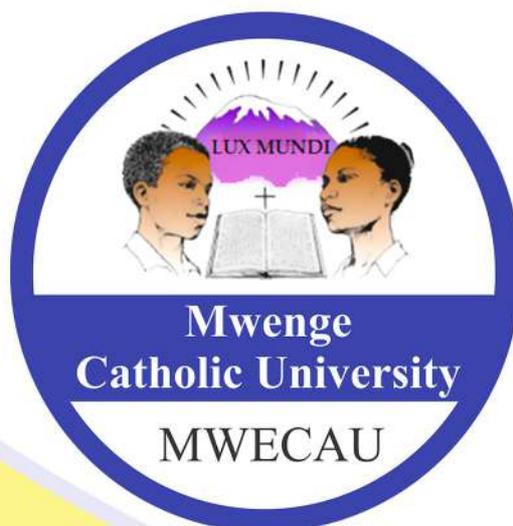


MWENGE CATHOLIC UNIVERSITY - MWECAU



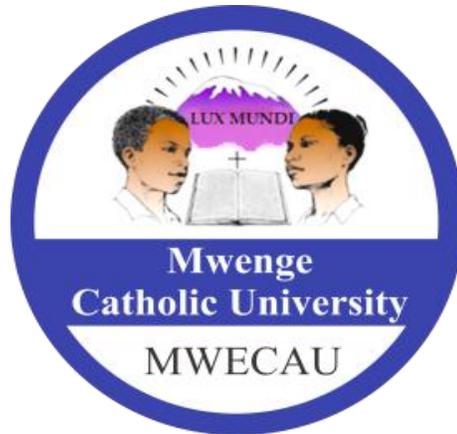
**EXAMINATIONS REGULATIONS,
Second Edition, 2025**

**Made under Article 27 of the Mwenge Catholic
University Charter,
G.N No. 177 of 2022**

**Approved by the Council at its 27th Meeting held on
11th April 2025**

Lux Mundi - Light of the World

MWENGE CATHOLIC UNIVERSITY



**EXAMINATIONS REGULATIONS,
Second Edition, 2025**

**Made under Article 27 of the Mwenge Catholic University Charter,
G.N No. 177 of 2022**

Approved by the Council at its 27th Meeting held on 11th April 2025

TABLE OF CONTENTS

Abbreviations/Acronyms	5
Justification for the Second Edition, 2025	6
PART ONE.....	7
PRELIMINARY PROVISIONS	7
1. Short Title and Commencement.....	7
2. Application.....	7
3. Interpretation of Terms.....	7
PART TWO.....	11
REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS.....	11
4. Forms of Examinations.....	11
5. Registration for Examinations.....	11
6. Eligibility for Examinations	12
7. Absence from Examinations	12
PART THREE	13
SCHEDULE OF UNIVERSITY EXAMINATIONS.....	13
8. Dates of Examinations	13
9. Preparation of Examination Timetables.....	13
PART FOUR.....	14
SETTING, MODERATION AND PROCESSING OF END OF SEMESTER EXAMINATIONS	14
10. Coursework Assessment.....	14
11. Conduct of End of Semester Examinations	15
12. External Moderation	17
13. Processing of Examination Papers	18
PART FIVE.....	18
CONDUCT AND HANDLING OF EXAMINATIONS AND INVIGILATION	18
14. Conduct of Examinations	18
15. Examination Zone	18
16. Venue of Examinations.....	19
17. Authorized Materials.....	19
18. Search of Candidates	19
19. Invigilation of End of Semester Examinations	20
20. Roles of the Chief Invigilator	21
21. Responsibilities of Invigilators during the Examination	22
22. Responsibilities of the Invigilator(s) at the End of Examination	22
23. Powers of the Chief Invigilator	22
24. Leakage of Examinations	23
PART SIX.....	24
MARKING OF EXAMINATIONS, COMPILATION	24
OF MARKS, MODERATION AND RELEASE OF EXAMINATION RESULTS.....	24

25. Marking of the End of Semester Examinations	24
26. Compilation of the Examination Results	24
27. Moderation of the Examination Results	25
28. End-of-Semester Examination Pass Requirement	25
29. Overall Course Pass Requirement.....	25
30. Pass Requirement for Courses with Theory and Practical Components.....	26
31. Approval, Publication, Release and Archival of Examination Results	26
PART SEVEN.....	27
SUPPLEMENTARY AND SPECIAL UNIVERSITY EXAMINATIONS	27
32. Supplementary Examinations.....	27
33. Special Examinations.....	28
34. Carryover of Courses	29
35. Progression between Academic Year	30
36. Field Practical Training (FPT)	31
37. Research Projects.....	32
PART EIGHT	32
EXAMINATION IRREGULARITIES	32
38. Examination Irregularities by Candidate(s).....	32
39. Punishment for Irregularities by Candidates.....	34
40. Examination Irregularity by Invigilators or Staff Member	34
41. Reporting of Examination Irregularities	35
42. Handling of Examination Irregularity Cases by the EIC.....	36
43. Reporting and Handling of Examination Irregularity Committed by Staff.....	37
PART NINE	37
EXAMINATION IRREGULARITIES COMMITTEES.....	37
44. Establishment of the Examinations Irregularities (EIC) Committee.....	37
45. Establishment of the Examinations Irregularities Appeals Committee.....	38
46. Composition of the EIC	38
47. Functions of the Examination Irregularities Committee	39
48. Functions of the Examination Irregularities Committee	39
49. Handling of an Examination Irregularity Case by the EIC	40
50. Penalties under the Examinations Regulations	41
51. Finality of the Decision of the Senate	41
PART TEN	42
APPEAL AGAINST EXAMINATION RESULTS	42
52. Right to Appeal	42
53. Time for lodging an Appeal	42
54. Grounds of Appeal.....	42
55. Procedures for Appeal.....	43
PART ELEVEN.....	44
SPECIFIC EXAMINATION REGULATIONS FOR NON-DEGREE PROGRAMMES	44
56. Provisions of Non-Degree Programmes subject to NACTVET Requirements	44
57. Coursework and Semester Examinations for Non-Degree programmes.....	44

58. Field Practical Training (FPT) for Non-Degree Programme	46
PART TWELVE	47
POSTPONEMENT, REPEAT YEAR AND DISCONTINUATION FROM STUDIES	47
59. Postponement of Studies.....	47
60. Discontinuation	48
61. Repeat a Year	48
PART THIRTEEN	48
PROGRESS REPORTS, CERTIFICATES/ TRANSCRIPTS, GRADUATION AND HANDLING OF EXAMINATION MATERIALS	48
62. Progress Reports, Certificates and Academic Transcripts	48
63. Graduation.....	49
64. Loss or Destruction of Certificates/Transcript.....	49
65. Disposal of used Examination Materials.....	50
66. Preservation and Destruction of Research Projects and FPT Reports	50
PART FOURTEEN	51
GENERAL EXAMINATION ASSESSMENT AND GRADING SYSTEM	51
67. Student Assessment.....	51
68. End of Semester Examinations and Student Assessment Results	51
69. Scoring and Grading.....	51
70. Computation of Cumulative GPA	54
71. Academic Awards	54
PART FIFTEEN	55
MISCELLANEOUS PROVISIONS	55
72. General Powers of the Vice Chancellor under these Regulations	55
73. Disciplinary Action	55
74. Duty to be acquainted with the Regulations	55
75. Review of the Examinations Regulations.....	56
76. Power to make Guidelines.....	56
77. Revocation and Savings.....	56
78. Transitional Provisions for Continuing Students	56
79. Schedule	57
80. Recommendation for Approval	57
81. Approval by the Council	57
SCHEDULE	58
POSTPONEMENT OF STUDIES REQUEST FORM	58
SPECIAL EXAMINATION REQUEST FORM	60
CARRYOVER REQUEST FORM	62
APPEAL AGAINST EXAMINATION RESULTS FORM	64
EXAMINATION IRREGULARITY INCIDENT REPORT FORM	66
TRANSMITTAL & EIC ACTION FORM	69

Abbreviations/Acronyms

CA	Continuous Assessment
CATs	Continuous Assessment Tests
CI	Chief Invigilator
CW	Coursework
DPRIC	Directorate of Postgraduate Studies Research Innovations and Consultancy
DVC-ARC	Deputy Vice Chancellor Academic Research and Consultancy
DVC-PFA	Deputy Vice Chancellor Planning Finance and Administration
DPFA	Director of Planning Finance and Administration
EIC	Examination Irregularity Committee
FC	Failed Coursework
IN	Incomplete coursework
MWECAU	Mwenge Catholic University
MWECAUSO	Mwenge Catholic University Students Organization
NACTVET	National Council for Technical and Vocational Education and Training
NTA	National Technician Award
PSC	Postgraduate Studies Committee
PSP	Postponement
SE	Semester Examinations
SP	Special Examinations
SUPP	Supplementary Examinations
TCU	Tanzania Commission for Universities
UE	University Examinations
UMS	University Management System

Justification for the Second Edition, 2025

The Examinations Regulations were approved by the MWECAU Council on its 15th Meeting held on 24th January 2020. The Regulations provided *inter alia* that they would be reviewed after every three years or as the need may arise. The three years of the implementation of the Regulations became due on 23rd January 2023. The process of review of the Regulations started by involving all the academic Departments, Faculties, Directorates and the University Management. Basically, the aforementioned organs were involved for the purposes of identification of gaps, limitations, errors and omissions in the existing Regulations so that they would be addressed in the Revised Edition. The second edition of Examination Regulations were recommended to the Senate

The Second Edition of the Examinations Regulations has been prepared to ensure alignment with the current legal, policy and institutional frameworks governing university education and assessment in Tanzania. It has incorporated the assessment aspects stipulated in the TCU Standards and Guidelines for University Education in Tanzania, 2019; developments brought under the Mwenge Catholic University Charter of Incorporation, Government Notice No. 177 of 2022 and the Rules made thereunder; as well as the Education and Training Policy of 2014, 2023 Edition. Moreover, the Revised Edition has taken into consideration the restructuring of the University organs and functions which commenced in 2020 when the existing Examinations Regulations 2020 were being implemented.

The Revised Edition has further considered and strengthened the necessary mechanisms to uphold and preserve the culture of academic integrity among both staff and students. This has been achieved through the identification of acts of academic dishonesty that were not covered in the First Edition and the provision of stricter penalties for perpetrators of examination irregularities.

PART ONE
PRELIMINARY PROVISIONS

1. Short Title and Commencement

- (1) These Regulations shall be cited as Mwenge Catholic University (MWECAU) Examinations Regulations, Second Edition 2025.
- (2) These Regulations shall take effect on the date determined by the Senate and subject to the approval by the Council.

2. Application

- (1) These Regulations shall apply to all matters relating to the conduct of University Examinations.
- (2) These Examinations Regulations shall apply in respect of all persons and/or bodies (University Campuses, Colleges, Institutes, Schools, Centres or any other designation as the Senate may determine from time to time) dealing with all matters relating to Examinations of the University.
- (3) Notwithstanding the generality of the provisions contained in these Examinations Regulations, examinations and assessment shall be guided by specific guidelines or standards issued from time to time by relevant regulatory bodies.

3. Interpretation of Terms

In these Regulations, unless the context otherwise requires:-

Abscondment includes not reporting for scheduled examination at the time, day and place specified or failure to attend scheduled classes (lectures and Continuous Assessment) during a particular semester without permission.

Academic dishonesty means any behavior committed by staff or student related to academic achievement leading to unfairly obtained advantage by an individual over others including cheating, plagiarism, lying, deception, defraud and any other form of unfair advantage.

Academic year means a period of teaching and examination organized in a full year in two (2) semesters.

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

Award means a conferment upon a candidate who has successfully completed a given programme of study at the University.

Back riding means falsifying, or attempting to falsify attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.

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

Carryover means a permission to retake a course when the course is next offered subject to the conditions stated under Regulation 34.

Charter means the Mwenge Catholic University Charter, G.N No. 177 of 2022.

Cheating means any activity that is intended to gain unfair academic advantage through use of unauthorized material, copying answers, data or other information other than those expressly permitted to form part of an examination.

Council means the Council of the Mwenge Catholic University established under Article 12 of the Charter as the governing body and principal policy making organ of the University.

Continuing Student means a student who is continuing with studies after the completion of at least one semester for the respective programme of study.

Continuous Assessment means a form of assessment conducted during the course of study before end of semester examinations.

Coursework means any mode or combination of modes of continuous assessment used to test a candidate's academic performance during the semester before the end of semester examinations.

Discontinuation means an act whereby a student loses registration status on academic grounds or examination irregularities.

Examination means all forms of student's assessment covered under Regulation 4 and as may be prescribed by other relevant policies or regulatory authorities.

Examination Irregularity means any act, conduct or omission prohibited under these Examinations Regulations.

Examination Irregularity Committee means a Committee established under Regulation 44 to deal with all matters pertaining to examination irregularities.

Examination Irregularity Appeals Committee for the purposes of these Regulations shall be the respective Senate Committee where an appeal against the findings of the EIC shall be lodged subject to Regulation 45.

External Examiner means an academic staff appointed from outside MWECAU for the purpose of moderating end of semester examinations or examining Dissertation/Thesis.

Failure means inability to attain the prescribed minimum assessment requirements under these Examinations Regulations.

Forgery means falsifying and/or fabricating data, records or any information relevant to the Candidate's participation in any course, academic exercise or examination; or tampering with such information as collected or distributed by an academic member of staff.

Graduate means a person upon whom a qualification award has been conferred by the University.

Impersonation means assumption of another individual's identity or allowing another person to do so on one's own behalf for the purposes of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.

Instructor means an academic staff who is assigned to teach and assess students in a particular course and includes a part time instructor.

Internal Examiner means an academic staff appointed from within MWECAU for the purpose of examining end of semester examinations and dissertation/Thesis.

Invigilator means a person given the responsibility either sole or shared, of supervising candidates sitting for University Examinations.

Invigilation means the act of supervising candidates sitting for University Examinations.

Plagiarism means deliberate presentation of academic work, words, ideas, theories or any other written information delivered in whole or in part from a source external to the candidate and presented as if it is the candidate's own efforts.

Postgraduate programme means a course of study pursued after completing an undergraduate degree or its equivalent.

Practical training means a variety of student-centred activities that enable the candidate to better develop his/her practical knowledge, skills and competencies in a discipline or course of study.

Programme duration/ delivery cycle means time limit prescribed in the relevant programme curriculum within which a student is required to complete the programme of study.

Programme means a curriculum of studies that leads to some form of recognition through an academic, technical or professional award in a discipline.

Non-degree Programme means a course of study undertaken by a candidate leading to Basic Technician Certificate, Technician Certificate or Ordinary Diploma.

Regulations means the Examinations Regulations, Second Edition 2025.

Repeat a year means the requirement for a student to re-enroll in and undertake the same academic year again, including the prescribed courses and assessments, after failing to meet the progression requirements for that year as prescribed under these Regulations.

Repeat Module means retaking a non-degree course when next offered.

Research Project means a systematic investigation undertaken by a Bachelor's degree student, under approved academic supervision, in partial fulfilment of the requirements for the award of the degree.

Respective Senate Committee means Undergraduate Senate Committee, Postgraduate Senate Committee or any other Committee as the Senate may prescribe.

Semester means part of the academic year structured into a minimum of fifteen (15) teaching weeks and two (2) weeks of end of semester examinations.

Senate means the Senate of the Mwenge Catholic University established under Article 13 of the Charter to be the principal overall decision making organ in respect of all academic matters of the University.

Special Examination means examination sat for by a candidate who has satisfied the conditions provided for under Regulation 33.

Student means a person registered by the University for the purpose of obtaining a qualification award of the University.

Supervisor means a member of academic staff involved in the supervision or guiding a candidate in his/her FPT/TP, Research, Dissertation or Thesis writing.

Supplementary Examination means the examination which a candidate is allowed to sit for after failing in the first sitting of the end of semester examinations subject to fulfillment of the conditions under Regulation 32 herein.

Suspension means temporary removal of a student from the University for a period of one (1) to six (6) months due to misconduct.

Unauthorized materials mean any written, printed and electronic materials that are generally or specifically prohibited from being brought into the examination room or examination zone. Such materials include written materials on paper, clothes or body and other similar documents; purses; annotated mathematical table(s), annotated statute book(s)/legislation; electronic equipment such as mobile phones, pagers, watches, and other devices as may from time to time be specified by the DVC-ARC.

Undergraduate programme means a Certificate, Diploma and Bachelor degree programme.

University means the Mwenge Catholic University or its acronym MWECAU as established under Article 4 of the Charter.

University Examination means a formal assessment used to evaluate candidate's understanding and mastery of a course material includes Coursework assessment, end of semester examinations, supplementary examinations, special examinations, research projects, Field Practical Training (FPT)/ Teaching Practice (TP) Assessment, dissertations and thesis assessments.

PART TWO

REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS

4. Forms of Examinations

- (1) There shall be written examination and, where the course demands, a practical and/or oral examination during each semester for each course registered and taught.
- (2) Examinations shall include but not limited to continuous assessments (quizzes, tests, assignments, seminar presentations and practicals), Field Practical Training, Teaching Practice, oral examinations, end of semester examinations, supplementary examinations, special examinations, comprehensive examinations, research project, dissertation and thesis.
- (3) The weighting of each examination shall be as prescribed under these Regulations, the approved curriculum or as the Senate may from time to time prescribe.

5. Registration for Examinations

- (1) All candidates shall be required to register for the end of semester, supplementary and special examinations.
- (2) Any candidate who shall fail to register for examinations as provided for under these Regulations shall be barred from sitting for the respective examination(s) and shall be deemed to have absconded the examination.
- (3) Candidates are required to register for every course in their respective year of study. A candidate sitting for an examination of a course for which he/she is not registered, the results of that examination shall be nullified. Such candidate shall be deemed to have committed an examination irregularity punishable by discontinuation.
- (4) Any candidate sitting for any examination mentioned in Regulation 5 (1) herein other than the end of semester examinations, shall be required to pay costs/fees for processing and

handling of such examination(s). The amount of costs/fees payable shall be as prescribed under these Regulations or as may be determined by the University from time to time.

6. Eligibility for Examinations

- (1) A candidate pursuing any programme of study shall be eligible for examination if the University is satisfied that the candidate has:-
 - (a) completed the specific requirements for a course by at least 75% physical attendance for all undergraduate and postgraduate programmes and 80% for non-degree programmes; unless where a specific programme provides otherwise. Records of attendance shall be maintained by the course instructor for one academic year.
 - (b) cleared all financial dues for the respective semester, or as the case may be, year of study and has a valid health insurance cover;
 - (c) completed and passed all the coursework for all examinable courses in the programme.
- (2) No candidate shall be permitted to sit for examinations if he/she is barred by any lawful order or law.
- (3) Any candidate who fails to meet the eligibility requirements under sub-Regulation (1)(a) shall be required to repeat the year of study upon demonstrating compelling reasons to the satisfaction of the Senate. A candidate who fails to demonstrate such compelling reasons shall be discontinued from studies.

7. Absence from Examinations

- (1) Candidates registered for examination(s) shall be required to appear and sit for all examinations.
- (2) A candidate who absents himself/herself from University examination(s) without compelling reason(s) shall be deemed to have absconded such examination(s) and shall be discontinued from studies.
- (3) Any candidate who is unable to sit for the end of semester examinations shall upon advancing compelling reason(s) be permitted to sit for special examination(s) provided that permission is sought through a form prescribed under these Regulations and is duly recommended by the respective Senate Committee through the Departmental Board and Faculty Board and duly complies with Regulation 33 herein.

- (4) No application for special examination shall be processed by the Departmental Board unless it is presented in a form prescribed under these Regulations and has been duly authenticated and recommended by the candidate's Academic Advisor and Dean of Students.

PART THREE

SCHEDULE OF UNIVERSITY EXAMINATIONS

8. Dates of Examinations

- (1) Dates and time of conducting continuous assessment shall be indicated by the respective course instructor in the course outlines or communicated to students at least one (1) week before conducting the assessment.
- (2) University Examinations (end of semester, supplementary and special examinations) shall be held at that time as shall be determined by the Senate from time to time and shall be published in the University Almanac.
- (3) Without prejudice to the provisions of Regulation 8 (2), end of semester examinations shall be conducted after the end of teaching weeks in a semester.
- (4) Once examination dates are set and approved by the Senate, they shall be adhered to except where the dates fall within a public holiday.

9. Preparation of Examination Timetables

- (1) The Timetable for the end of semester examinations shall be prepared in accordance with the procedures prescribed by the Office of the DVC-ARC from time to time.
- (2) The Office of the DVC-ARC shall be responsible for monitoring the preparation and issuing of examinations Timetables.
- (3) The Timetable shall be published at least two (2) months before the expected date of the end of semester examinations.
- (4) The publication of the end of semester examinations timetable shall be done through the University website, Students' Notice Board and any other designated places or media of communication.
- (5) Upon circulation or publication of the draft Timetable for end of semester examinations, all students and staff members shall have a duty to examine the Timetable with due diligence for any noticeable error or collision.

- (6) A course instructor and Head of Departments shall, upon publication of the first draft of the timetable be required to confirm the number of students registered for the course he/she teaches, any course shared across programmes, any missing course and any collision. Any course instructor or Head of Department who fails to comply with this sub-Regulation shall be required to make good any loss occasioned by his or her failure to report an anomaly that he or she reasonably ought to have identified and reported.
- (7) Where any student or staff member identifies, or reasonably ought to have identified, any clash, omission, inconsistency or other defect in the draft Timetable, such person shall forthwith notify the DVC-ARC through the Examinations Office. Provided that any failure to notify the DVC-ARC of such defect shall constitute acceptance of the draft Timetable as published.
- (8) No complaint, appeal, request for amendment or request for postponement of an examination arising from a defect that was not reported in accordance with these Regulations shall be entertained after confirmation of the final examination timetable.

PART FOUR

SETTING, MODERATION AND PROCESSING OF END OF SEMESTER EXAMINATIONS

10. Coursework Assessment

- (1) Coursework assessment shall be planned, administered and marked by course instructors.
- (2) Every course instructor shall ensure that:-
 - (a) all coursework is marked and compiled on time, and that feedback is provided to students at least one (1) week before the commencement of the end-of-semester examinations.
 - (b) candidates verify the accuracy of their coursework marks at least one (1) week before the commencement of the end of semester examinations.
 - (c) no case or complaint relating to inaccuracy of coursework marks shall be entertained during and after the end of semester examinations.
- (3) Candidates shall be responsible for verifying their coursework before sitting for the end of semester examinations, and to ensure that any discrepancy observed shall be communicated to the course instructor for verification and rectification.
- (4) A candidate who fails to sit for a test shall, upon adducing compelling reasons, be allowed by the instructor to take the missed test before the end of the semester examinations. Such

a student shall be responsible for initiating a request for the missed test or other assessment and for producing the necessary evidence. Where the candidate has no compelling reasons, the candidate shall have an incomplete coursework and shall carryover the course when next offered.

- (5) The Departmental Examination Moderation Committee, in collaboration with the Departmental Quality Assurance Committee and the University Quality Assurance Committee, shall oversee and monitor the quality of continuous assessments (tests, seminars, assignments and practicals).
- (6) The Departmental Examination Moderation Committee shall moderate coursework assessment results before they are officially uploaded to the University Management System (UMS). Proof of moderation shall be submitted to the Examinations Office at the time of submission of the coursework results.
- (7) Coursework shall be accumulated from not less than two (2) written tests and quizzes both constituting (20%), seminars and assignments (10%) which shall constitute the Theory; and Practicals (20%) and any other mode of assessment as may be prescribed by the specific programme or as may, from time to time, be determined by the Senate.
- (8) Notwithstanding the above apportionment of marks, there may be course-dependent variations, which shall be clearly specified in the approved course curriculum, provided that the number of each component assessed shall not be less than two.
- (9) A candidate shall be deemed to have passed the coursework component of a course only upon attaining at least 50% in both Theory and the Practicals.
- (10) A candidate shall be eligible to sit for the end of semester examinations in a course only upon passing the coursework in accordance with Regulation 29 that is by scoring a minimum of twenty (20) marks.
- (11) Any candidate who fails to pass the coursework as stipulated under these Regulations shall be required to carryover the course when next offered in accordance with Regulations 31.

11. Conduct of End of Semester Examinations

- (1) All end of semester examinations shall be set by academic staff/course instructor who taught the course in accordance with standard examination format and instructions stipulated in the respective curriculum or as shall be directed by the DVC-ARC.
- (2) Notwithstanding the provisions of sub-Regulation (1), where it is established that the academic staff member/course instructor who taught the course is prevented from

setting the respective examination(s), the Head of Department may, upon obtaining written approval from the DVC-ARC, appoint another member of academic staff to set the examination(s).

- (3) There shall be an Examination Moderation Committee for each Department for the purpose of internal moderation of end of semester and supplementary or special examinations. The Committee under this sub-Regulation shall be chaired by the Head of Department.
- (4) The Chairperson shall appoint a secretary from amongst members, unless where there is a person designated as a secretary.
- (5) Each academic staff member responsible for a course shall, following the prescribed format, prepare and present to the respective Head of Department the examinations for all courses he or she taught in the semester for internal moderation.
- (6) The Head of Department shall appoint a Moderation Committee of no more than five (5) members, taking into account the main areas of specialization, for the purpose of providing technical assistance in the moderation process. For efficient moderation of examinations, the Head of Department may require the presence of the course instructor where necessary.
- (7) Any examination moderator shall be required to observe the utmost confidentiality before, during, and after the moderation session. Failure to comply with this Regulation shall render the moderator liable to disciplinary measures.
- (8) During examination moderation, members of the Examination Moderation Committee shall not be allowed to bring mobile phones, smart watches, or papers into the session, nor shall they leave the room with any question paper.
- (9) The Head of Department shall ensure that the room used for moderation is secured and inaccessible to any outsider, whether by sight or sound.
- (10) In each meeting of examination moderation, there must be a member from the Quality Assurance Unit to oversee the moderation process. The Quality Assurance Unit shall prepare a report on the conduct of the examination moderation for each semester and submit it to the University Management.
- (11) Upon satisfactory completion of the internal moderation of examinations, the secretary shall prepare a report on the moderation process, including a list of all members present and the examinations moderated. The report shall be duly signed by the chairperson and submitted to the DVC-ARC through the Faculty Dean for necessary action.

- (12) Course instructors shall accommodate the inputs and observations made by the moderation Committee and report to the Head of Department the level of compliance through a matrix indicating each observation and the status of its implementation in the moderated examination paper. Major disagreements between the Moderation Committee and the course instructor shall be communicated to the Head of Department for resolution.
- (13) Internally moderated examinations shall be kept in the safe custody of the Head of Department until they are duly submitted to the Examinations Office.
- (14) Every Head of Department shall be responsible for submitting the internally moderated examinations to the Examinations Office and shall sign a declaration confirming that the submitted examinations were processed diligently, in accordance with the procedures stipulated under these Regulations, and in compliance with all directives issued from time to time by the DVC-ARC.
- (15) Upon being satisfied with the report of examination moderation, the DVC-ARC shall cause the examinations to be submitted for external moderation.

12. External Moderation

- (1) External moderation of end of semester examinations shall be conducted by external examiners in the manner prescribed by the Senate from time to time and in accordance with the applicable TCU Standards and Guidelines.
- (2) An external examiner shall serve in that capacity for a maximum of two consecutive terms and shall not be reappointed until three years have elapsed.
- (3) Each external examiner shall moderate no more than fifteen (15) examination papers.
- (4) Externally moderated examinations shall be returned to the Office of the DVC-ARC within the prescribed timeframe in the appointment letter.
- (5) Upon receipt of the moderation report from the external examiner, the Office of the DVC-ARC shall notify Heads of Departments, through the Faculty Deans, to collect the moderated examination papers along with their respective reports.
- (6) The Head of Department shall ensure that the respective members of academic staff implement the recommendations of the external examiners.
- (7) The Head of Department shall submit error free examination papers to the Examinations Office for processing.

13. Processing of Examination Papers

- (1) The processing of examination papers in terms of printing, photocopying, packing and sealing shall strictly be done by the Examinations Office.
- (2) The Examination Office shall ensure the processing of examination papers is done under maximum care, confidentiality and integrity.
- (3) Any Examination Officer or staff member who contravenes the provisions of sub-Regulations (1) and (2) shall be deemed to have committed misconduct and shall be dealt with in accordance with the MWECAU Staff Regulations and any other applicable Regulations.

PART FIVE

CONDUCT AND HANDLING OF EXAMINATIONS AND INVIGILATION

14. Conduct of Examinations

- (1) The Office of the DVC-ARC shall be responsible for the overall coordination of all examinations.
- (2) University examinations shall be coordinated and conducted under the control of the relevant Dean of Faculty or as the case may be, director in collaboration with the relevant Heads of Department.
- (3) The Office of the DVC-ARC in collaboration with Deans of Faculties and Heads of Departments shall ensure quality, efficiency and integrity of examinations.
- (4) All academic staff shall be present at the University during the period in which examinations are conducted.
- (5) The academic staff member responsible for a course under examination shall be available in the examination room for at least thirty (30) minutes from the commencement of the examination for the purpose of responding to any issues raised by candidates in relation to the examination that may require clarification from the respective staff member.
- (6) Each end of semester examination shall be of three (3) hours' duration unless there are special circumstances, in which case the authority to extend or reduce the examination time shall vest in the Senate or the relevant regulatory authorities.

15. Examination Zone

- (1) Examination zone shall include the examination room and an area extending five (5) metres therefrom, washrooms or any other area as may be prescribed.

- (2) Candidates shall be strictly prohibited from bringing any unauthorized materials into the examination zone.
- (3) All candidates and other persons shall strictly maintain silence while within the examination zone.
- (4) Any candidate or other person who violates the provisions of these Regulation shall be deemed to have committed a disciplinary offence.

16. Venue of Examinations

- (1) All examinations shall be administered in venues available at the University or in such other places as may be determined by the Office of the DVC-ARC after consultation with the Vice Chancellor.
- (2) Prior to the commencement of examinations, the Examinations Office shall ensure that all examination venues are properly arranged and ready for the examinations.

17. Authorized Materials

- (1) Candidates shall be required to present their University Identity Cards and Examination Cards to invigilators in order to be granted permission to enter the examination rooms.
- (2) Candidates shall be permitted to bring into the examination rooms such authorized working tools as may be specified in examination rubrics.

Provided that the course instructor shall be personally responsible to ascertaining the authenticity of the materials so permitted.

18. Search of Candidates

- (1) Invigilators shall be entitled to search/check candidates to ensure that they do not enter the examination premises/room with unauthorized materials and shall have authority to confiscate any unauthorized material brought into the examination premises/room by candidates.
- (2) Searches of students shall be conducted before candidates are admitted into the examination room and during the examination if the invigilator finds any suspicious circumstances.
- (3) A candidate suspected of carrying hidden unauthorized material(s) or has written on his/her part of the body shall be searched by staff/course instructor or as the case may be, any other person of the same sex with that of the suspected candidate.

- (4) A candidate who carries unauthorized material into the examination venue and surrenders them to the invigilator(s) on his/her own accord before examination papers have been distributed, shall be allowed to sit for the examination.

19. Invigilation of End of Semester Examinations

- (1) Invigilation of end of semester examinations shall be carried out strictly by academic staff of the University, as be indicated in the invigilation roster.
- (2) The Office of the DVC-ARC shall cause to be prepared an invigilation roster to be prepared and communicated to all academic staff, indicating the names of the Chief Invigilator (CI) and other invigilators, as well as the time, date and venue(s) for each end of semester examinations.
- (3) The Office of the DVC-ARC shall have the power to interchange invigilators among examination rooms or to allocate or reallocate invigilators as the need may arise.
- (4) The Office of the DVC-ARC shall ensure that each examination venue has a reasonable number of invigilators, taking into account the number of candidates and the size of the room.
- (5) The Office of the DVC-ARC shall ensure that the Chief Invigilator collects examination papers and any other prescribed materials from the Examinations Office one (1) hour before the time stipulated for the commencement of the examination.
- (6) Notwithstanding the provisions of sub-Regulation (5), other invigilators shall assist the Chief Invigilator and collect answer booklets within the prescribed time of at least one (1) hour before the commencement of the examination.
- (7) All invigilators shall be present in the examination room at least one (1) hour before the time for commencement of the examination.
- (8) Invigilators who fail to appear for invigilation at the time specified in the invigilation roster shall be subject to disciplinary action.
- (9) Invigilators shall not be permitted to:-
 - (a) use cellular or mobile phone, or any other electronic device, during invigilation;
 - (b) consume food or beverages other than drinking water in the examination room;
 - (c) mark or grade examination papers in the examination room;
 - (d) make unnecessary announcements in the examination room;
 - (e) use inappropriate or harsh language during the conduct of the examination.
- (10) Invigilators shall ensure that:

- (a) Question papers shall be placed face down on the desks according to the seating plan, before the candidates enter the examination room;
- (b) Each candidate shall be provided with only one answer booklet; additional sheets shall be provided when the booklet is full;
- (c) Candidates shall be admitted into the examination room and occupy their designated seats at least fifteen (15) minutes before the start of the examination;
- (d) Candidates shall enter the examination room in an orderly queue, showing their open hands (palms) and the pockets of their clothing,
- (e) No candidate shall be admitted into the examination room more than thirty (30) minutes after the start of the examination. A candidate arriving after this time shall be reported to the DVC-ARC. If the Senate is satisfied with justifiable reason(s), the candidate may be allowed to sit for the examination in the first sitting category during the subsequent supplementary examination period;
- (f) Candidates shall not borrow materials or working tools from their colleagues while in the examination room,
- (g) Candidates shall sit according to the scheduled seating plan, maintaining a reasonable distance between desks or tables,
- (h) candidates shall sign the attendance register,
- (i) The attendance sheet shall be circulated within thirty (30) minutes after the commencement of the examination.
- (j) Candidates shall submit their answer booklets as directed.

20. Roles of the Chief Invigilator

Before the commencement of the examination, the Chief Invigilator shall:

- (1) announce that unauthorized materials are strictly prohibited in the examination room;
- (2) announce that candidates should check if they have received the correct examination paper;
- (3) instruct candidates to carefully adhere to the rubric provided on the front page of both the examination paper and the answer booklet;
- (4) announce that candidates must not open the question paper until explicitly instructed to do so;

- (5) direct candidates to enter the required information in the designated fields of the answer booklets or answer sheets before being permitted to begin answering the examination questions;
- (6) inform candidates of the official starting and ending times of the examination;
- (7) inform candidates of the earliest time at which they may leave the examination room upon completion of the examination.

21. Responsibilities of Invigilators during the Examination

During the Examination, invigilators shall:

- (1) not leave the examination room without ensuring a suitable replacement is present;
- (2) Not allow any candidate to leave the examination room within the first thirty (30) minutes of the examination, unless deemed necessary;
- (3) Have the authority to specify or alter seating arrangements, to require inspection of a candidate, or to confiscate any unauthorized materials;
- (4) Announce that no candidate shall leave the examination room within the last thirty (30) minutes of the examination,
- (5) Announce when five (5) minutes remain before the conclusion of the examination.

22. Responsibilities of the Invigilator(s) at the End of Examination

- (1) At the end of examination, invigilators shall:-
 - (a) Ensure that candidates do not leave their seats until all scripts have been collected,
 - (b) Record the number of scripts collected and/or received on the Examination Attendance Sheet and provide their signature,
 - (c) Collect and return all examination scripts to the Examination Office immediately upon conclusion of the examination.
- (2) Invigilators shall ensure that the candidates enter both the examination number and the serial number of the answer book in the candidate-signed examination list,
- (3) Invigilators shall have full responsibility for safe custody and care to forestall loss or access by unauthorized persons.
- (4) Any case of loss or mishandling of examination scripts shall be dealt with in accordance with MWECAU Staff Regulations or any other applicable Regulations.

23. Powers of the Chief Invigilator

The Chief Invigilator shall have the authority to:-

- (1) expel from the examination room any candidate who violates any of the Regulation stipulated herein or who creates a disturbance that disrupts the conduct of the examination,
- (2) direct candidates to cease writing and to submit or assemble their examination scripts
- (3) require any candidate involved in an examination irregularity to sign an Examination Incident Report and any other relevant documentation,
- (4) utilize Examination Incident Forms to document all incidents occurring during the examination, including but not limited to student illness, misconduct, or other irregularities.
- (5) report immediately to the DVC-ARC any candidate who contravenes these Regulations.
- (6) take such other actions as may be necessary to ensure the orderly, fair and secure conduct of the examination, in accordance with the University Regulations and Policies.

24. Leakage of Examinations

- (1) Every course instructor shall ensure that all examination papers, together with their respective marking schemes, are handled with the highest degree of care and confidentiality;
- (2) All staff members are under an obligation to uphold the integrity of examinations. Any incident or suspicion of examination leakage must be reported immediately to the DVC-ARC;
- (3) any staff member found guilty of disclosing, facilitating or causing the leakage of examination materials shall be subject to termination from the University and shall, in addition, be liable to compensate for any loss or damage resulting from such leakage;
- (4) Any candidate found guilty of causing or involvement in examination leakage shall be discontinued from studies.
- (5) In the event that an examination paper is leaked before candidates have sat for the examination, the DVC-ARC shall cancel the affected examination paper and direct the preparation of a new examination paper, in accordance with procedures prescribed by the Senate.
- (6) In cases where examination leakage is established after the examination has been conducted, the results of the affected examination shall be nullified, and all candidates, irrespective of their involvement, shall be required to re-sit the examination.

- (7) Where leakage occurs, or allegations of leakage are raised, before candidates have sat for the examination, the course instructor for the respective course shall, subject to the approval of the Chairman of the Senate, prepare a new examination paper. All procedures for setting the end of semester examinations shall apply *mutatis mutandis*. Provided that if there is insufficient time to prepare a new examination following the discovery of a leak, the Senate may, upon approval, reschedule the examination to a later date.
- (8) Notwithstanding the generality of Sub-Regulation (7), where a course instructor is alleged to have caused the leakage, the Head of Department, after consultation with the Faculty Dean, shall appoint an alternative course instructor to set and mark the examination.

PART SIX

MARKING OF EXAMINATIONS, COMPILATION

OF MARKS, MODERATION AND RELEASE OF EXAMINATION RESULTS

25. Marking of the End of Semester Examinations

- (1) The marking of end of semester examinations shall be conducted by panels comprising all members of the programme, at the place and time scheduled or as determined by the DVC-ARC.
- (2) Each academic staff shall ensure that:
 - (a) the examination scripts are carefully managed, with scores accurately transferred to the front page of the examination booklets and the total marks and corresponding grades duly recorded.
 - (b) any irregularity or reasonable suspicion observed during marking is promptly reported to the office of the DVC-ARC by the respective HoD through the Faculty Dean.

26. Compilation of the Examination Results

- (1) Each academic staff member is required to prepare and enter the examination results in the UMS, and to submit duly completed and signed examination results to the HoD.
- (2) The HoD shall be responsible for submitting the marked scripts to a location designated by the Office of the DVC-ARC.

- (3) Submission of marked scripts shall be made simultaneously with the submission of two
(2) copies of the examination results for each examination, extracted from the UMS, along with the marking scheme and attendance sheet.

27. Moderation of the Examination Results

- (1) Upon receiving the examination results report from each course instructor, the HoD shall submit the reports to the Departmental Board for moderation and subsequently recommend the examination results to the Faculty Board for further consideration.
- (2) During the moderation of examination results, the responsible Examiner's Board(s) shall ensure that:-
 - (a) the examination results are received, discussed and recommended to the appropriate higher University authorities;
 - (b) All concerns raised shall be addressed prior to the submission of the examination report to higher authorities. Evidence demonstrating that the concerns were addressed by the respective Examiner's Board at both the Department and Faculty levels must be submitted to the relevant Senate Committee for scrutiny;
 - (c) The consolidated/pooled examination results for each programme (i.e., examination results for each semester of the respective academic year) are prepared and presented to the Senate for consideration and approval.
- (3) Moderation of examination results shall involve External Examiners who shall be invited at every second semester of the other academic year according to the provided terms of references.

28. End-of-Semester Examination Pass Requirement

A candidate who sits for the end of semester examination shall be considered to have passed the examination upon obtaining a minimum score of twenty (20) marks.

29. Overall Course Pass Requirement

- (1) Overall marks for each University examination shall be 100% consisting of 50% coursework and 50% end of semester examination for Bachelor degree programmes; 50% continuous assessment and 50% end of semester examinations for postgraduate programmes; 60% continuous assessment and 40% end of semester examinations for Non-degree programmes.

- (2) A Bachelor Degree candidate shall be deemed to have passed the University examination for a course upon attaining a minimum of twenty (20) marks in both the coursework and the end of semester examination. Pass marks for postgraduate and non-degree programmes shall be as provided in the specific Regulations governing the conduct of such programmes.
- (3) A candidate failing to meet the requirements of sub-Regulation (2) shall be required to sit for supplementary examination when next offered in accordance with the provisions of these Examination Regulations and or the specific Regulations/Guidelines governing a respective programme.

30. Pass Requirement for Courses with Theory and Practical Components

- (1) For courses comprising both theory and practical components, a candidate shall be deemed to have passed the course only upon attaining a minimum of fifty percent (50%) in each component.
- (2) A candidate who fails in either the theory or practical component shall be required to sit a supplementary examination for the failed component only.
- (3) A candidate at any examination may at the discretion of the Board of Examiners be required to attend an oral examination in addition to written and practical examinations.

31. Approval, Publication, Release and Archival of Examination Results

- (1) Provisional examination results, as recommended by the Faculty Boards, shall be approved for publication by the relevant Senate Committee(s) after being satisfied of their correctness.
- (2) The release of the provisional examination results (as approved by the relevant Senate Committee(s)) shall be the responsibility of the DVC-ARC.
- (3) Students shall access their examination results through their personal accounts on the University Management System (UMS).
- (4) The Senate shall approve all final examination results and the award of Degrees, Diplomas and Certificates.
- (5) The DVC-ARC shall be responsible for publication and custody of the approved examination results.
- (6) Notice of the publication of examination results shall be posted on MWECAU notice boards, the University website or through any other means deemed appropriate by the Senate.

- (7) Approved results for each Semester and each academic year shall be archived in a hard-bound booklets with serial numbers and dates, accompanied by a soft copy in PDF format bearing the same serial number and date.
- (8) The University shall preserve examination scripts for reference purpose for a maximum period of three (3) academic years from the date of graduation.

PART SEVEN

SUPPLEMENTARY AND SPECIAL UNIVERSITY EXAMINATIONS

32. Supplementary Examinations

- (1) A candidate who fails the end of semester examination(s) but attains an overall annual GPA of at least 2.0 shall be eligible to sit for a supplementary examination in the respective course(s) at a time determined by the University at the end of the respective academic year or as may, from time to time, be determined by the Senate.
- (2) No student shall be permitted to sit for a supplementary examination if his or her annual GPA is below 2.0. Such a candidate shall be required to repeat the year of study.
- (3) If the candidate fails to attain a GPA of at least 2.0 in the repeated year, he or she shall be discontinued from studies.
- (4) A candidate sitting for a supplementary examination shall be required to pay a supplementary examination fee of Tanzania shillings twenty thousand (20,000/=) per subject. This amount shall be subject to review by the University from time to time.
- (5) Failure by a candidate to pay the fee prescribed under sub-Regulation (4) shall render the candidate ineligible to sit for the supplementary examinations.
- (6) Where a candidate sits for a supplementary examination, the highest grade that may be awarded for that course shall be Grade C in the case of undergraduate students and Grade B in the case of postgraduate students.
- (7) A candidate who fails a supplementary examination(s) shall carryover the respective course(s), subject to the provision of Regulation 34.
- (8) A candidate who fails to sit for a supplementary examination (s) without good cause shall be discontinued from studies.
- (9) Where a candidate provides sufficient reasons, supported by evidence, for failure to sit for a supplementary examinations, he or she may, subject to the recommendation of the relevant Senate Committee and approval by the Senate, be permitted to carryover the course. In such a case, the course shall be assessed with a Grade C.

33. Special Examinations

- (1) Where a candidate pursuing any programme of study at the University fails to attend the whole or part of an end of semester examination due to circumstances beyond his or her control, the candidate may, subject to the production of authentic evidence and the written approval of the relevant Senate Committee, be permitted to sit for a special examination in the course(s) not sat for.
- (2) Notwithstanding the provisions of sub-Regulation (1), special examinations shall be granted solely on the following grounds:-
 - (a) medical reasons relating to the illness of the candidate; Provided that all medical grounds shall be certified by a registered medical practitioner.
 - (b) death of a biological parent, child or spouse of the candidate;
 - (c) an Act of God/*Force Majeure* preventing the candidate from sitting for examinations.
- (3) Special examinations shall be treated as a first sitting and graded accordingly. They shall be administered concurrently with supplementary examinations or at such other times as may be prescribed by the University.
- (4) All special examinations shall be completed within the respective year of study; otherwise, the candidate shall be discontinued from studies.
- (5) Notwithstanding the provisions of sub-Regulation (4), a student who fails to sit for a Special Examination for good cause may, subject to approval by the Senate and within the prescribed period of registration, be permitted to carry over the course when it is next offered. Provided that the grading of such a candidate shall be treated as though the candidate had attempted the examination at the first sitting.
- (6) Notwithstanding the provisions of sub-Regulation (4), a student who fails to sit for a special examination for good cause may be permitted to carryover the course when next offered, subject to the approval of the Senate and within the allowable period of registration. Provided that the grading for such candidate shall be treated as if a candidate attempted the examinations in the first sitting.
- (7) Application for special examinations shall be made in a form prescribed in these Regulations as "*Request for Special Examination Form*" indicating the reasons and evidence of the candidate's failure to sit for the end of semester examinations.

- (8) An application for a special examination shall be submitted at least two (2) weeks before the last teaching week, except in emergency cases, which shall be considered on a case by case basis.
- (9) An application for a special examinations shall be submitted to the Faculty Dean through the respective Head of Department.
- (10) A candidate shall be permitted to apply for a special examination only once in an academic year.
- (11) Special Examinations shall be provisionally approved by the relevant Senate Committee upon the recommendation of the Faculty Board. The final approval shall be made by the Senate.

34. Carryover of Courses

- (1) Request for carry over of a course or courses shall be made through “*Carry over Application Request Form*” prescribed in the Schedule to these Regulations.
- (2) A candidate who fails coursework, has incomplete coursework or fails supplementary/ special examination(s) shall be permitted to carryover not more than two courses per semester when the course(s) is next offered.
- (3) Carryover of a failed course into a subsequent year shall require the candidate to repeat the course when next offered and to fulfill all course requirements, including attendance and assessment components. The maximum grade attainable shall be Grade C for Undergraduate and Non-Degree Programmes, and Grade B for Postgraduate Programmes.
- (4) Carryover of an elective course shall be permitted only where the course is required to meet the minimum number of credits necessary for progression to a subsequent academic year or for the award of the degree.
- (5) A candidate with carryover courses shall ensure that such course(s) are cleared within the maximum allowable period of registration.
- (6) A candidate who fails a carryover course originating from failure in a supplementary examination shall be discontinued from studies.
- (7) A candidate who fails a carryover course arising from failure in a special examination shall be entitled to sit for a supplementary examination. If the candidate fails the supplementary examination, he or she shall be discontinued from studies.

- (8) A continuing student shall be permitted to carryover a course upon payment of a fee of Tanzanian shillings fifty thousand (TZS 50,000/=) per course, or such other amount as may from time to time be prescribed, subject to approval by the relevant University organ.
- (9) A candidate who carries over a course beyond the normal programme duration shall be required to pay an administrative fee as prescribed in the University fee structure and a carryover fee of Tanzanian shillings one hundred thousand (TZS 100,000/=) per course for Non-Degree and Undergraduate Programmes or as may from time to time be reviewed and prescribed.
- (10) Carryover fees for Postgraduate Programmes shall be determined based on the duration of the extension of registration or as may from time to time be prescribed by the University.
- (11) The maximum duration of registration shall be five (5) years for a programme that ordinarily takes three (3) years; three (3) years for a programme that ordinarily takes two (2) years; and two (2) years for a programme that ordinarily takes one (1) year.
- (12) Upon expiry of the maximum period of registration stipulated in sub-Regulation (11), the student shall become time-barred, shall lose his or her registration status and shall consequently be discontinued from studies.
- (13) A candidate who fails to complete the programme within the ordinary programme duration shall be required to submit a formal application for extension of registration to the respective Faculty/Directorate through the respective Head of Department/Director, as the case may be. Where such application is approved, the candidate shall pay extension fees and any other associated costs as may be determined by the University from time to time. Any extension fees prescribed by the University shall be construed to form part of these Examination Regulations.
- (14) A candidate carrying over a course shall be permitted to attend the course when it is next offered, subject to the condition that the curriculum remains unchanged. Where the curriculum has changed, the candidate shall be required to repeat the year of study.

35. Progression between Academic Year

- (1) A candidate shall be permitted to proceed to the next academic year of study under continuing status upon fulfilling the prescribed qualification pathways as determined by TCU from time to time.

- (2) A candidate who attains a Grade Performance Average (GPA) of less than 2.0 shall not be permitted to proceed from one academic year of study to the subsequent academic year in Certificate, Diploma and Bachelor's degree programmes. Such a candidate shall be required to repeat the year of study, and if he or she fails to attain a GPA of at least 2.0 in the repeated year, he or she shall be discontinued from studies.
- (3) The GPA referred to under this Regulation shall be computed based on the pooled results of the respective academic year.

PART EIGHT

FIELD PRACTICAL TRAINING AND RESEARCH PROJECTS

36. Field Practical Training (FPT)

- (1) Field Practical Training shall be governed by the specific requirements stipulated in the respective curriculum and/or as specified in the Field Practical Training Manuals and Guidelines, as may be developed and revised from time to time, subject to the approval of the Senate.
- (2) Notwithstanding the generality of sub-Regulation (1), the provisions relating to the specific requirements for the completion of a course of study shall apply *mutatis mutandis* as prescribed in these Regulations.
- (3) All Certificate, Diploma, and Bachelor's Degree students shall undertake compulsory Field Practical Training as prescribed in their respective programmes and in the University General Field Practical Training Guidelines. Field Practical Training for Postgraduate students shall be conducted in accordance with the applicable Postgraduate Regulations and Guidelines.
- (4) A candidate who fails FPT, or who fails for any reason to attend FPT when scheduled, shall be required to undertake the training when next offered. A candidate who fails a repeated FPT shall be discontinued from studies.
- (5) Where a student fails to secure placement for FPT, he or she shall notify the Faculty Dean through the respective Head of Department (HoD) in writing and submit evidence of rejection. Such a student shall be required to undertake the Field Practical Training when next offered, provided that it falls within the maximum allowable programme duration.

- (6) A student who engages in misconduct of any nature during Field Practical Training shall be deemed to have committed an irregularity under these Regulations and shall be discontinued from studies.

37. Research Projects

- (1) Research Projects for undergraduate programmes shall be regulated by the specific requirements in the Curriculum and Research Project Guidelines as shall be approved by the Senate from time to time.
- (2) Notwithstanding the generality of sub-Regulation (1), the provisions relating to specific requirements for completion of a course of study shall apply in the same manner as prescribed in these Regulations.

PART EIGHT

EXAMINATION IRREGULARITIES

38. Examination Irregularities by Candidate(s)

- (1) Examination irregularities shall include, but are not limited to a candidate:
- (a) Entering the examination venue without the permission of the invigilator(s). A candidate who contravenes this Regulation shall be reported to the Examinations Office, and may be barred from sitting for the end-of-semester examinations;
 - (b) Entering the examination room with unauthorized material, or being found in possession of unauthorized material or information at any stage of the examination process. This includes, but is not limited to, papers, notes, books, mobile phones, watches, pagers and any other devices or materials not specified as authorized materials;
 - (c) Bringing unauthorized material into the examination zone;
 - (d) Seeking to improve performance in an examination by accessing or attempting to access materials not listed in the examination rubric;
 - (e) Arriving at the examination room more than thirty (30) minutes after the commencement of the examination;
 - (f) Failing to comply with instructions regarding the conduct of examinations as provided on the question paper, answer booklet, or by the invigilator(s) ;
 - (g) Possessing or accessing unauthorized materials during an examination;
 - (h) Causing disturbance within the examination room or examination zone;

- (i) Engaging in conduct that disrupts the examination process, including shouting, using abusive or threatening language, or destroying University property or the property of another person.
 - (j) Communicating with another candidate or exchanging working tools or materials during the examination;
 - (k) Failing to disclose one's identity as required;
 - (l) Contravening the prescribed dress code for examinations;
 - (m) Cheating in any form;
 - (n) Back riding;
 - (o) Impersonation;
 - (p) Plagiarism;
 - (q) Copying from another candidate's work;
 - (r) Removing answer booklets, whether used or unused, from the examination room or hall without authorization;
 - (s) Aiding or abetting another candidate to copy answers from another candidate's script;
 - (t) Intimidating, coercing, threatening, terrorizing, bullying, assaulting, or otherwise harassing or humiliating invigilator(s) or another candidate;
 - (u) Writing or scribbling on the examination question paper unless expressly authorized;
 - (v) Destroying or falsifying any evidence of an examination irregularity;
 - (w) Entering the examination room without meeting the prescribed candidacy requirements;
 - (x) Misbehaving in the examination room in any manner inconsistent with proper conduct;
 - (y) Committing any other form of examination irregularity not expressly provided for under these Regulations, which in the opinion of the University constitutes misconduct or is likely to compromise the integrity, fairness, credibility, or proper conduct of the examination process.
- (2) Candidates shall not be permitted to enter the examination room wearing a cap, hat, hood, any inscriptions on any body part or clothing that can be construed as an aid to answering examination questions or any other attire deemed inappropriate or unsuitable for an examination setting, unless prior authorization has been granted by the DVC-ARC.

39. Punishment for Irregularities by Candidates

A candidate who contravenes the provision of Regulation 38 above shall, subject to approval by the Senate, be discontinued from studies. Where property is destroyed, the candidate shall be required to make good the loss;

40. Examination Irregularity by Invigilators or Staff Member

- (1) An examination irregularity shall be deemed to occur where an invigilator commits either of the following acts:-
 - (a) reporting late for invigilation;
 - (b) Failing to appear in the examination room for invigilation as scheduled;
 - (c) using a cellular or mobile phone, or any other electronic device, during invigilation, except for the Chief Invigilator when communicating information or queries directly related to the examination in question.
 - (d) leaving the examination room without the permission of the Chief Invigilator;
 - (e) failing to respond to examination related concerns or issues arising during the conduct of the examination;
 - (f) marking examination papers during the period of invigilation in the examination room;
 - (g) leaving examination room without a replacement;
 - (h) making unnecessary announcements that may disturb the examination process;
 - (i) failing to maintain impartiality or engaging in conduct that compromises the integrity of the examination process;
 - (j) Committing any other act contrary to these Regulations, or any act not expressly provided for herein but relating to examinations, which in the opinion of the University undermines academic integrity, fairness, or proper conduct of the examination process.
- (2) Irregularity by staff of the University other than invigilators shall include the following:-
 - (a) failing to collect examination scripts from the Examination Office within the prescribed time;
 - (b) losing, misplacing, or mishandling examination scripts or other confidential examination materials;
 - (c) Causing, facilitating, or soliciting the leakage of examination materials or information;

- (d) failing to comply with deadlines for the submission of examination papers, examination results or related documentation;
- (e) failing to report any incident of examination irregularity committed by candidates, invigilators or other staff members;
- (f) falsifying, altering or tampering with examination scripts, marks or results;
- (g) granting unauthorized access to examination scripts, answer sheets or any confidential examination materials;
- (h) using their position to influence, coerce, or manipulate the examination process, including grading or evaluation;
- (i) failing to maintain the confidentiality and security of examination materials;
- (j) committing any other act contrary to these Regulations or any act not expressly provided for herein but relating to examinations, which in the opinion of the University undermines academic integrity, fairness or the proper conduct of the examination process.

41. Reporting of Examination Irregularities

- (1) All cases of alleged examination irregularity committed by candidates and staff shall be handled by the MWECAU Examinations Irregularity Committee and MWECAU Staff Disciplinary Committee, respectively.
- (2) The DVC-ARC shall cause every reported case of examination irregularity to be formally referred to the relevant Committee for processing in accordance with these Regulations.
- (3) Where a candidate is alleged to have committed any examination irregularity defined under these Regulations, the invigilator shall stop the candidate from continuing with the examination pending investigation. However, the candidate shall be allowed to continue with subsequent examinations while the case is under investigation.

Provided that the candidate shall be permitted to sit for such subsequent examinations using copies of the examination and student's identity cards certified by the Corporate Counsel and approved by the DVC-ARC.

- (4) Notwithstanding the provisions of sub-Regulation (3) herein, where a candidate is found guilty of an examination irregularity, the results of the examinations in which the candidate participated shall be nullified, and the candidate shall be discontinued from studies.

- (5) In the event of an alleged examination irregularity, the invigilator shall require the candidate to fill in and sign an “*Examination Irregularity Incident Report Form*” and any other materials pertinent to the incident.
- (6) The Chief Invigilator shall sign and submit the examination incident report form, together with the candidate’s answer booklet, examination paper, identity card, examination card, the material the candidate was found with or other evidence of the alleged irregularity and any other relevant materials, to the Office of the DVC-ARC no later than one (1) hour after occurrence of the incident.

42. Handling of Examination Irregularity Cases by the EIC

- (1) The processing and investigation of an alleged case of examination irregularity shall be conducted within forty-eight (48) hours from the date on which it is formally reported to the DVC-ARC.
- (2) The DVC-ARC shall cause the report of the examination irregularity to be transmitted to the EIC. Such transmission shall be made using the prescribed form and shall include all necessary attachments.
- (3) Upon receipt of the case of examination irregularity committed by a candidate(s), the EIC shall inter alia conduct hearing to establish whether or not the accused candidate is guilty of the alleged irregularity.
- (4) The EIC shall comply with the requirements relating to due process, including the accused candidate’s right to adequate notice of at least forty eight (48) hours before the date of hearing, right to call witnesses and the right to present evidence in his or her possession.
- (5) Where, after deliberation, the EIC finds the accused candidate guilty, the candidate shall be informed forthwith of the findings, recommended penalty and of his/ her right to appeal against the findings of the EIC.
- (6) The report of the EIC shall be submitted to the DVC-ARC who shall cause the same to be presented to the respective Senate Committee for its deliberation.
- (7) The relevant Senate Committee, upon receiving the EIC report, shall examine the case and appeal (if any); and if satisfied, shall recommend it to the Senate for approval.
- (8) A candidate wishing to appeal must submit a written letter stating the grounds for the appeal to the Chairman of the relevant Senate Committee through the DVC-ARC. The Committee shall consider the student’s appeal along with the report of the EIC and make its final recommendation to the Senate for approval.

43. Reporting and Handling of Examination Irregularity Committed by Staff

- (1) Any incident of examination irregularity committed by a member of staff whether communicated by the staff himself/herself or reported by another person shall be initially reported to the Office of the DVC-ARC.
- (2) Upon receipt of such report, the DVC-ARC shall conduct a preliminary review and, where satisfied that a prima facie case exists, shall refer the matter to the DVC-PFA for inquiry and further action in accordance with the applicable University Staff Regulations.
- (3) All proceedings and hearings relating to examination irregularities allegedly committed by staff shall be conducted by the MWECAU Staff Disciplinary Committee in accordance with the established disciplinary procedures.
- (4) The processing and determination of cases involving examination irregularities by staff shall be conducted expeditiously and in strict confidence to safeguard the integrity of the examination process and the reputation of the University.

PART NINE

EXAMINATION IRREGULARITIES COMMITTEES

44. Establishment of the Examinations Irregularities (EIC) Committee

- (1) There is hereby established an Examinations Irregularity Committee (EIC), which shall be responsible for hearing and determining all cases of alleged examination irregularities committed by candidates in accordance with these Regulations.
- (2) The EIC shall have the mandate to:-
 - (a) Receive and consider reports of alleged examination irregularities received from the DVC-ARC;
 - (b) Conduct hearings in respect of the reported incidents in accordance with the principles of natural justice and due process;
 - (c) Summon the accused candidate and witnesses;
 - (d) Require the production of any document, record or other material relevant to the alleged irregularity;
 - (e) Examine witnesses and receive oral and written evidence;
 - (f) Make findings as to whether or not a candidate is guilty of the alleged irregularity;

- (g) Regulate its own procedure in matters not expressly provided for under these Regulations;
- (h) Recommend appropriate action to the relevant Senate Committee;
- (i) Exercise any other power incidental or necessary for the effective performance of its mandate under these Regulations.

45. Establishment of the Examinations Irregularities Appeals Committee

- (1) There is hereby established an Examinations Irregularities Appeals Committee (EIAC) of the University for the purpose of hearing appeals arising from the findings of the EIC.
- (2) For the purposes of these Regulations, the respective Senate Committee responsible for the student concerned shall serve as the EIAC, unless the University designates another organ for such purpose.
- (3) The EIAC shall consider and determine appeals lodged by candidates in accordance with the procedures prescribed under these Regulations and shall make appropriate recommendations to the Senate for approval.
- (4) During the process of appeal, the EIAC shall not be required to summon the physical presence of the candidate.
- (5) Appeals shall be considered based on the report and findings of the EIC, evidence presented during hearing and the ground advanced by the candidate.
- (6) The EIAC shall deliberate and make its recommendations to the Senate for approval. An approval made under this Regulation shall be final and conclusive.

46. Composition of the EIC

- (1) The EIC shall consist of not less than five (5) and not more than seven (7) members appointed by the DVC-ARC.
- (2) Provided that the Chairperson of the Committee shall be appointed from among senior academicians from other university or a senior practicing advocate.
- (3) The composition of the EIC shall include:
 - (a) A Chairperson appointed from outside the University;
 - (b) Two senior academic staff one of whom shall be a woman;
 - (c) Dean of Students;
 - (d) MWECAUSO Representative;

- (e) One member of academic staff from within the University who is enrolled as an advocate appointed on case to case basis, who shall be the Secretary with no voting powers;
- (4) Invited members who shall include the HoD hosting the programme forming subject of the examination(s) concerned in the reported irregularities.
- (5) The quorum at each Meeting of the EIC shall be constituted by five (5) members including the Chairman, students' representative and the Dean of Students.
- (6) In any deliberation or findings of the EIC, each member shall have one vote and in the event of equality of votes, the Chairman shall have a casting vote in addition to his deliberative votes.

47. Functions of the Examination Irregularities Committee

- (1) The EIC shall perform the following functions:-
 - (a) receive and consider reports of alleged examination irregularities;
 - (b) prepare all correspondences to the accused candidate, including formal notices;
 - (c) To conduct hearings in respect of an alleged incident of examination irregularity;
 - (d) To ensure that the accused candidate is accorded due process, including the right to notice, the right to be heard, the right to present evidence and to call witnesses;
 - (e) To examine and evaluate all relevant evidence, including examination materials, incident reports, witness statements and any other pertinent document;
 - (f) To determine whether the accused candidate is guilty or not guilty;
 - (g) To deliberate and recommend to the respective Senate Committee on the appropriate action to be taken against an accused candidate.
- (2) The EIC shall regulate its own procedure. Provided that in each case, EIC shall uphold the principles of natural justice.
- (3) Where the EIC make a finding that the accused candidate is guilty of the alleged examination irregularity, to inform the candidate of such finding and of the recommendation it intends to submit to the relevant Senate Committee.
- (4) To inform the accused candidate of his or her right to appeal against the findings and recommendations of the EIC in accordance with these Regulations.

48. Functions of the Examination Irregularities Committee

The functions of the Examinations Irregularities Committee shall be to:-

- (1) Require the production of any document, record or any other material relevant to the alleged irregularity;
- (2) Deliberate on any incident of examination irregularity which is brought before it for consideration;
- (3) Prepare a thorough report of the proceedings to be submitted to the relevant Senate Committee for further or necessary action;
- (4) Determine or propose action in cases of unforeseen events;
- (5) Undertake any other function as may be specifically assigned by the appointing authority or as the case may be, the Senate.

49. Handling of an Examination Irregularity Case by the EIC

- (1) Upon receipt of allegation of examination irregularity, the EIC shall handle and determine the case within seven (7) working days.
- (2) Notwithstanding the provisions of Regulation 42(4), allegations of examination irregularity shall be initiated through a notice issued to the accused candidate indicating the allegations against him/her and its particulars, the provisions of the Regulation violated, his/her right to present response to the allegations prior the date of hearing, his/her right to appear before the EIC for hearing, right to call witnesses and to bring documentary or any other form of recognized evidence. The notice shall also state the date, time and venue where hearing will be conducted.
- (3) During hearing of examination irregularity case, the accused candidate shall be reminded of the allegations against him/her and shall be asked whether he/she admits/denies such allegations.
- (4) Where the accused candidate admits the allegations against him/her, the EIC shall inform the accused candidate of his/her right to make representation on matters to consider in the imposition of punishment for the irregularity committed and proceed with its determination on the appropriate action.
- (5) Where the accused candidate denies the allegations against him/her, the EIC shall call witnesses of the alleged irregularity. Both the accused candidate and members of EIC shall have the right to cross examine the witness(es).
- (6) The accused candidate shall be given an opportunity to defend himself/herself against the allegations and may call witnesses and or produce documents. The EIC shall have right to

question the accused candidate and witnesses brought by the accused candidate for clarification purposes.

- (7) At the closure of hearing, the EIC shall make deliberations and necessary recommendations to the relevant Senate Committee.
- (8) Provided that where the Committee makes a finding that the accused person is guilty of the examination irregularity he/she is charged with, it shall inform the accused candidate accordingly. The EIC shall forthwith inform the accused candidate of his/her right to state matters to be considered by the appropriate authority in imposition of punishment. The EIC shall record the statement made by the accused person in that respect.
- (9) The EIC shall prepare a report of the proceedings and submit it to the relevant Senate Committee through the DVC-ARC's Office.
- (10) An accused candidate desiring to challenge the findings of the EIC on being found guilty of examination irregularity shall present his/her ground of appeal to the Examination Irregularity Appeals Committee. An appeal under this Regulation shall be presented within forty eight (48) hours from the date when the findings of the Committee were communicated to the accused candidate.

50. Penalties under the Examinations Regulations

- (1) Subject to confirmation by the Senate, candidates found guilty of examination irregularity shall be discontinued from studies.
- (2) The Senate may impose such a lesser penalty to a candidate found guilty of commission of an examination irregularity depending on the gravity of the irregularity committed or its circumstances as the Senate may deem appropriate.
- (3) The University shall revoke a degree in the event that a case is brought after graduation and there is substantial evidence for actions that occurred before graduation but were unknown at that time that the holder of that degree has committed academic dishonesty.
- (4) Any staff or course instructor who contravenes the provisions of these Regulations shall be considered to have committed a misconduct and shall be dealt with in accordance to the MWECAU Staff Regulations and applicable Code of Conduct.

51. Finality of the Decision of the Senate

- (1) The Senate shall be the final decision making organ on all academic matters in the University.

- (2) Any decision of the Senate in respect of any academic matter whether specified in this Regulations or other Regulations, Guidelines or Policies shall be final and conclusive.
- (3) Without prejudice to the application of other Regulations, Guidelines and Policies governing specific programmes, these Examinations Regulations shall have the force of law in all University examinations, irrespective of the level of study.
- (4) In the event of any conflict or inconsistency between these Examinations Regulations and any other University Regulations, Guidelines or Policies, these Examinations Regulations shall prevail. Any provisions of the other Regulations, Guidelines and Policies that are inconsistent with these Regulations shall be deemed null and void to the extent of such inconsistency.

PART TEN

APPEAL AGAINST EXAMINATION RESULTS

52. Right to Appeal

A candidate may appeal against the examination results in accordance with the procedures prescribed under this Part.

53. Time for lodging an Appeal

- (1) An appeal by a candidate against examination results shall be submitted in writing to the relevant Faculty Dean or Director (as the case may be), within seven (7) working days from the date on which the examination results are provisionally released.
- (2) Any appeal lodged after the expiry of the prescribed period shall not be considered and shall be rejected, unless the candidate demonstrates reasonable cause for the delay.
- (3) Every appeal properly lodged under this Regulation shall be processed and determined within seven (7) working days from the date of receipt by the relevant office.

54. Grounds of Appeal

- (1) Appeals under this Part shall be strictly limited to matters relating to examination results, including but not limited to unfair marking or improper allocation of marks, incorrect distribution of marks.
- (2) No appeal shall be entertained in respect of coursework marks unless there is reasonable and verifiable evidence of an error arising from circumstances beyond the candidate's control. Where a candidate identifies any discrepancy in coursework marks, he or she shall

promptly seek clarification or correction from the respective course instructor prior to the commencement of end of semester examinations.

- (3) Subject to sub-Regulation (2), where, prior to the declaration of end of semester examinations results by the Senate there is proof that there was an error due to circumstances beyond the candidate's control, the candidate may appeal to the Faculty Dean, Director of Non-Degree Programmes and Director responsible for Postgraduate Studies (as the case may be).
- (4) Where an error is discovered after the Senate has declared the examination results, the matter shall be referred to the relevant Senate Committee for consideration. The Committee shall deliberate on the matter and make recommendations to the Senate regarding the appropriate course of action.

55. Procedures for Appeal

- (1) All appeals under this Part shall be lodged using the prescribed Appeal against Examination Results Form in the Schedule to these Regulations and submitted within the timeframe specified in Regulation 53.
- (2) A candidate wishing to challenge the end of semester examination results shall appeal to the Faculty Dean/Director in which the course was offered through his or her respective Department.
- (3) Upon receipt of the appeal, the Faculty Dean or Director shall formally request the relevant examination script(s) from the Examination Office through the DVC-ARC.
- (4) The Faculty Dean or Director shall conduct a preliminary review of the appeal to determine whether there are sufficient grounds to warrant remarking. Where satisfied that remarking is justified, the Dean or Director shall appoint a qualified examiner, other than the original examiner, to remark the script.
- (5) The examiner assigned to re-mark the script shall prepare a written report clearly justifying the marks awarded following the re-marking process and shall submit the report to the Faculty Dean within five (5) working days.
- (6) The outcome of all appeals shall be communicated to the DVC-ARC by the respective Faculty Dean within two (2) working days from the date on which the re-marked results are submitted by the examiner who conducted the re-marking of the examination scripts.

- (7) A candidate shall not be permitted to request a second remarking of the same examination script. The grade awarded after remarking shall be final and binding, irrespective of whether it is higher, lower or the same as the original grade.
- (8) The outcome of the remarking process and the final grade shall be formally communicated to the candidate by the Faculty Dean or Director through the respective Head of Department.
- (9) Every appeal lodged under this Part shall be accompanied by a non-refundable appeal fee of Tanzanian Shillings Twenty Thousand (TZS 20,000/=) per course, or such other amount as may be prescribed by the University from time to time. Proof of payment shall be attached to the appeal form.
- (10) No appeal shall be entertained in respect of marks or grades awarded for Field Practical Training, Research Projects, dissertations, thesis or other similar practical or research-based assessments as determined by the University.
- (11) Failure to comply strictly with the prescribed procedures, requirements and timelines for lodging an appeal under these Regulations shall result in the summary dismissal of the appeal without further consideration.
- (12) All appeals under this Regulation shall be approved by the DVC-ARC subject to the recommendation of the respective Faculty Board.

PART ELEVEN

SPECIFIC EXAMINATION REGULATIONS FOR NON-DEGREE PROGRAMMES

56. Provisions of Non-Degree Programmes subject to NACTVET Requirements

This part covers specific Examination Regulations for Basic Technician Certificate (NTA level 4), Technician Certificate (NTA level 5) and Ordinary Diploma (NTA level 6). In addition to the General University Examination Regulations, non-degree students shall comply with the following Regulations:-

57. Coursework and Semester Examinations for Non-Degree programmes

- (1) No candidate shall be eligible to take the examination of the University in module requiring continuous assessment unless he/she has completed 80% of attendance or otherwise allowed by the University for reason approved by NACTVET such as prolonged illness, loss of parent/guardian or any other reason of serious nature.

- (2) Semester examinations shall be conducted for not more than three (3) hours and not less than two (2) hours.
- (3) The end of semester examination shall constitute 40% while continuous assessment (CA) shall constitute 60% of the overall marks.
- (4) If a candidate misses the examination, he/she can be allowed to take a special examination in the same year provided that the candidate has a genuine reason approved by the Director of Non-Degree programmes. A candidate who fails special examination shall be allowed to sit for supplementary examination.
- (5) A candidate failing in a CATs or course work (CW) shall be required to re-take the failed module(s) when next offered, provided that he/she passes at least 50% of the total modules.
- (6) A candidate who fails in semester examinations by scoring below pass mark shall be required to sit for supplementary examination for the failed module(s), provided that his/her GPA results is not below 2.0 per semester, and passed half of the total modules in Semester Examinations by 20%, unless where it is stated otherwise in the respective curriculum.
- (7) A candidate failing in a supplementary semester examination shall be required to re-take the respective module when next offered before being promoted to the next semester/level of study, provided that the candidate attains a GPA of at least 2.0.
- (8) A candidate failing to appear for supplementary or special examination may be allowed to sit for the missed examinations and clear in the next academic year provided that there are compelling reasons approved by the Senate. Failure to clear the modules shall lead to repeat module if the curriculum is the same or repeat level where the curriculum is not the same.
- (9) A candidate with a GPA of less than 2.0 will be allowed to reapply the same level of study in the following academic year.
- (10) No candidate shall be allowed to sit for an examination of passed module for the purpose of improving the grades.
- (11) Feedback on Continuous Assessment (CA) must be continuously provided to candidates and the cumulative CA marks must be shown to candidate before they sit for the examination. A copy of candidates' CA marks must be submitted to examination office at least two weeks before the commencement of the examinations.
- (12) The Director of Non-Degree programmes shall condone a deficiency attendance up to 20% attendance subject to valid reasons for condoning shortage of attendance such as prolonged

illness, loss of parent, guardian, or any other justifiable reason approved by the Examiners Board.

- (13) A candidate allowed to be absent (authorized absence) from the semester examination shall sit for special examination of the un-examined module(s) within the same academic year and shall have to pass the respective examinations before proceeding to another year of study.
- (14) A candidate who absents oneself from any component of continuous assessment or fails to submit assignment(s) given during the continuous assessment without compelling reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.
- (15) The University may arrange a special examination for persons with disability.
- (16) The highest grade for all supplementary examination shall be graded “C”.
- (17) An institution shall involve an external examiner for pre-moderation of examination papers and also post moderation of the examination scripts.
- (18) External examiner shall submit a report to the Director of Non-degree programmes for improvement of both examination papers as well as the marking of scripts.
- (19) The external examiners must possess the qualifications for technical teachers (recognized by NACTVET) and must have at least five (5) years’ experience in the relevant field.
- (20) The University shall not, except in its absolute discretion communicate with candidate’s parents or any other person claiming to act on behalf, on matters related to examination results.
- (21) The grading of marks and classification of awards shall be that of the NACTVET and the University shall not be allowed to formulate or amend the same.
- (22) A candidate who postpones studies at a particular level, shall re-apply through NACTVET system to resume studies at the same level.
- (23) No candidate shall be allowed to continue with the next level of study if he/she has not cleared modules of the previous level.
- (24) Candidates shall be required to pay half of the total costs for processing of AVN after the lapse of one year from the date of graduation.

58. Field Practical Training (FPT) for Non-Degree Programme

- (1) The FPT shall be assessed based on three items:- employer/supervisor’s report; learner’s daily log book and learner’s final report. The allocation of marks for field practice shall be

employer/supervisor's report (30%), learner's daily log book (20%) and learner's final report (50%).

- (2) For a candidate to pass in FPT, he/she must obtain half (1/2) that is at least 50% of each component.
- (3) A candidate who postponed FPT shall subject to the specific guidelines issued by NACTVET be allowed to conduct it during the long vacation.
- (4) A candidate failing field practice shall be required to repeat the field practice and pass a supplementary training, which shall be arranged during the eight (8) weeks of the long vacation of the subsequent year.
- (5) A candidate who will not participate in FPT without satisfactory reasons shall be deemed to have failed in his/her practical training and shall subsequently be discontinued from studies.

PART TWELVE

POSTPONEMENT, REPEAT YEAR AND DISCONTINUATION FROM STUDIES

59. Postponement of Studies

- (1) A student seeking to postpone his/her studies shall make a formal application to the Dean of the Faculty through the respective HoD.
- (2) An application for postponement shall be lodged through a prescribed form "Postponement of Studies Request Form" in the Schedule to these Regulations and shall be supported by relevant documents.
- (3) Postponement of studies shall be sought after registration and may be on medical, social, economic or other compelling reasons. Provided that resuming of studies after postponement shall be subject to the allowable registration period for the programme of study and availability of the programme.
- (4) A candidate shall not be allowed to postpone studies for a period exceeding one academic year.
- (5) A student shall be allowed to postpone the second semester only if he/she has passed all the courses/modules of the first semester and if upon resuming studies the curriculum shall be the same.
- (6) Postponement of studies shall be approved by the Faculty Board upon recommendation of the Departmental Board.
- (7) Approved postponement shall be communicated by the Faculty Dean to the DVC-ARC and DVC-PFA.

- (8) A student permitted to postpone studies shall return the identity card and all properties of the University to the Admissions Office before permission letter is given to him/her.
- (9) A student intending to resume studies after postponement shall inform the Faculty Dean/Director of his/her intention to that effect, provided that such information is communicated at least one (1) month before the commencement of the semester.
- (10) Permission to resume studies shall be approved by the Faculty Board and be communicated to the DVC-ARC and DVC-PFA, subject to the availability of the study programme.
- (11) It shall be the duty of every Head of Department and Faculty Dean to maintain a list of students who have postponed studies for each semester or year of study. The HoD shall ensure that the list of postponements corresponds with student's remark in the UMS, failure of which shall subject him/her to administrative and legal action.

60. Discontinuation

A candidate shall be discontinued from studies:-

- (1) under the circumstances stipulated in Regulations 5(3), 7(2), 24(4), 32(3), 32(8), 33(4), 34(4), 34(6), 34(7), 34(12), 35(2), 36(4), 36(6), 39, 41(4), 50(1), 58(5) and 61 (2);
- (2) under the conditions stipulated under the MWECAU Regulations and Guidelines for Postgraduate Studies;
- (3) Any other ground as shall be determined by the Senate or stipulated by the relevant regulatory authority.

61. Repeat a Year

- (1) A candidate shall repeat the subsequent year of study under the circumstances prescribed in Regulations 6(3), 32(2), and 35(2) of these Regulations.
- (2) Failure to repeat the subsequent year of study shall constitute discontinuation.

PART THIRTEEN

PROGRESS REPORTS, CERTIFICATES/ TRANSCRIPTS, GRADUATION AND HANDLING OF EXAMINATION MATERIALS

62. Progress Reports, Certificates and Academic Transcripts

- (1) A candidate applying for a progressive report shall pay to the University a fee of Tanzanian shillings (TZS 5,000/=) only or such other amount as may from time to time be prescribed.

- (2) A fee of Tanzanian shillings five thousand (TZS 5,000/=) only or such other amount as may be determined by the University shall be charged for certifying each copy of an academic transcript.
- (3) A clearance form duly signed under various sections, including Department/Unit, library, health, accommodation, Dean of Students, and the Bursar, shall be submitted for the preparation of the Transcript and Certificate.
- (4) Graduates shall collect their certificates and transcripts from the University within one (1) year from the date of graduation.
- (5) A graduate who fails to collect his or her certificate and transcript within the period prescribed under sub-Regulation (4) shall be liable to pay a penalty of twenty thousand Tanzanian Shillings (TZS 20,000/=). The penalty prescribed under this Regulation shall accrue cumulatively for every year during which the certificate and transcript remain uncollected and the amount may be subject to revision from time to time by the University.

63. Graduation

- (1) With the approval of the Senate, candidates who complete and fulfil the requirements of the programme shall graduate on the day scheduled by the University.
- (2) Head of Department/Faculty Dean/Director shall check and confirm the final list of graduands from their respective Faculties/Directorates, two weeks before the date of graduation.
- (3) Graduation attire/gowns will be hired for only two (2) consecutive days.
- (4) A University graduate who shall fail to return the graduation gown within two days prescribed under sub-Regulation (3) shall pay a fine of Tanzanian shillings five thousand (TZS 5,000/=) only per day. Provided that the University shall have power to vary the amount stated in this Regulation from time to time.
- (5) A candidate who fails to return the graduation gown or to report its loss shall reimburse the University for its actual cost, as assessed based on the prevailing market value at the relevant time.

64. Loss or Destruction of Certificates/Transcript

The University may issue another copy in case of loss or destruction of the original certificate on condition that;

- (1) The applicant produces a sworn affidavit testifying to the loss or destruction;

- (2) The applicant must produce evidence that the loss has been adequately publicly announced including issuance of a loss report from the Police;
- (3) A copy of the Certificate/Transcript shall not be issued until after lapse of twelve (12) months from the date the loss was reported to the University.
- (4) A fee of Tanzanian Shillings twenty thousand (20,000/=) shall be charged for a copy of the certificate issued. This fee shall be subject to review from time to time and shall be approved by the Senate.
- (5) A certificate so issued shall be marked "COPY" across it.

65. Disposal of used Examination Materials

- (1) The examination office and each Department shall, for purposes of record keeping and appeal reference, retain a sample of used question papers for each end of semester examination in a secured storage space designated by the University.
- (2) With the exception of the sampled past examination papers, all remaining past examination papers shall be disposed of either by incineration or by shredding for recycling, under the supervision of the DVC-ARC and the Corporate Counsel, within one month after the administration of examinations in each academic year.
- (3) For record keeping purposes, all used examination scripts shall be stored in a special and secure storage facility for a minimum period of three (3) years.
- (4) The used examination scripts referenced in sub-Regulation (3) shall be disposed of immediately after the lapse of the stipulated period in the manner prescribed under these Regulations.

66. Preservation and Destruction of Research Projects and FPT Reports

- (1) Hardcopy bounds of undergraduate research projects and Field Practical Training reports shall be preserved for a minimum period of six (6) months from the date of approval of the examination results.
- (2) Each Head of Department shall maintain an electronic database of all research projects for the purposes of reference and for avoidance of duplicity of research topics by candidates.
- (3) Head of Departments shall, immediately after the lapse of the period in sub-Regulation (1) initiate the process for the destruction of the research projects and FPT reports and portfolios in consultation with the respective Dean or Director and the Office of the DVC-ARC.

PART FOURTEEN

GENERAL EXAMINATION ASSESSMENT AND GRADING SYSTEM

67. Student Assessment

- (1) MWECAU shall deliver courses for Certificate, Diploma and Bachelor degree programmes by coursework, which shall be assessed by continuous assessment (tests, assignments, seminars/tutorials, practical sessions) and end of semester examinations with the exception of some courses that shall constitute examinable field practical training or research project reports, which shall be examined once at the end of the academic year or at the end of the entire programme, as the case may be.
- (2) MWECAU shall establish institutional regulations and guidelines for candidate performance, provision of efficiency in programme delivery and appropriate procedures for dealing with candidates' complaints of academic nature.
- (3) MWECAU shall set the grade point average (GPA) of 2.0 as the minimum performance level whose attainment shall be the condition for a candidate to proceed from one academic year of study to the next for undergraduate programmes (Certificate, Diploma and Bachelor degree).
- (4) Minimum cumulative credits described in Table 1 shall have to be attained for a candidate to qualify for a University award for an undergraduate programme.

68. End of Semester Examinations and Student Assessment Results

- (1) MWECAU shall handle end of semester examinations and student assessment results using the MWECAU University Management System (UMS).
- (2) MWECAU shall establish institutional examination regulations to guide the handling of students' assessments including results from various types of examinations.
- (3) The Senate shall approve all students' results leading to the award of degrees, diplomas or certificates and shall formally approve granting of the respective awards.

69. Scoring and Grading

Scoring and grading for Certificate, Diploma and Bachelor degree shall be as shown in Tables 1 to 4.

TABLE 1: MINIMUM CUMULATIVE CREDITS FRAMEWORK

UQF LEVEL	8			7	6	6
Qualification Type	Bachelor Degree			Higher Diploma	Ordinary Diploma	Certificate
Minimum Cumulative Credits	600	480	360	240	240	120
Minimum Semesters	10	8	6	4	4	2

TABLE 2: GRADING SCORE FOR BASIC TECHNICIAN AND TECHNICIAN CERTIFICATE PROGRAMME (CERTIFICATE AND DIPLOMA 1)

Marks (%)	80-100	65-79	50-64	40-49	0-39
Letter Grade	A	B	C	D	F
Grade Points	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

TABLE 3 GRADING SCORE FOR ORDINARY DIPLOMA PROGRAMME

Marks (%)	75-100	65-74	55-64	45-54	35-44	0-34
Letter Grade	A	B ⁺	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good	Good	Average	Poor	Failure

TABLE 4 GRADING SCORE FOR BACHELOR DEGREE PROGRAMME

Marks (%)	70-100	60-69	50-59	40-49	35-39	0-34
Letter Grade	A	B ⁺	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good	Good	Satisfactory	Weak	Poor

The degree classification for Bachelor degree shall be as shown in Table 6.

TABLE 5 SAMPLE GRADING SYSTEM USED TO CALCULATE GPA FROM RAW MARKS

Grade	Range of Marks (%)	Equation	Grade Point	Description
-------	--------------------	----------	-------------	-------------

A	70 – 100	$Y = 0.02X+3$	(4.4 - 5.0)	Excellent
B+	60 - 69.9	$Y = 0.04X+1.6$	(4.0 - 4.3)	Very Good
B	50 - 59.9	$Y = 0.1X-2$	(3.0 - 3.9)	Good
C	40 - 49.9	$Y = 0.1X-2$	(2.0 - 2.9)	Satisfactory
D	35 - 39.9	$Y = 0.2X-6$	(1.0 - 1.9)	Marginal Fail
E	0 - 34.9	$Y = (1/35)X$	(0 - 0.9)	Absolute Fail

Where Y = Grade points and X = Raw Marks (%)

Calculation of the GPA for Bachelor degree programmes shall be done using the equations shown in Table 5.

TABLE 6 BACHELOR DEGREE CLASSIFICATION (BASED ON CUMULATIVE GPAS)

GPA Range (Cumulative)	Grade	Class
4.4 – 5.0	A	First Class (and with Honours where applicable)
3.5 – 4.3	B+	Upper Second Class (and with Honours where applicable)
2.7 – 3.4	B	Lower Second Class (and with Honours where applicable)
2.0 – 2.6	C	Pass

For the Non-Degree programmes, classification shall be that used by the NACTVET as shown in Tables 7.

TABLE 7: NON-DEGREE CLASSIFICATION

Ordinary Diploma			Basic Technician and Technician Certificate		
GPA Range	Grade	Class	GPA Range	Grade	Class
4.4 – 5.0	A	First Class	3.5 – 4.0	A	First Class
3.5 – 4.3	B ⁺	Upper Second Class	3.0 – 3.4	B	Second Class
2.7 – 3.4	B	Lower Second Class	2.0 – 2.9	C	Pass
2.0 – 2.6	C	Pass			

70. Computation of Cumulative GPA

A cumulative grade points average (Cum GPA) for each Non Degree candidate shall be computed by dividing the total number of grade points earned for all modules by the total number for the award.

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where **P** represents grade points assigned to letter grade scored by the student on module and **N** represents the Number of Credits associated with the module.

71. Academic Awards

- (1) The power to award any academic Certificate is vested to the Senate.
- (2) A student who does not complete studies for genuine reasons shall be awarded Higher Certificate, Higher Diploma, Higher Postgraduate Diploma, MPhil, or any other award stipulated in the curriculum and of which is duly recognized by NACTVET or TCU (as the case may be) and upon approval by the Senate.
- (3) A candidate shall be eligible for degree or non-degree award after the fulfilment of all the requirements for award of a degree or non-degree qualification. Candidates must accumulate the stipulated minimum number of credits and pass all core courses in the respective degree programmes to qualify for degree award.
- (4) A candidate who was admitted to MWECAU degree programme under a credit transfer system from equivalent degree programme in another University shall only be granted

MWECAU degree award if, in the sum of credits acquired for the award of the degree, not less than 50% of the total credits for core courses were acquired from MWECAU.

- (5) For each specific degree programme there shall be specified exit awards for candidates who failed to successfully complete the programme but acquired sufficient pass credits to merit the specific exit award for the specific period of exit as approved by the Senate.
- (6) A deceased candidate who had fulfilled all the requirements of award of a degree or non-degree qualification shall be eligible for posthumous award. Provided that, the Senate shall approve a *posthumous* award upon a request made by the respective Head of Academic unit in which the deceased student was registered. The University shall ensure that the word “*posthumous*” is endorsed on all official documents associated with the award.
- (7) A candidate shall be awarded an *aegrotat* degree where he/she has fulfilled all requirements for graduation but was prevented by illness from attending the final examinations. Provided that an *aegrotat* award shall be unclassified and in all other respects, ungraded and shall solely be used for non-professional related engagements.

PART FIFTEEN

MISCELLANEOUS PROVISIONS

72. General Powers of the Vice Chancellor under these Regulations

Where no specific provision is made under these Regulations in respect of any examination matter, the Vice Chancellor shall have the authority to determine and decide on such matter, provided that it has been duly initiated and deliberated upon by all subordinate organs.

73. Disciplinary Action

Any member of staff or student who contravenes any provision of these Regulations shall be subject to appropriate disciplinary action in accordance with these Regulations or any other relevant Regulations in force at the material time.

74. Duty to be acquainted with the Regulations

- (1) Every member of staff and every student of the University shall be deemed to have knowledge of these Regulations and any amendments thereto. Ignorance of any provision of these Regulations shall not constitute a defence in respect of any act or omission amounting to non-compliance with or contravention of these Regulations.

- (2) It shall be the duty of every member of staff and student to obtain, keep, and familiarize themselves with a copy of these Regulations and to make appropriate use of them in the discharge of their academic and administrative responsibilities.

75. Review of the Examinations Regulations

The MWECAU Examinations Regulations Second Edition, 2025 shall be reviewed after every five (5) years or any time sooner as and when need arises.

76. Power to make Guidelines

The University through the Senate may, from time to time, issue Guidelines for the proper, effective and efficient implementation of these Regulations.

77. Revocation and Savings

- (1) The Examinations and Assessment Criteria Regulations, 2020 are hereby revoked.
- (2) Notwithstanding the revocation of the Examinations and Assessment Criteria Regulations, 2020:-
- (a) any action lawfully taken under the revoked Regulations shall be deemed to have been validly taken and shall continue to have full force and effect;
 - (b) any decision made, penalty imposed, right accrued, obligation incurred or liability arising under the revoked Regulations shall not be invalidated solely by reason of such revocation; and
 - (c) any proceedings, investigations, appeals or other matters commenced under the revoked Regulations and pending at the commencement of these Regulations shall be continued and concluded as if the revoked Regulations had not been revoked, unless the Vice Chancellor directs otherwise in writing where it is just and equitable to do so.

78. Transitional Provisions for Continuing Students

- (1) Students who, at the commencement of these Regulations, are in their second year or third year of study shall continue to be governed by the Examinations and Assessment Criteria Regulations, 2020 in respect of their programmes of study.
- (2) Notwithstanding sub-regulation (1) any procedural matters arising after the commencement of these Regulations may, where appropriate, be administered in accordance with these Regulations, provided that such application does not prejudice any accrued academic rights of the student.

- (3) All students admitted after the commencement of these Regulations shall be governed exclusively by these Regulations.

79. Schedule

- (1) The Schedule to these Regulations shall be construed as forming an integral part of these Regulations. The Schedule shall contain the prescribed forms for applications and other matters required under these Regulations.
- (2) All applications, reports, requests and communications required under these Regulations shall be made in the appropriate prescribed form set out in the Schedule, in *triplicate* and shall be duly completed, signed and submitted in accordance with the procedures stipulated therein.
- (3) The University may, from time to time, amend, revise, substitute or add to the forms contained in the Schedule, provided that such amendments do not conflict with the substantive provisions of these Regulations.

80. Recommendation for Approval

Subject to the powers conferred to the Senate under the provisions of Article 13 of the Charter, the MWECAU Examinations Regulations, 2020 Second Edition, 2025 are hereby **RECOMMENDED** to the Council for **APPROVAL**.

Dated this 21st day of March 2025.

Name: Rev. Prof. Philbert Vumilia

Signature:

Designation: Chairman of the Senate

81. Approval by the Council

The MWECAU Examinations Regulations, Revised Edition, 2025 are **APPROVED** by the Council at its 27th Meeting held on 11th day of April, 2025.

Dated this 11th day of April 2025.

Name: Rt. Rev. Ludovick Joseph Minde, ALCP/OSS

Signature:

Designation: Chairman of the Council

SCHEDULE

MWENGE CATHOLIC UNIVERSITY

(MWECAU)



FORM NO. 1

POSTPONEMENT OF STUDIES REQUEST FORM

(Made under Regulation 59 (2) of the Examination Regulations)

Request Ref. No: MWECAU/POST/ _____/20____/_____

(to be filled in the Department using the coding format (MWECAU / Department / Faculty or College / Directorate Code / Academic Year / Serial Number)

A. STUDENT INFORMATION

Full Name: _____

Reg. No. _____

Programme: _____

Department: _____

Combination: _____

Faculty/College/Directorate: _____

Academic Year: _____

Year of Study: _____

Student Contact: Mob. No. _____ **email:** _____

B. Reason for postponement *(attach supporting documents)*

Medical

Financial

Family Reasons

Employment

Other (specify): _____

Period of postponement

Postponement sought from _____ to _____

I hereby request approval for the postponement of my studies for the period stated above. I understand that approval is subject to University Regulations and that I must formally apply for re-admission after the elapse of the approved period.

Student Signature: _____

Date: _____

C. DEPARTMENTAL/DIRECTORATE BOARD RECOMMENDATION

Application received and discussed at the _____ Departmental/College/Directorate Board Meeting held on ____ day of _____ 20____

Recommendation:

- Approved Not Approved Recommended with Conditions

Comments:

Head of Department/Director’s Name: _____

Signature: _____

Date: _____

D. APPROVAL BY THE FACULTY BOARD/COLLEGE/DIRECTORATE

Application received and discussed at the _____ Faculty/College/Directorate Board Meeting held on ____ day of _____ 20____

Recommendation

- Approved Not Approved

Comments:

Name: _____

Signature: _____

Date: _____

Official Stamp:

Copy to:

- DVC-ARC
- DVC-PFA
- Admissions Officer
- Loan Officer
- Student File

**MWENGE CATHOLIC UNIVERSITY
(MWECAU)**



FORM NO. 2

SPECIAL EXAMINATION REQUEST FORM

(Made under Regulation 33 (6) of the Examination Regulations)

Request Ref. No: MWECAU/SP/_____ /20____ /_____

(to be filled in the Department using the coding format (MWECAU / Department/Faculty or College / Directorate Code / Academic Year / Serial Number)

A. CANDIDATE'S PARTICULARS

Name: _____ **Reg. No.** _____ **Programme:** _____

Phone: _____ **email:** _____ **Year of Study:** _____ **Semester I** **Semester II**

Nature of Sponsorship: HELSB Private Others Specify: _____

(If private provide contact of the Sponsor : _____)

B. Nature of the Application

1. State whether you are applying for Special Examinations for the 1st, 2nd, 3rd time etc.

2. Reasons for Special Examinations: _____.(**Attach evidence**)
3. Indicate in Table 1 all courses for which special examination(s) is sought.

C. Recommendations

1. Academic Advisor/Supervisor

I _____ certify that the applicant has a genuine/no genuine reason(s) to sit for special examination(s) applied for and I therefore recommend not recommend the application. (Tick the appropriate box)

Date: _____ **Signature:** _____ **Phone No:** _____

2. Dean of Students

I _____ hereby declare that I have consulted the applicant's sponsor and I recommend that the application be granted not granted

Date: _____ **Signature:** _____ **Phone No:** _____

Stamp:

3. Course Instructor(s)

Note to course Instructors: By signing this Form you make a declaration binding yourself that the applicant has met the criteria for special examinations.

MWENGE CATHOLIC UNIVERSITY



FORM NO. 3

CARRYOVER REQUEST FORM

(Made Under Regulation 34 (1) of the Examination Regulations)

Request Ref. No.: MWECAU/CO/____/20____

(to be filled in the Examination Office using the coding format (MWECAU / Department/Faculty or College / Directorate Code / Academic Year / Serial Number)

A. CANDIDATE INFORMATION

Full Name: _____

Registration Number: _____

Programme/Degree: _____

Department/Combination: _____

Faculty/School/Directorate: _____

Year of Study: _____

Academic Year: _____

Student Contact: Phone No. _____ email: _____

B. REASON FOR CARRY OVER

C. COURSES TO BE CARRIED OVER

S/N	COURSE CODE	COURSE TITLE	INSTRUCTOR'S RECOMMENDATION	SIGNATURE
1.				
2.				

Head of Department (HoD) Recommendation

Recommended Not recommended recommended with Conditions

Comments

HoD/Director's Name: _____

Signature: _____

Date: _____

D. FINANCIAL CLEARANCE

Carry over Fee Paid

Receipt No.: _____

Date: _____

Verified by Finance Department:

Name: _____

Signature: _____

E. FACULTY DEAN'S/Directorate Director's APPROVAL

Recommendation:

Approved Not Approved

Comments:

Dean's/Director's Name: _____

Signature: _____

Date: _____

Official Stamp:

F. DVC-ARC FINAL APPROVAL

Approved Not Approved

Signature (DVC-ARC): _____ Date: _____

Copy to:

- DVC-ARC
- Bursar
- Admissions Officer
- Loan Officer
- Student File

MWENGE CATHOLIC UNIVERSITY

(MWECAU)



FORM NO. 4

APPEAL AGAINST EXAMINATION RESULTS FORM

(Made under Regulations 55 (1) of the Examination Regulations)

Request Ref. No.: MWECAU/CO/_____/20____

(to be filled in the Department using the coding format (MWECAU / Department/Faculty or College / Directorate Code / Academic Year / Serial Number)

A. CANDIDATE'S PARTICULARS

1. Full Name: _____
2. Registration Number: _____
3. Programme of Study: Non-Degree Bachelor Degree Postgraduate
4. Year of Study: _____
5. Faculty/Directorate: _____
6. Department: _____
7. Academic Year: _____
8. Semester: _____
9. Contact Information:
Phone Number: _____ Email Address: _____

B. COURSE(S) BEING APPEALED

(A separate fee is payable for each course appealed)

S/N	Course Code	Course Title	Marks Awarded	Grade Awarded

C. GROUNDS OF APPEAL

Detailed explanation of the appeal (attach additional sheet if necessary):

D. SUPPORTING DOCUMENTS

Please attach the following:

- Copy of examination results slip
- Proof of payment of the appeal fee
- Any documentary evidence supporting the appeal
- Other relevant documents (specify): _____

Signature of the Candidate: _____

Date: _____

E. FOR OFFICIAL USE ONLY

Date Appeal Received: _____

Within Prescribed Time? Yes No

Appeal Fee Verified: Yes No

Remarks by Head of Department: _____

Name: _____

Signature: _____

Date: _____

FACULTY/DIRECTORATE ACTION

Appeal Rejected (Reason: _____) Appeal Approved for Remarking

Name of Appointed Examiner: _____

Dean/Director Name: _____

Signature: _____

Date: _____

FINAL DECISION (After Remarking)

Original Grade: _____

Revised Grade (if any): _____

Remarks:

APPROVAL BY THE DVC-ARC

Name: _____

Signature: _____

Date: _____

STAMP

MWENGE CATHOLIC UNIVERSITY

(MWECAU)



FORM NO. 5

EXAMINATION IRREGULARITY INCIDENT REPORT FORM

(Made under Regulation 41 (5) of the Examination Regulations)

Request Ref. No.: MWECAU/CO/____/20____

(to be filled in the Examination Office using the coding format (MWECAU / Department/Faculty or College / Directorate Code / Academic Year / Serial Number)

A. CANDIDATE'S INFORMATION

1. **Full Name:** _____
2. **Registration Number:** _____
3. **Programme of Study:** _____
4. **Year of Study:** _____
5. **Faculty/School/Institute:** _____
6. **Candidate Contact (Phone/Email):** _____

B. EXAMINATION DETAILS

1. **Course Title:** _____
2. **Course Code:** _____
3. **Date of Examination:** _____
4. **Examination Session (Morning/Afternoon/Evening):** _____
5. **Time of Incident:** _____
6. **Venue:** _____
7. **Seat Location (Row & Column):** _____
8. **Chief Invigilator:** _____
9. **Other Invigilator(s) Present:** _____

C. NATURE OF THE ALLEGED IRREGULARITY (Tick as appropriate)

- Possession of unauthorized materials (notes, books, written papers)
- Mobile phone or unauthorized electronic device
- Copying from another candidate
- Collusion/Communication during examination
- Impersonation
- Examination script substitution
- Refusal to follow examination instructions
- Disorderly conduct/misconduct
- Other (specify): _____

Brief Description of the Incident (To be completed by the Chief Invigilator-you may use additional paper.)

Documents attached (Tick and attach all applicable evidence)

- Confiscated unauthorized material(s)
- Examination paper
- Examination answer booklet/script
- Identity card & Examination Card
- Witness statement(s)
- Photographic evidence (if applicable)
- Other (specify): _____

Student's Statement/Declaration (To be completed by the student in their own handwriting, where possible)

I, _____ Reg. No. _____ state that

Student's Signature: _____

Date: _____

Chief Invigilator's Certification

I certify that the above information is true and accurate to the best of my knowledge

Name: _____

Signature: _____

Date: _____

D. WITNESS(ES)

(Name Designation Signature Date)

1. _____
2. _____
3. _____

**MWENGE CATHOLIC UNIVERSITY
(MWECAU)**



FORM NO. 6

TRANSMITTAL & EIC ACTION FORM

(Confidential – For Official Use Only)

Request Ref. No.: MWECAU/CO/_____/20____

(to be filled in the DVC-ARC Office using the coding format (MWECAU / Department/Faculty or College / Directorate Code / Academic Year / Serial Number))

A. CASE IDENTIFICATION

Student Name: _____

Registration Number: _____

Programme: _____

Faculty/School/College/Directorate: _____

Course Code & Title: _____

Date of Examination: _____

B. TRANSMITTAL FROM EXAMINATION OFFICE TO DVC-ARC

To:

Deputy Vice Chancellor – Academic, Research & Consultancy (DVC-ARC)

This is to formally transmit the above-referenced examination irregularity case to your office for submission to the Examination Irregularity Committee for review and hearing.

Attached Documents:

- Examination Irregularity Incident Report Form
- Student's Written Statement
- Confiscated Evidence (sealed)
- Seating Plan
- Invigilator/Witness Statements
- Other: _____

Remarks (if any):

Transmitted By:

Name: _____

Title: _____

Signature: _____

Date: _____

Official Stamp:

C. FOR DVC-ARC

Received by DVC-ARC Office:

Name: _____

Signature: _____

Date Received: _____

Action Taken by the DVC-ARC:

- Inquiry report prepared and compiled
- Forwarded to Examination Irregularity Committee
- Returned for additional documentation
- Other: _____

Date Forwarded to EIC: _____

Signature: _____

D. EXAMINATION IRREGULARITY COMMITTEE RECORD

EIC Sitting Date: _____

Venue: _____

Time: _____

Member's Present and their designation:-

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Summary of Evidence presented

Summary of Deliberations:

Findings of the Committee:

- No Case Established, accused candidate not guilty
- Irregularity Case Established/accused student guilty

Mitigation Factors

Recommended Action (Tick all which apply)

- Warning
- Cancellation of Examination
- Suspension:
- Repeat a year:
- Discontinuation:
- Special Examination:
- Other (specify): _____

Right to Appeal

Student duly informed of the findings, recommended action and right to appeal against findings of the Committee to the Senate Committee.

Name: _____

Signature: _____

Designation: _____

Date: _____

E. RETURN OF FILE TO DVC-ARC OFFICE

This file, together with the Committee's findings and recommendations, is hereby returned to the DVC-ARC Office for further administrative action..

Name: _____

Signature: _____

Date: _____

Received by DVC-ARC Office:

Name: _____

Signature: _____

Date Received Back: _____

F. CONSIDERATION BY SENATE COMMITTEE

- Recommendation of EIC referred to the Senate Committee and upheld
- Recommendation of EIC referred to the Senate Committee and deferred
- Student Appeal referred to the Senate Committee and upheld
- Student Appeal referred to the Senate Committee and dismissed

G. FINAL DECISION

- Recommendations of the Senate Committee upheld
- Recommendation of the Senate Committee deferred
- Student notified in writing
- Faculty notified
- Admission Officer and System Administrator notified
- Records updated in Case Register
- Other (specify) _____

Action Completed By: _____

Signature: _____

Date: _____

Official Stamp:



MWENGE CATHOLIC UNIVERSTY

**BISHOP AMEDEUS MSARIKIE
LEARNING RESOURCE CENTER**

MWENGE CATHOLIC UNIVERSITY - MWECAU

P.O. Box 1226, Moshi, Kilimanjaro Tanzania, East Africa

E-mail: info@mwecau.ac.tz

Phone: +255-27-2974110