within his/her candidature.
- 53.1** A final year candidate who will have to sit for extended supplementary must clear his/her extended supplementary examinations within his/her candidature. If he/she does not clear he/she will be discontinued from studies.

Special  
Examination

- 54.** Where a candidate pursuing any Examination for undergraduate programme at the University fails to attend the whole or part of an examination(s) under circumstances, which are beyond the control of the student such a student may, subject to production of authentic evidence and prior to written approval of the Faculty/School Dean/ Institute Director/Campus College Principal and the ratification by the Senate, be allowed to sit for special examination in the subjects the examinations of which he/she did not complete.
- 54.1** Retrospective approval for special examination shall only be granted by the Senate Chairperson upon authentic proof by the candidate of exceptional circumstances that prevented him/her from taking the examinations.
- 54.2** Special examinations for all undergraduate programmes (except those attending staggered semester) shall be conducted at such time, coincident with supplementary examinations provided for under paragraph 52.3 of these By-Laws.

- 54.3** Special examinations for undergraduate programmes attending staggered semester shall be conducted at such time coincident with supplementary session provided for under paragraph 52.3.
- 54.4** Notwithstanding any provision under these By-Laws, no candidate shall be allowed to sit for both special and supplementary examinations at the same examination session.
- 54.5** Any candidate, who sat for special examinations in sub-section 54 above and failed shall not be eligible for supplementary examination. A candidate failing special examination shall be subjected to conditions under paragraph 40 (f).
- 54.6** For the avoidance of doubt, any student who requested for postponement of the end of semester examinations in all courses, for any reason, shall not be allowed to sit for any re-sit examinations offered in that particular semester for same reasons that apply to such a request for postponement of all end of semester examinations.
- 54.7** Any student, who postponed end of semester examinations in all courses, pursuant to para 54.6 above, but had failed subjects in the other semester, shall be required to carry-over and sit for re-sit examinations when next offered subject to passing special examinations to the required minimum GPA.

Retaking a course

- 55.** A candidate, who fails in supplementary examinations in a core course, shall not be allowed to proceed with his/her next year of study. He/she shall be required to retake the examination when next offered.

Field Work

- 56.** (a) All students pursuing undergraduate degree programmes, diploma and certificate programmes, unless stated otherwise shall undergo practical training or field attachment which shall constitute one of the components to be assessed during the semester.
- (b) Students shall register for semester studies prior commencement of field attachment.
- 56.1** The field attachment for undergraduate degree programmes other than Bachelors of Law, Computing Science disciplines and Education programme shall have the duration of 17 weeks covering the period of the first semester of the third year of study.
- 56.2** The field attachment for Bachelor of Law Programme shall have duration of 10 weeks covering the period of their long vacation after the end of the second year of their study.
- 56.3** The field attachment for Bachelor of Education Programme shall have the duration of 14 weeks divided in two sessions (6 weeks covering the period of their long vacation after the end of their

first year of study and 8 weeks covering the period of their long vacation after the end of their second year of study) to be referred to as first and second field attachments respectively.

- 56.4** The field attachment of Bachelor of Science in Computing Science discipline (ICT) shall have duration of 16 weeks divided into two sessions (8 weeks covering the period of their long vacation after the end of their first and second years of study) to be referred to as first and second practical training respectively.
- 56.5** The output for field attachment for undergraduate programmes (except Bachelor of Education and Bachelor of Science in Computing Science disciplines) shall be a field/research report.
- 56.6** The output for field attachment for Bachelor of Education programme shall be a first teaching practice assessment in the first field attachment and second teaching practice assessment together with field report in the second field attachment as referred to under paragraph 56.3 of these By-Laws.
- 56.7** The output of the field attachment for Bachelor of Science in Computing Science discipline (ICT) shall be a technical report. Each field session shall carry in total 10% marks; 5% from host organization evaluation and 5% from the technical report as marked by the department. The 10% marks shall contribute to their third-year projects.
- 56.8** Field attachment for Diploma in Law programme shall be of ten (10) weeks duration covering the period of the long vacation after the end of the first year of study. The output shall be four case files, that is, two for civil cases and two for criminal cases and a field report.
- 56.9** Field attachment for Diploma in Human Resource programme shall be of six (6) weeks duration covering the period of the long vacation after the end of the first year of study. The output shall be a field report stipulating strength and challenges experienced during field practical.
- 56.10** Field attachment for Certificate in Law Programme shall be of seven (7) weeks duration covering the period of short vacation after the first semester of study. The output shall be a field report.
- 56.11** Field attachment for Certificate in Library Information Management programme shall be of four (4) weeks duration covering the period of the long vacation after the end of the first semester. The output shall be a field report.
- 56.12** Each student in undergraduate programmes (except Bachelor of Education and Bachelor of Science in Computing Science disciplines) attending field attachment shall be assigned a field

attachment supervisor as per the Operational Policy on Field Attachment for Undergraduate Programmes.

**56.13** Students are obliged to pass their fieldwork or technical projects and no student shall be allowed to re-sit or supplement his/her work.

**56.14** A Student pursuing Bachelor of Science in Computing Science discipline (ICT) who fails in his/her technical projects shall be given a maximum of one academic year extension to accomplish after which if he/she fails shall be discontinued from studies.

**56.15** A Student pursuing any other Bachelor of Science programme, other than Bachelor of Science in Computing Science discipline (ICT), who fails in his/her field work shall be given a maximum of six (6) months extension to re-work their field work after which if he/she fails shall be discontinued from studies.

**56.16** Fieldwork for undergraduate students (except Bachelor of Education and Bachelor of Science in Computing Science discipline) shall be assessed as follows:

- |     |                   |      |  |
|-----|-------------------|------|--|
| (a) | Research Report   | 80%  | (Major supervisor shall be award a maximum of 50% and Internal Examiners shall award a maximum of 30%) |
| (b) | Oral Presentation | 20%  |  |
|     | Total Marks       | 100% |  |

**56.17** Field work of Bachelor of Education shall be assessed as follows:

1 <sup>st</sup> Teaching Practice Assessment	25 %
2 <sup>nd</sup> Teaching Practice Assessment	25%
Field Report	40%
Oral presentation	10%
Total Marks	100%

**56.18** Technical Project of undergraduate students in Computing Science discipline (ICT) shall be assessed as follows:

(a)	1 <sup>st</sup> Practical Training	10%
(b)	2 <sup>nd</sup> Practical Training	10%
(c)	Prototype Defense	60%
(d)	Project Report	20%
	<b>Total Marks</b>	<b>100%</b>

For Diploma of Information technology, the technical project shall be assessed as follows: -

(a)	Practical Training	20%
(b)	Prototype Defense	60%
(c)	Project Report	20%
	<b>Total Marks</b>	<b>100%</b>

- 56.19** A student in any undergraduate programme who scores less than 40 % in the field/research report or technical project, or a student in the Computing Science discipline who fails after the extension period, or who for no apparent reason fails to do fieldwork or submits plagiarized work shall be discontinued from studies.
- 56.20** Schools/Faculties/Institutes/Campus Colleges may regulate fieldwork as indicated in the University's Operational Guidelines for Field Attachment.
- Marking of Field Reports
- 57.** Head of Department shall identify Internal Examiners for the purpose of marking field/research reports.
- 57.1** Each Internal Examiner shall be served with an appointment letter accompanied by a research report together with an evaluation form.
- Oral Examination
- 58.** Each undergraduate degree candidate who has produced a research report /field report is required to sit for an oral examination before the Oral Examination Panel.
- 58.1** The Oral Examination Panel shall comprise of a major supervisor, Internal Examiner and oral examiner.
- 58.2** A candidate shall defend his/her field/research report work during oral examination.
- 58.3** Oral Examination for undergraduate candidates (Except Education programmes which is 10%) shall constitute 20% marks. Where a candidate scores below 50% of the oral marks he/she shall be declared to have failed in the field report and he shall be required to reappear for the same within one month after the results have been declared by the Senate; and if he/she fails again, he/she shall be discontinued from studies. Any student who re-appears for oral examination and pass shall score a maximum of C grade in final mark of field attachment.
- Score for field
- 59.** The score to be recorded for field report and research report in all programmes shall be the average of the marks awarded by the major supervisor, Internal Examiners and oral examination panel.

**SECTION II**  
**DISCONTINUATION AND DE-REGISTRATION FROM STUDIES**

- Discontinuation      **60.**      Discontinuation of a candidate in the undergraduate programme on the basis of academic performance shall be as follows:
- (a)      A candidate in the undergraduate programme who fails in more than three, four or five for those who sat for five, six and seven subjects respectively.
  - (b)      A candidate who fails in the supplementary examination after repeating an academic year
  - (c)      A candidate who is found guilty of examination irregularity as provided in these By-Laws;
  - (d)      A candidate who is found guilty of cheating in examinations, tests, assignments, and/or field work or research report; and
  - (e)      A candidate who is found guilty of plagiarism.
- De-registration      **61.**      A student shall be de-registered from studies under the following circumstances:
- (a) Abscondment from studies;
  - (b) Abscondment from any test, assignments, examination(s), fieldwork and/or from writing field/research report, oral examination and failure to submit field/research report and dissertation on time without a compelling reason(s); and
  - (c) Where a candidate applies to withdraw from studies.
- Readmission after  
Discontinuation and  
De-registration      **62.**      A student who shall have been earlier on discontinued or deregistered from a programme of study on an academic or any other ground may be re-admitted to any other programme offered by the University in the subsequent year (subject to having satisfied the applicable entry requirements). The discontinued or deregistered student shall not be admitted to the same programme of study before expiry of one or two or three or four academic year(s) if the duration of the programme in which he/she was discontinued/deregistered is one or two or three or four years respectively.

**PART III**  
**SPECIFIC PROVISIONS FOR POSTGRADUATE PROGRAMMES**

**SECTION I**  
**ASSESSMENT, EVALUATION CRITERIA AND CLASSIFICATION OF DEGREES**  
**AND OTHER AWARDS**

- General rules
- 63.1** Assessment of the performance of Master's degree students shall include coursework (tests, assignments, term papers), end of semester examinations, dissertation and oral examination.
- 63.2** Every student in the Master's programme shall be assessed during each semester in terms of his/her performance in the programme of study he/she has registered for.
- 63.3** The final/ end of semester examination shall have a weight of 50% in total assessment and coursework shall have a weight of 50%.
- 63.4** Each student enrolled in the particular Master's programme shall be required to sit for all subjects offered during the semester in the end of semester examinations.
- 63.5** Class test, term paper and written group assignment shall be administered and done during the semester in accordance with the schedule published by the Schools/ Faculties/Institutes/Campus Colleges at the beginning of each semester.
- 63.6** The pass mark for a candidate in the Master's programme shall be 50%. A candidate who fails to score a minimum mark of 50% shall be required to re-sit the failed examination subject to having a GPA of 2.0 and above.
- 63.7** Distribution of coursework marks in each subject during the Semester shall be as follows:
- Test 1 (15 marks), Assignment 1 (10 marks) and Term Paper (25 marks): Total marks: 50.
- Awards Classification  
For Postgraduate  
Programmes
- 64.** A Five-Point System shall be used in averaging the final grades at the University.
- 64.1** The grading system for Master's programmes shall be in terms of letter grades indicating points range of 0 – 5 as follows:



<b>Percentage range</b>	70% – 100%	60%- 69.9%	50% – 59.9%	40%- 49.9%	35% – 39.9%	0-34%	
<b>Letter grade</b>	A	B+	B		C	D	E
<b>Points</b>	5	4	3		2	1	0
	PASS				FAIL		

**Supplementary Examinations**

**65.1** Where a candidate fails in any course(s) of study he/she shall be required to sit for a supplementary examinations for the failed course(s) subject to the conditions provided for under paragraph 63.6

**Students Progression**

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

**65.3** Each student enrolled in the particular programme of study shall be required to sit for all subjects offered during the semester at the end of semester university examinations provided that he/she has complied with the provisions of paragraph 5(a-f) of these By laws.

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

**65.5** A candidate pursuing a master’s degree programme shall be declared to have passed and allowed to proceed to the next academic year upon scoring a minimum of 120 credit points and a GPA of at least 3.0.

**65.6** A candidate who fails in one or more courses including a core course and non-core and having scored at least a GPA of 2.7 shall be declared to have failed, but shall be allowed to sit for supplementary examination(s).

**65.7** A candidate who fails in the supplementary examination which includes core courses shall not be allowed to proceed to the next academic year. Such a candidate shall be required to retake the respective course(s) and examinations as the third attempt when next offered.

**65.8** A candidate who fails in the supplementary examination in one or more non-core courses to score a total of 120 credit points shall be allowed to carryover the failed course and proceed to the next academic year of studies and retake examination when next offered provided it falls within 36 months of continuous assessment since first registration.

**Discontinuation**

**65.9** A candidate who fails to score a minimum credit points of 120 and a GPA of at least 2.7 shall be discontinued from studies.

Extended  
Supplementary

- 66.1** A candidate in a Master's programme(s) who fails in supplementary examinations shall be allowed to sit for extended supplementary as an external student during the supplementary examination session of the following academic year provided that it is within the candidature.
- 66.2** A candidate shall be allowed to sit for extended supplementary once as an external student after which if he/she fails, he/she shall be discontinued from studies.

Special  
Examination

- 67.** Where a Candidate pursuing any Master's programme at the University fails to attend the whole or part of an examinations under circumstances, which are beyond the control of the student such a student may, subject to production of authentic evidence and prior written approval of the Director of Postgraduate/Campus College Principal and the ratification by the Senate, be allowed to sit for special examination in the subjects the examinations of which he/she did not complete.
- 67.1** Retrospective approval for special examination shall only be granted by the Senate Chairperson upon authentic proof by the candidate of exceptional circumstances that prevented him from taking the examinations.
- 67.2** Special examinations for all Master's programmes shall be conducted at such time, coincident with supplementary examinations.
- 67.3** A candidate in Master's programme who fails in special examinations shall sit for supplementary examination when next offered provided the student candidature has not expired.
- 67.4** Notwithstanding any provisions under these By-Laws, no postgraduate candidate shall be allowed to sit for both special and supplementary examinations at the same examination session.
- 67.5** Any candidate under sub-section 67.4 above who sat for special examinations and passed to the extent of being allowed to proceed to the next stage of his or her studies shall be required to sit for his or her supplementary examinations as if they are carry-over subjects when next offered.
- 67.6** For avoidance of doubt, any student who requested for postponement of end of semester examinations in all courses, for any reason, shall not be allowed to sit for any re-sit examinations offered in that particular semester for same reasons that apply to such a request for postponement of all end of semester examinations.
- 67.7** Any student, who postponed end of semester examinations in all courses, as per sub-section 67.7 above, but had carry-over

subjects from previous academic year, shall be required to carry-over and sit for re-sit examinations when next offered subject to scoring at least 2.7 GPA.

**67.8** All types of assessment including dissertation shall be within 48 months of academic calendar of candidature.

Masters dissertation  
Writing and supervision  
General provision

**68.** Mzumbe University Guidelines shall govern the Master's dissertation writing and supervision processes for Postgraduate Studies.

Examination of  
Dissertation

- 69.** Two examiners shall mark the Master's dissertation: the Internal and External Examiners.
- 69.1** Dissertation examination shall comprise of the following components: the dissertation and the oral examination.
- 69.2** The score for the dissertation component shall be computed by averaging the marks of the two (2) examiners, provided that the candidate has scored at least 50% from both examiners.
- 69.3** Where any of the examiners have given the candidate a C or D grade, the candidate shall be construed to have failed and he/she shall be required to re-work and re-submit his work within six (6) months after approval of examination results by the Senate. Final score for a candidate re-submitting his/her work shall be a B grade.
- 69.4** Where re-submission is made and yet the dissertation does not score 50%, the candidate shall be discontinued from studies.
- 69.5** Where a candidate fails to re-submit his/her dissertation within six months, he/she shall be discontinued from studies.
- 69.6** Where either of the two examiners has given an E grade to the dissertation, the candidate shall be considered to have failed and the dissertation shall be rejected outright.
- 69.7** Where the dissertation is rejected outright as per the provisions of paragraphs 69.6 of these By-Laws, the candidate shall be discontinued.
- 69.8** Where the average score is 50% or above, the candidate shall appear for oral examination before a panel constituting the internal examiner and at least two members of academic staff appointed by the relevant Head of Department. The major supervisor, will chair the panel but will not examine the candidate.

**69.9** The candidate is required to score at least 50% of the oral examination component.

**69.10**

Where a candidate scores below 50% of the oral marks he/she shall be declared to have failed in the dissertation and he shall be required to reappear for the same within one month after the oral examination results have been declared by the Senate; and if he/she fails again, he/she shall be discontinued from studies. A candidate re- appearing for oral examination shall score a maximum of a B grade in final mark.

**69.11** The overall marks for the dissertation shall be comprised of 80% of the score in the dissertation and 20% of the score from oral examination.

**69.12 For Master in computing science discipline**

(Thesis supervision and examination)

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

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

**(1) A public demonstration of the proposed technical solution:**

Each student must present and demonstrate his/her developed technical solution at the department level. The demonstration shall be marked by two internal examiners and the final score shall be the average of the two marks. A student must score at least 50% of the score specified for demonstration. The demonstration shall contribute 20 points to the final score. If the student fails in his/her demonstration then his/her thesis report shall not be accepted by the faculty. Therefore, the student shall be required to address the weaknesses provided in writing by the internal examiners through the supervisor. Since the rejected demonstration means major redevelopment is required a student shall be allowed to re-demonstrate after not less than one month period from the date of the last demonstration. A student shall be allowed to demonstrate not more than 4 times otherwise the students shall be awarded a postgraduate diploma in computing science discipline.

**(2) Research and development report:** The thesis report shall be marked with one internal examiner and one external examiner. The report score shall be average of the marks from the two examiners. A student must achieve an average of at least 50%. If the student score less than 50% in the report then he/she shall be required to re-do the research or development and start the thesis processing again during the next academic year. The report shall contribute 60 points of the final score.

**(3) Public thesis presentation:** The student shall be required to present his/her work publically to the Faculty community. There shall be a thesis presentation panel which shall consist 3 academic staff that shall mark the presentation. The score will be the average of the marks provided by the panel members. A student must score at least 50% of marks allocated for presentation. If the student fails the presentation then it means the student has failed to defend his/her work and shall be required to re-do his/her work or restart the thesis process again the next academic year. The public presentation shall contribute 20 points to the final score of the thesis.

- Discontinuation      **70.**      Discontinuation of a Master's candidate on the basis of academic performance shall be as follows:
- (i)      A candidate in a Master's programme who fails to score a GPA of at least 2.7 at the end of the academic year;
  - (ii)     A candidate who is found guilty of examination irregularity as provided in these By-Laws;
  - (iii)    A candidate who is found guilty of cheating in examinations, tests, assignments, term papers and any part of a dissertation or thesis; and
  - (iv)    A candidate who is found guilty of plagiarism.
- De-registration      **71.**      A Master's student shall be de-registered from studies under the following circumstances:
- (a) Abscondment from studies;
  - (b) Abscondment from tests, assignments, term papers, end of semester examination(s), or from writing a dissertation, failure to submit reports on time and failure to appear for oral examination; and
  - (c) Where a student applies for de-registration from studies.

Admission after  
Discontinuation

- 72.** A Student who shall have been earlier on discontinued from a programme of study on an academic or any other ground may be re-admitted to the same programme of study or any other programme offered by the University (subject to having satisfied the applicable entry requirements) in a subsequent academic year.

## SECTION II DOCTOR OF PHILOSOPHY EXAMINATIONS

Doctor of Philosophy  
Examination

- 73.** (i) Doctoral degree students shall be assessed and examined by means of:
- (a) A thesis;
  - (b) Coursework depending on the mode in which program is offered; and
  - (c) Viva voce.
- 73.1** Supervision and conduct of doctoral degrees shall be done in accordance with the Mzumbe University Guidelines for Postgraduate Programmes.

## SECTION III ORIGINALITY OF STUDENTS' WORK

Originality of  
Work

- 74.** Plagiarism means and includes copying, lifting, stealing, illegal use, bootlegging of work or any other or passing off of the words or ideas of someone else as his/her own without proper acknowledgment or crediting of original source mode or use of academic work that constitute a breach of copyright.
- 75.** All research-based works such as dissertations, theses and term papers submitted for assessment shall as far as possible be the candidate's own original work and free from plagiarism.

Tolerable grade

- 75.1** Every candidate's submitted work shall be subjected to plagiarism checker computer software. Tolerable grade is 30% for all Master's programmes (other than those offered by the Faculty of Law).
- 75.2** Tolerable grade for programmes offered by the Faculty of Law shall be 40%.
- 75.3** Any Candidate who commits plagiarism shall be discontinued from studies.

**SECTION IV**  
**ASSIGNMENT, HANDLING AND CESSATION OF ARIS ACCESS POWERS**

- Handling Access**      **76.**    Assigning, handling and cessation of ARIS access powers shall be as follows:
- (a) The Principal/Dean/Director shall have power to recommend to the Director of Information and Communication Technology (DICT) to assign or remove certain limited rights to various persons within Faculties, Schools, Directorates, Institutes, Colleges, Campuses or Centers for the purposes of ensuring smooth operation and administration of ARIS;
  - (b) Where any matter has emerged and which is not addressed by these By-laws in respect of the management, operation and administration of ARIS, the Deputy Vice Chancellor (Academic), after consultation with the Principal/Dean/Director or any relevant authority, may issue directives or guidelines on how to address the matter;
  - (c) Any person, who has been assigned certain access powers in ARIS, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorized person;
  - (d) Any person who intentionally or negligently allows or facilitates unauthorized access to ARIS data, alteration of such data, unlawful disclosure or publication of such data commits misconduct and shall be subjected to disciplinary proceedings and, if found guilty, be punished in accordance with relevant University Rules and Regulations;
  - (e) Where a person who has been assigned certain access powers in ARIS is no longer holding a post that enabled him or her to be assigned such powers, that person shall, within seven (7) days from the day he or she ceases holding that office report, in writing to the Principal/Dean/Director and request for removal of such assigned powers.
  - (f) Any person who fails to report to the Principal/Dean/Director and continue to exercise or access any powers assigned to him or her after leaving a post that entitled him or her to hold such powers commits misconduct and disciplinary proceedings may be Instituted against him and punished accordingly in accordance with relevant University Rules and Regulations.
  - (g) Any staff who is leaving for a special assignment, work or further studies for a period of more than one year shall report to the Principal/Dean/Director to be relieved of any powers which he or she was holding in relation to ARIS.

- (h) The relevant appointing authority shall communicate in writing to that person who ceases to have access powers to ARIS informing him or her of his or her cessation to hold the said office as soon as such cessation occurs.
- (i) For the avoidance of doubt, the Principal/Dean/Director, after consultation with the Director of Human Resource or any other relevant authority, may ask the Director of Communication Technology to remove all access powers to ARIS to any person who, by any reason, is no longer an employee of the Mzumbe University.
- (j) The Director of Communication Technology shall be responsible in ensuring the security of the system, effecting changes as recommended by the Principal/Dean/Director and recommend to the latter any necessary improvements that need to be done in the system subject to approval by the Deputy Vice Chancellor (Academic).
- (k) The Director of Communication Technology shall be responsible and accountable to the Principal/Dean/Director in respect of access powers, administration and management of ARIS.

**Powers of the Deputy Vice Chancellor**

**(Academic)** 76. The Deputy Vice Chancellor (Academic), on his or her motion or upon receiving directive from any relevant authority or information from any other person or organ, may appoint a team to make a special audit or inquiry of the transactions undertaken through ARIS to verify the accuracy or validity of the said transactions and in case any anomaly is discovered, the team may advice what steps to be undertaken to rectify the problem including the person alleged to have caused such anomaly.

**Student's Responsibility**

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