

# ST AUGUSTINE UNIVERSITY OF TANZANIA



## ACADEMIC REGULATIONS

December 2018

## **PREAMBLE**

This document summarizes the body of academic regulations and guidelines in place at St Augustine University of Tanzania, its constituent colleges and centres for the conduct of postgraduate, undergraduate, diploma and certificate programmes so offered.

The University incorporates the following Constituent Colleges and Centres: Stella Marris Mtwara University College (STEMMUCO), Archbishop Mihayo University College of Tabora (AMUCTA), St. Francis University College of Health and Allied Sciences (SFUCHAS), Jordan University College (JUCO), Archbishop James University College (AJUCO), Cardinal Rugambwa Memorial University College (CARUMUCO) and Marian University College (MARUCO). The university has also three Centres namely, Dar es Salaam School of Postgraduate Studies, Mbeya SAUT Centre and Arusha SAUT Centre.

### **Rationale for the SAUT Academic Regulations**

The purpose of these academic regulations is to provide high level, overarching rules and procedures that are meant to ensure that all the academic and examination issues at SAUT and her constituent colleges or centres are systematically and harmoniously executed. These regulations are safeguards that will ensure that high level standards are maintained during the implementation of all the academic activities at the university, her constituent colleges and centres.

Should there arise a situation where the requirements of a programme are not in harmony with the SAUT general academic regulations, the ones on the programme shall prevail.

## SECTION ONE: GENERAL PROVISIONS

### A) Citation

These regulations may be cited as the St Augustine University of Tanzania Academic Regulations 2018.

### B) Applicability of the Regulations

The regulations will come into effect on 1<sup>st</sup> January 2019 and shall be binding on any academic matter upon every student of the St Augustine University of Tanzania as long as such a student remains so registered.

### C) Definition of Terms

In these regulations, unless the context otherwise requires:

**“Academic Committee”** means a committee dealing with all academic issues of the university.

**“Award”** means any award designed by the university for grant or conferment upon students who qualify in accordance with these regulations or any prevailing regulations, by-laws and rules.

**“Candidate”** means any person duly registered in any programme of study of the university and who is eligible for examination;

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

**“Cheating”** means possession of, using, giving, receiving or copying unauthorised material during and/or after a quiz, test, examination, project, assignment, report, dissertation, thesis or any academic exercise or collaborating with another candidate within or outside examination room to commit examination irregularity. It also includes any form or kind of dishonesty or destruction or falsification or any evidence of examination irregularity;

**“Course”** means a subject that carries a unique code and a number of credit hours;

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

**“End of semester examination”** means an examination to be undertaken by a candidate at the end of a respective semester. It also includes special, supplementary and oral comprehensive examination.

**“Examination irregularity”** means any act or conduct prohibited under these regulations or any other prevailing regulations, by-laws and rules of the university. It also includes possession of unauthorized material before, during and after the examination process or unauthorized absence from the examination or cheating during the examination process or any act or conduct designed to defeat or interfere with the smooth administration of the examination on a particular subject or course;

**“Examination officer”** means examination officer of the university, university college or Centre.

**“Examination”** includes coursework, university examinations and research

**“Invigilation”** means the act of supervising candidate/candidates sitting for examinations.

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

**“Senate”** means the Senate of the university.

**“Delayed examination(s)”** means examination(s) which a candidate is allowed to sit for after failing to sit for the end of semester examination under the condition provided for under these regulations;

**“Student”** means a student of the university and includes any person who has registered himself/herself for pursuing any course at study of the university

**“Supplementary examinations”** means the examination which candidate is allowed to sit for after failing in the first sitting in the end of semester or special examinations;

**“The university”** means the St Augustine University of Tanzania

**“Transcript”** means a complete record of a student's particulars and academic performance;

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

**“Unauthorised material”** means any written or printed material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to notes, books, handkerchiefs in which information is written or information written on any part of the body or cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, iPods, recording apparatus, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination process, irrespectively of whether such act or conduct is discovered within or outside the examination room;

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

### **List of Abbreviations**

**“DDAA”** means the Deputy Director for Academic Affairs of the Centre

**“DPAA”** means the Deputy Principal for Academic Affairs of the university college;

**“DVCAA”** means the Deputy Vice Chancellor for Academic affairs of the university

**“SAUT”** means St Augustine University of Tanzania.

## **SECTION TWO: GENERAL PROGRAMMES GUIDELINES**

### **A) Admission Requirements**

#### **2.1 Requirements for Doctoral (PhD) Programmes**

To be admitted to a doctorate degree a candidate must have a master degree (UQF Level 9) with a minimum GPA of 3.0 or B grade in a relevant discipline.

#### **2.2 Requirements for Master Programmes**

A candidate applying for the master programmes must be:

- a) Holder of at least First or Second Class degree with a minimum GPA of 2.8 or equivalent in non-classified degrees.
- b) Holder of a pass degree who has at least 5 years of working experience after graduation plus a postgraduate training of at least 1 year.
- c) Holder of Advanced Diploma from a recognized higher learning institution with a minimum of upper second class plus a postgraduate diploma with a minimum of GPA of 3.0 or B grade.
- d) Holder of recognized professional qualifications (e.g. CPA, CSP, ACCA, CMA, CIM, etc.) shall have an added advantage for those applying for MBA.

#### **2.3 Requirements for Post Graduate Diploma (PGD) Programmes**

To be admitted to a postgraduate diploma, a candidate must have at least a minimum GPA of 2.0 or C grade at a bachelor degree (UQF level 8) in a relevant discipline.

#### **2.4 Requirements for Undergraduate Programmes**

The entrance requirements set out below must be regarded as minimum requirements which in no way automatically entitle an applicant to a place in the undergraduate programmes in the university. An applicant must fulfil the requirements in Table 1 below:

**Table 1: Requirements for Undergraduate Programmes**

<b>NO.</b>	<b>CATEGORY OF</b>	<b>MINIMUM ADMISSION ENTRY QUALIFICATIONS</b>
1.	Completed A-Level studies before 2014	Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).
2.	Completed A-Level studies in 2014 and 2015	Two principal passes (Two Cs) with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1).
3.	Completed A –Level studies from 2016	Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).
4.	Recognition of Prior Learning qualification	B <sup>+</sup> Grade: where A =75-100, B <sup>+</sup> = 65-74, B=50-64, C =40-49, D = 35-39, F = 0-38.

It should be understood that the minimum admission entry qualifications set by SAUT and its affiliated institutions should not be below the minimum qualifications set by the Tanzania Commission for Universities.

### **2.5 Requirements for Non-Degree Programmes**

For the non-degree programmes, the NACTE minimum admission requirements shall apply. However, the university or its constituent colleges and Centres may apply specific requirements as may be necessitated by specific programmes but within NACTE framework.

### **B) Duration of Study**

2.6 The duration of study for each programme will be stated in the individual curriculum for the same.

2.7 SAUT is organized on a semester system. Two semesters constitute one academic year, unless otherwise specified for specific programmes.

2.8 Each semester comprises thirteen (15) weeks of lectures and two (2) weeks of examinations.

**C) Modules and Credits**

- 2.9 A credit within the UQF equates to learning outcomes achievable in 10 hours of learning time. Credits are used to reward the incremental progress of learners, facilitating student transfer, recognizing prior learning and contributing to the definition of UQF qualification standards.
- 2.10 For a person to qualify at a particular level, that person must earn the required credits. Credits may be accumulated within a programme of study or in combination with other relevant programmes and transfer of credits may occur across programmes within an institution or between institutions within a country or across countries.
- 2.11 In order to earn credits in a particular UQF level, the learner must satisfy the assessment criteria for all (or the majority of) the prescribed principal learning outcomes that describe the qualification at that particular level.
- 2.12 A credit shall not be apportioned and if a learner has met a standard (demonstrated attainment of a principal learning outcome or accumulated qualification outcomes), he/she shall receive full credits assigned to that standard.
- 2.13 A description of credits assigned to qualification level is popularly known as a credit framework. The credit framework based on UQF is indicated in Table 1.

**Table 2: Minimum Cumulative Credits Framework**

<b>UOF LEVEL</b>	<b>10</b>	<b>9</b>			<b>8</b>	<b>7</b>	<b>6</b>	
<b>QUALIFICATION TYPE</b>	<b>Doctorate</b>	<b>Masters Degree</b>	<b>Postgraduate Diploma</b>	<b>Postgraduate Certificate</b>	<b>Bachelor Degree</b>	<b>Higher Diploma</b>	<b>Ordinary Diploma</b>	<b>Certificate</b>
<b>MINIMUM CUMULATIVE CREDITS</b>	540	180	120	90	360	240	240	120
<b>MINIMUM SEMESTERS</b>	6	4	2	2	6	4	4	2



## **D) Progression Pathways**

2.14 The Credit Framework should be administered using the following guidelines for both vertical and horizontal articulation, regardless of how the credits are accumulated:

- a) A minimum of 120 cumulative credits have to be realised at level 6 for the award of a Certificate.
- b) A minimum of 240 cumulative credits have to be realised at level 6 for the award of Diploma.
- c) A minimum of 240 cumulative credits have to be realised at level 7 for the award of Higher Diploma.
- d) A minimum of 360 cumulative credits have to be realised at level 8 for the award of Bachelor's degree.
- e) A minimum of 180, 120 and 90 cumulative credits have to be realised at levels 9 for the award of Master's Degree, Postgraduate Diploma and Postgraduate Certificate respectively.
- f) A minimum of 540 cumulative credits have to be realised at level 10 for the award of a Doctorate degree.

## **E) Workload for the Undergraduates**

2.15 The normal workload for a full-time undergraduate student will be 120 credits in a standard two-semester academic session and a total of 360 credits for a three-year programme while a four-year programme will have 480 credits. The workload per annum may be greater than this where instruction continues outside the standard academic semesters, subject to the approval of the University Senate.

2.16 Full-time undergraduate student will normally pursue courses equivalent to 60 credits per semester. However, to permit flexibility and facilitate student choice, a full-time undergraduate student may pursue a greater or lesser number of credits in a single semester. The academic load for a full-time student will not exceed a maximum of 62/65 credits or be less than a minimum of 60/60 credits in a given semester for a 3-year or a 4-year programme. Permission may be given to a full-time student to register less than 60 credits in a given semester where this is necessary to facilitate completion of a degree programme.

## **F) Workload for the Graduate Students**

2.16 The normal workload for a graduate student registered full-time to a taught programme will be 45 credits per semester, up to a maximum of 180 credits for four semesters.

2.17 However, to permit flexibility and facilitate student choice, a full-time graduate student may pursue a greater or lesser number of credits in a single semester, subject to the approval of the Academic Board. The academic workload for a full-time graduate student will not exceed a maximum of 60 credits or be less than a minimum of 45 credits in a given semester, and no graduate student may attempt a workload in excess of 90 credits in any given academic year.

## **G) Credit Value**

### **2.18 Credit Value for Taught Courses**

All taught courses shall bear a minimum of 9 credits except for institutional courses as explained in 2.19 below.

2.19 Credit Value for Institutional Courses, Oral Comprehensive Exam, Dissertations and Research Activity associated with undergraduate and graduate taught programmes:

- a) All institutional courses will bear 6 credits which is equivalent to 3 lecture hours per week or 45 lecture hours per semester. Oral Comprehensive exam will bear 9 credits based entirely on student independent study for 3 hours each week for 30 weeks (two semesters).
- b) Research activity at undergraduate programme level will bear 12 credits. The credit assigned to research must be justified in terms of the student effort required. The credit value of a research project or other assessable research activity associated with undergraduate and graduate taught programmes should therefore be on the basis of 30 weeks (two semesters).
- c) The credit value of a research project, dissertation or other assessable research activity associated with graduate taught programmes should therefore be on the basis of full-time activity for 15 weeks (one semester) shall merit 30 credits;

whereas 30 weeks (two semesters) full-time activity merits 60 credits; and 45 weeks (one calendar year) full-time activity merits 90 credits.

- d) Where research activity associated with undergraduate and graduate taught programmes is conducted on a part-time basis, or combined with taught activity, the credit value of the research activity must reflect the actual time devoted by the student to research.
- e) Credit for dissertations and research activity associated with undergraduate and graduate taught programmes shall only be awarded where the work conducted has been assessed by the University, by thesis or otherwise, and deemed to be of a satisfactory standard.

#### **H) Credit Transfers**

2.20 A student who intends to transfer for purposes of accumulating credits on a specific course or part of it shall be required to fulfil the following conditions:

- a) Must have been registered in the programme to which the credit will be accumulated;
- b) The course intended for credit accumulation must be relevant to the programme to which the student is registered;
- c) The course has been successfully completed before credits can be earned; and
- d) Transfer of credits takes place within a period not exceeding five years from the time they were earned.

**NOTE:** A student who intends to transfer for purposes of graduation in another SAUT affiliated institution shall be required to earn at least 50% of the total credits from that institution's core courses.

#### **I) Role of the Student in Credit Transfer**

2.21 The student wishing to transfer shall:

- a) Use the approved forms by the releasing and receiving institution, apply and secure a place at the receiving institution;

- b) Understand and accept the terms and conditions regarding the sought programme;
- c) Take the necessary measures to ensure that, on being transferred, he/she will cope with the learning environment at the receiving institution;
- d) Confirm his/her acceptance of the terms and conditions set by the receiving institution; and
- e) Notify his/her sponsor about the transfer through the receiving institution.

## **J) Awards, Programmes and Programme Structures**

### **2.22 Awards**

- a) The academic standard of SAUT awards is defined in terms of the knowledge, understanding and skills that an award holder is expected to be able to demonstrate on successful completion of the associated course. Learning outcomes are used to describe appropriate levels of knowledge, understanding and skills for each award (as prescribe in each course on offer).
- b) SAUT awards regulations have been developed to reflect the TCU *General Guidelines and Standards for Provisions of University Education in Tanzania* (June 2018).
- c) To obtain a named award, a student must successfully complete designated core courses and sufficient appropriate optional and/or elective courses as required in the approved programme structure/specification.

### **2.23 Academic Standards of SAUT Learning Outcomes**

#### **a) Level 8 (undergraduate)**

The following generic learning outcomes apply to all awards at level 8:

##### **i. *Knowledge and Understanding***

- Knowledge base: the learner shall have a comprehensive /detailed knowledge of a major discipline(s) with areas of specialization in depth and awareness of the provisional nature of knowledge;
- Ethical issues: the learners shall be aware of personal responsibility and professional codes of conduct, where applicable, and can incorporate a critical ethical dimension into the learner's work;

- Sustainability: the learner has the awareness and ability to apply their knowledge and understanding and work with others to take action which promotes the principles of sustainability.

**ii. Intellectual and Practical Skills**

- Analysis: the learner can analyze new and/or abstract data and situations without guidance, using a range of techniques appropriate to the subject;
- Synthesis: with minimum guidance, the learner can transform abstract data and concepts towards a given purpose and can design novel solutions;
- Evaluation: the learner can critically evaluate evidence to support conclusions/recommendations, reviewing its reliability, validity and significance and can investigate contradictory information or identify designated stage within an integrated taught undergraduate's degree.

**iii. Affective and transferable skills**

- Group working: the learner can interact effectively within a team/learning/professional group, recognize, support or be proactive in leadership, negotiate in a professional context and manage conflict;
- Learning resources: with minimum guidance the learner can manage own learning using full range of resources for the discipline(s) and can work professionally within the discipline;
- Self-evaluation: the learner is confident in application of own criteria of judgement and can challenge received opinion and reflect on action and can seek and make use of feedback;

- Information management: the learner can select and manage information, competently undertake reasonably straightforward research tasks with clear guidance.

**b) Level 9-10 (postgraduate)**

The following generic learning outcomes apply to all awards at level 9-10:

**i. Knowledge and Understanding**

- Knowledge base: the learner has depth and systematic understanding of knowledge in specialized/applied areas and across areas and can work with theoretical/research-based knowledge at the forefront of their academic discipline;
- Ethical issues: the learner has the awareness and ability to manage the implications of ethical dilemmas and work proactively with others to formulate solutions;
- Sustainability: the learner has the awareness and ability to apply critically their knowledge and understanding, and work with others to take proactive action which promotes the principles of sustainability;
- Disciplinary methodologies: the learner has a comprehensive understanding of techniques/methodologies applicable to their own work (theory or research-based).

**ii. Intellectual**

- Analysis: the learner with critical awareness can undertake analysis of complex, incomplete or contradictory areas of knowledge communicating the outcome effectively;
- Synthesis: the learner with critical awareness, can synthesize information in a manner that may be innovative, utilizing knowledge or processes from the forefront of their discipline/practice;

- Evaluation: the learner has a level of conceptual understanding that will allow her/him critically to evaluate research, advanced scholarship and methodologies and argue alternative approaches;
- Application: the learner can demonstrate initiative and originality in problem-solving and can act autonomously in planning and implementing tasks at a professional or equivalent level, making decisions in complex and unpredictable situations.

### **iii. Practical skills**

- Application of skills: the learner can operate in complex and unpredictable, possibly specialized contexts, and has an overview of the issues governing good practice;
- Autonomy in skill use: the learner is able to exercise initiative and personal responsibility in professional practice;
- Technical expertise: the learner has technical expertise performs smoothly with precision and effectiveness and can adapt skills and design or develop new skills or procedures for new situations.

### **iv. Affective and transferable skills**

- Group working: the learner can work effectively with a group as leader or member. Can clarify task and make appropriate use of the capacities of group members and is able to negotiate and handle conflict with confidence;
- Learning resources: the learner is able to use full range of learning resources;
- Self-evaluation: the learner is reflective on own and others' functioning in order to improve practice;
- Management of information: the learner can competently undertake research tasks with minimum guidance;

- **Autonomy:** the learner is independent and self-critical learner, guiding the learning of others and managing own requirements for continuing professional development;
- **Communication:** the learner can engage confidently in academic and professional communication with others, reporting on action clearly, autonomously and competently;
- **Problem-solving:** the learner has independent learning ability required for continuing professional study, making professional use of others where appropriate;
- **Adaptation to context:** the learner autonomously adapts performance to multiple contexts;
- **Performance:** the learner autonomously implements and evaluates improvements to performance drawing on innovative or sectorial best practice;
- **Team and organizational working:** the learner works effectively with multiple teams as leader or member, clarifies and makes appropriate use of the capacities of team members resolving likely conflict situations before they arise;
- **Ethical awareness and application:** the learner incorporates a critical dimension to their practice, managing the implications of ethical dilemmas and works proactively with others to formulate solutions;
- **Sustainability:** the learner has developed the attitudes and skills and is able to apply their knowledge to make informed decisions and take actions that reflect care, concern and responsibility for themselves, for others and the environment, now and in the future.



## 2.24 Programme Structure

- a) The programme structure, teaching methods and forms of assessment of a programme should be such as to ensure the realization of its aims and learning outcomes;
- b) A programme must contain a prescribed set of courses to fulfil the credit requirements for the SAUT award;
- c) All taught courses are delivered and assessed in English except those involving the study of other languages like French, Kiswahili, etc.;
- d) Once a course has been approved, the credit requirements prescribed in the programme shall apply in all cases and cannot be altered without further approval;
- e) Departments are responsible for prescribing the modular content for all courses;
- f) Compulsory and optional courses are identified for the total credit value of each award to which courses lead;
- g) The structure of a course should ensure an equal balance in volume of credit to be studied in each teaching period in an academic year;
- h) The programme structure should align with the prescribed *TCU Revised Curriculum Framework (2017)*.

## **SECTION THREE: PROGRAMME DEVELOPMENT, REVIEW AND MONITORING**

### **A) Programme Design Principles**

**3.1** The University will promote and maintain high academic standards by requiring that all programmes of study:

- a) Undergo a formal process of validation leading to approval;
- b) Be periodically reviewed within the context of a Department Audit.

**3.2** The awards granted at St Augustine University of Tanzania will be comparable with awards granted and conferred throughout higher education in Tanzania with respect to standards, objectives, duration, credits and level of entry.

**3.3** Programmes of study will be designed to comply with the requirements of *TCU Curriculum Framework (2017)*. They will be designed to achieve both specific and general educational aims. The university recognizes the importance and value of involving experienced representatives drawn from within and outside the discipline, the institution and higher education in the validation and review of programmes.

**3.4** The university is committed to the use of a programme specification, a curriculum map, learning outcomes and assessment criteria in its programme documentation which, together with indicative content, will provide stakeholders both nationally and internationally with a firm indication of what its graduates can do at the end of their programmes of study.

### **B) New Programme Development and Validation Procedures**

#### **3.5 Development Procedure**

- a) The initial inception and approval of proposal for new programme begins at the departmental level, after the department has conducted a need assessment through tracer studies, exit surveys, questionnaires, focus groups, interviews and/or open fora;
- b) The representatives of both public and private sectors, relevant sectoral ministry, professional bodies where they exist, shall also be consulted;
- c) A formal Notice of Intention should be submitted prior to the development of the proposed programme. Submission of a Notice of Intention form does not constitute a formal proposal, and will not be judged from that standpoint. It is

intended to facilitate early consultations so that any proposal that is ultimately developed benefits from the expertise of others delivering complementary programs, avoids direct competition with or duplication of existing programs, and enables a preliminary assessment of resource implications;

- d) Once approved at the departmental level, this proposal should be forwarded to the offices of the Deans of Faculties and the DVCAA or DPAA as the case may be. Then, a stakeholders' consultation will be sought before consideration by the academic planning committee and later be sent to the Senate for approval and submitted to TCU for accreditation.
- e) Validation of new programmes shall involve experts from outside the University/colleges including those coming from other countries to ensure high standards and comparability.

### **3.6 Proposal Timelines/Deadlines**

Programme proposal may be submitted to TCU for accreditation at any time. Note that, regardless of the submission date, the effective date of curriculum proposal will ultimately be determined by the date of final approval, including consideration of whether or not student registration/enrolment decisions have been informed by published requirements.

### **3.7 Approval Process**

- a) It is expected that all proposals for new programmes that are submitted to the faculty have been approved at the programme level. All proposals must be submitted to the Dean of Faculty by the head of department.
- b) Final approval of a new programme rests with the University Senate, following approval (working backwards) by:
  - i. Academic Committee
  - ii. Faculty Board
  - iii. Departmental Board
  - iv. Relevant programme-level committee(s)

- c) The review process for a new programme shall involve a site visit by external reviewers, who will provide a report that will be included in the documentation provided to the relevant review committees.

### **3.8 Programme Review Process and Validation**

Programme review and validation process shall take the following steps:

- a) The review process shall start with internal and external assessment of the taught programmes;
- b) Development of proposal by the department with appropriate consultation with departmental members, students, other faculties and relevant academic units, the DVCAA or DPAA and external stakeholders;
- c) Department boards shall form a panel of experts that will approve the proposal developed by the experts;
- d) Faculty shall validate proposals from the departments in collaboration with the external experts;
- e) Faculty submits proposal to DVCAA/DPAA;
- f) The DVCAA submit the proposal to the Academic Committee before it is sent to the Senate;
- g) DVCAA/DPAA forwards the revised programme to the Senate for approval;
- h) The Quality Assurance Directorate will be involved in the whole process of assessment, development/review of curricular to ensure that quality standards are adhered to. Then, the Quality Assurance Office submits proposal to TCU for accreditation.

## **SECTION FOUR: ASSESSMENT REGULATIONS**

### **A) Purpose of Assessment**

**4.1** The purpose of assessment shall be to:

- a) Enable students to demonstrate whether they have achieved the intended learning outcomes of the courses for which they are registered;
- b) Assess and grade the outcome of students' learning in terms of knowledge acquired, understanding developed and skills gained;
- c) Provide students with formal and informal feedback on their learning, thereby helping them to improve their performance;
- d) Provide the necessary evidence to determine whether students are eligible to proceed to the next stage of their award, to qualify for an award, and/or have demonstrated competence to practice.

### **B) Types of Assessment**

**4.2** The university shall evaluate each student using:

- a) **Formative Assessment:** This will be through the coursework and will be examined through continuous assessment – tests, assignments, presentations, portfolios, individual/group projects and quizzes. The formative assessment (Course work) will constitute 40% of the final marks.
- b) **Summative Assessment:** This will be the final examination taken at the end of each semester and it will account for the 60% of the final marks.
- c) The following are additional requirements that a student must adhere to with respect to the types of assessments offered by the university:
  - i. At the end of each semester the students' grades in each subject will be compiled – coursework and final examination – and a grade allocated.
  - ii. The pass mark for each subject will be 40 marks, which is a "C".
  - iii. A student who does not meet this pass mark will be required to sit for a supplementary examination. A pass in a supplementary examination shall be recorded as a "C." In the case of a supplementary, the marks attained for the coursework shall not be included in the final marks.

- iv. A student who, irrespective of the year of study, fails a supplementary shall repeat or carry over the subject(s) into the subsequent year. If a student does not pass the examinations of the carried over course(s), shall be allowed to do a supplementary. However, if the student fails the supplementary examination of the carried over course, such a student shall be discontinued from studies.
- v. A candidate who fails to attain a GPA of 1.8 shall be deemed to have a bad fail and shall be discontinued from studies straightaway.

d) NACTE Examinations

- i. Qualification for Final Semester Examination: A student who gets less than 20% in his/her coursework is not eligible for Final Semester Examinations.
- ii. If a student does not pass the University Examination (i.e. scores below 24/60), he/she shall be deemed to have technically failed; therefore, he/she shall take a technical supplementary.
- iii. Students taking NTA Levels 4 and 5, the minimum pass shall be 30; whereas for NTA Level 6 (Ordinary Diploma) the minimum pass shall be 25. A student who scores less than the minimum shall get a technical supplementary.

**C) Practical Assessment**

**4.3** Practical training is arranged in a way that gives the hands-on experience to help the students gain confidence and demonstrate skills and knowledge in their areas of specialization which in turn help them easily access employment opportunities and become competent.

**4.4** Practical training shall be carried out as a field attachment in the first and second year of their studies for a duration of eight weeks. During the field attachment, students shall be assigned tasks by their supervisors that will enable them to obtain a practical exposure of the theories learnt in class. After the field attachment, both the student and the supervisor

are required to write a special report and submit it to their respective departments for assessment.

**4.5** For education courses practical training include; Micro-Teaching, Teaching Practice, Geographic Information System (GIS) practical for Geographers, and Mapping and surveying practical. Assessment of these practical is done using the evaluation rubrics designed in each specialization.

**4.6** For practical training conducted in laboratories, assessment is done through students' reports after each session.

#### **D) Research Activities**

**4.7** Each student, except diploma and certificate students, shall be required to write a Research Paper in an area chosen by the student and supervised by a designated member of academic staff.

**4.8** A student who fails to complete the research report/dissertation by the specified date shall be given not more than one additional year to complete it.

**4.9** Regulations and guidelines for Research Paper shall be communicated to students during orientation exercise of first year students in the first year and in the second year during Research Methods course.

#### **E) Academic Integrity**

**4.10** SAUT takes the matter of cheating, plagiarism, improper use of material, failure to give credit for work cited or used in an assignment, research paper or other form of academic dishonesty very seriously, viewing them as grave offences which call for the most serious sanctions as provided for in the academic regulations.

**4.11** Notwithstanding the above regulation, academic dishonesty can take several forms:

- a) Cheating – intentionally using or attempt to use unauthorized materials, information, or study aids in any academic exercise.
- b) Fabrication – intentional and unauthorized falsification or invention of any information, or citation in academic exercise.

- c) Facilitation of academic dishonesty – intentionally or knowingly helping or attempting to help another student commit a breach of academic dishonesty.
- d) Plagiarism – representing the work or ideas of another as one’s own in any academic exercise.

**4.12** A student who commits an act of academic dishonesty shall face disciplinary action ranging from failure to receive credit on an academic exercise to dismissal from the University/university college/Centre.

**4.13** To avoid plagiarism, any use of another’s word or ideas must be fully cited. The faculties, departments and units of the University/university college/Centre referencing systems shall be made to students at the beginning of the first year.

#### **F) Submission of Work for Assessment**

**4.14** The submission of work for assessment is the responsibility of the student alone.

**4.15** For each individual assessment task at any one assessment point, a student is only permitted to make a single submission. Work, once submitted, cannot be retrieved to make alterations nor replaced by subsequent versions.

**4.16** All works must be submitted (via any method of submission) on a specified date.

**4.17** Students are required to ensure that:

- a) They retain all marked written assignments, together with cover sheets and tutor comments, until the relevant meeting of the St. Augustine University Board and the period of appeal has expired;
- b) They resubmit marked work if required by St. Augustine University for moderation by an External Examiner or for any other reason considered valid by the Senate.

**4.18** Students are also required to ensure that all non-written work for assessment (e.g.: a moot court practice appearance, preparation of electronic data) is presented in the required format, by the published deadline and at the prescribed location.



- 4.19** Students should ensure that, where practicable, they retain a copy of the non-written work submitted.
- 4.20** Students should also ensure that such work is retained with tutor comments for moderation by an external examiner or for any other reason considered valid by the Senate.
- 4.21** An individual student is entitled to seek, in advance of the deadline, an extension to the published deadline.
- 4.22** Students can submit assignments late (i.e. after the published or extended deadline), up to five working days after the published (or extended) deadline.
- 4.23** Students cannot submit assignments more than five working days after the published (or extended) deadline. A mark of zero is awarded for the relevant assignment.

#### **G) Short Term Extensions**

- 4.24** A student may request a maximum of one short term extension to a submission deadline per element of a module's assessment when circumstances outside the student's control have arisen which prevents submission or are likely to result in significant underperformance if the original deadline is enforced.
- 4.25** The purpose of a short term extension is to allow a student, for acceptable reasons, to defer the submission of work to a later date but to ensure that the work is submitted in time to be processed and assessed by the appropriate Departmental Assessment Panel in the originally identified assessment period (e.g. Semester 1).
- 4.26** Students shall submit their request to the DVCAA/DPAA (or to an appropriate designated member of staff) before the submission deadline. An appropriate designated member of staff if any consider such requests under the supervision and delegated authority of the DVCAA/DPAA.
- 4.27** DVCAA/DPAA (or an appropriate designated member of staff) are permitted to request, at their discretion, evidence to support short term extension requests, especially where a student is regularly seeking multiple short term extensions (i.e. for many different elements of assessment on numerous occasions).

**4.28** All extensions are for a default period of ten working days. A student is permitted to submit the work earlier than the expiry date of the extension period.

**4.29** The following are acceptable reasons for such a request:

- a) Short-term illness;
- b) A short-term illness of any person for whom the student has a responsibility for care;
- c) Authorized absence from St. Augustine University (or Associate College or Centre) during teaching weeks;
- d) An enforced change in employment circumstances for which only short term notice was given;
- e) Other reasons considered acceptable by the Faculty (or the designated staff member in an Associate College or Centre).

**4.30** The following are not acceptable reasons for such a request:

- a) Academic workload;
- b) Misreading the instructions on submission deadlines in the timetable;
- c) Computer, disc, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work);
- d) Unauthorised absence from the University (e.g. holiday taken during teaching weeks).

**4.31** If a student's circumstances require additional time beyond the expiry date of the original short term extension, the student can seek a long term extension or submit a claim for mitigation as no further short-term extensions can be granted. Consequently, the assignment is processed and assessed by the appropriate Departmental Assessment Panel at a future assessment period (as determined by St Augustine University in line with the academic calendar).

## **H) Long Term Extensions**

**4.32** A student may request for a long term extension to a submission deadline per element of a module's assessment. Long term extensions of up to one year are considered and approved if, in the view of the Faculty dean and DVCAA/DPAA/DDAA or

nominee), the student is experiencing personal or professional difficulties and use of other measures would:

- a) Result in significant disadvantage to the student's academic performance and/or ability to complete scheduled (re)assessment tasks;
- b) Exacerbate an existing health problem or result in additional stress related problems;
- c) Fail to address the underlying problem or issue which is unpredictable in nature.

**4.33** A long term extension may also be considered and approved where there are practice related issues which can be resolved only through additional time for completion.

**4.34** Long term extensions are viewed as exceptional solutions and are used only in circumstances where staff are confident that the individual case merits such action.

#### **I) Re-Assessment**

**4.35** A candidate who fails to attain the required pass mark in an examination of a course for which he/she is registered shall be required to be re-assessed in the affected course by either taking a supplementary examination or repeating the course in which he/she shall be re-assessed;

**4.36** Supplementary Examination: A candidate who scores grade C (for postgraduate students) D and E in any first sitting examination(s) for core course (s) offered, shall be required to sit for a supplementary, provided that the overall GPA is not less than 1.8;

**4.37** A supplementary examination shall be marked out of 100. For the undergraduate candidates, the minimum pass mark in the supplementary shall be grade C and for the postgraduate candidates B.

**4.38** The coursework shall not be computed in the final supplementary examination.

**4.39** “Bad Fail” in an Examination: A Bad Fail (a mark below 21) in the end of semester examination stands in its own right as the student’s grade. The accumulation of coursework done during the semester shall not be counted in this case.

**4.40** Repeat: If a candidate fails a supplementary examination(s), he/she shall be required to repeat/retake that course only once in the subsequent years when next offered. A candidate who retakes a failed course(s) in the subsequent years shall be required to fulfil

all the requirements of the course and shall be assessed with the normal assessments criteria.

**4.41** A candidate who also fails to have a minimum of 15 marks in his/her coursework shall not be allowed to sit for the final semester examination in the affected course. Such a candidate shall be required to repeat the course for which he/she has repeated when the course shall be offered in the subsequent years. Such a candidate shall be required to fulfil all the requirements of the course and shall be assessed with the normal assessments criteria.

**4.42** No candidate will be allowed to repeat any one-year of study more than once.

#### **J) Mitigation: Procedure in the Event of Illness or Other Valid Cause**

**4.43** Mitigating circumstances are, by definition, post hoc; that is, they are only considered after a submission deadline. Mitigating circumstances can be considered as such actions or events outside the control of the student which result in any circumstances which are thought reasonably to have caused an individual student:

- (a) to fail to complete all the required assessment for a programme or contributing course by a stipulated deadline (e.g. missed exam or coursework deadline);
- (b) to complete assessed work to a lesser standard of academic performance than might reasonably have been expected on the basis of performance elsewhere during their study (where the same circumstances have not applied).

#### **4.44 Eligibility**

- (a) Mitigating circumstances must have had a seriously adverse effect on the student's performance and have been unanticipated and beyond the student's control.
- (b) The following reasons are considered as acceptable grounds for mitigation:
  - i. a serious personal illness which is not a permanent condition;
  - ii. the death, or serious illness, of a close family member, a person for whom the student has a responsibility of care;
  - iii. sudden or unforeseen circumstances beyond the reasonable control of the student;

- iv. A disability which emerges during a student's studies may be considered under the mitigation process at the first assessment point after it emerges. Following diagnosis and assessment of the effects of the condition St. Augustine University of Tanzania makes allowance and in doing so enables the student to be assessed on the same basis as other students.
- (c) The following reasons are **not** considered acceptable as grounds for mitigation:
- i. family, work, financial or other general problems which lie outside of the circumstances identified in Regulation 4.20.b;
  - ii. poor awareness of St Augustine University of Tanzania Academic Regulations;
  - iii. being unaware of, or misunderstanding, a submission deadline or the date of an examination;
  - iv. computer, disc, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work).
- (d) Mitigation is considered only in sudden or unexpected circumstances. Students are strongly encouraged to disclose recurrent problems affecting their performance in assessment so that St. Augustine University of Tanzania can provide appropriate help and/or make allowance with regard to the assessment process. Such recurrent problems, if disclosed by a student, are considered on a strictly confidential basis.
- (e) Students are required to submit written evidence of circumstances which prevented their attendance for formal examination within five working days of the missed event to the Faculty;
- (f) In exceptional cases a student may request when submitting a claim for mitigation that the detail of the claim is not disclosed to the Mitigation Panel which considers the claim. In such cases only the Chair of the Mitigation Panel has access to the detail of the claim and submits a recommendation to the Panel for consideration.

#### **4.45 Consideration**

- (a) Claims for mitigation are considered against two criteria:
  - i. the basis of the claim is an acceptable ground for mitigation;
  - ii. the claim is supported by documentary evidence (e.g. a certificate/letter from a medical professional in the case of illness; a death certificate in the case of bereavement etc.) which must accompany the claim wherever practicable;
- (b) Claims for mitigation are considered only if both the above criteria are satisfied;
- (c) Students are strongly recommended to ensure that claims for mitigation are submitted to a Faculty for an initial check on whether both criteria have been satisfied before the claim is formally considered;
- (d) The University will have a Mitigating Circumstances Panel whose primary responsibility it is to consider claims of good cause for the programmes they administer. Any such claims would be subject to confirmation by the Examining bodies at a later date.
- (e) These circumstances might need to be mitigated in order to arrive at a fair and correct judgement of the student's academic performance. Such mitigating circumstances might then be the basis for setting aside for review those marks thought to be atypical in calculating the overall degree result.
- (f) Academic board of the University is required to undertake a systematic process to ensure that mitigating circumstances for which evidence has been provided are reviewed in advance of the awarding examination board. This will be by means of a Mitigating Circumstances Panel within the university. By these means the University must be able to demonstrate its fair and careful approach in advising examination boards upon their final academic judgement.
- (g) Mitigating Circumstances Panel (MCP) will undertake the following activities:
  - i. Review reported circumstances, for which due written evidence has been provided to the Faculty, in order to reach a judgement on whether those circumstances have been detrimental to a student's academic performance.

Where circumstances are agreed to have applied in such a case, the Panel will propose a remedy for consideration by the Examination board;

- ii. Where mitigating circumstances have previously been addressed in the conduct of assessment – e.g. extra time for examination, extended coursework deadline – the MCP must consider whether circumstances were sufficiently compensated by that earlier response;
  - iii. Preparation of information on decisions which will be brought forward to the Examination board to inform final academic judgement. Formal minutes will record cases discussed; the MCP's judgement on applicability of mitigating circumstances; and proposed remedy per each case. Minutes will contain such details of particular circumstances as is appropriate;
  - iv. A Mitigating Circumstances Panel may propose a number of actions including the opportunity to take a further examination or submit new coursework as a first sitting (for which therefore there will be no fee), or (for a graduating student) recommending a class of award higher than that obtained by applying the rules in the normal way.
- (h) Mitigating Circumstances Panel (MCP) will consist of the following members.
- i. A Chair, being an experienced academic member of staff who may hold (or have recently held) position as a Director of Study, Head of Department or other senior administrative role, or senior lecturer rank.
  - ii. A Secretary, being an academic or administrative member of the department.
  - iii. Members of the Panel must be drawn from the department's examiners, each with sufficient experience of teaching and assessment to advise upon cases brought before the MCP. A membership of between one and four examiners is recommended.

#### **4.46 Consequences**

- (a) The outcome of a successful mitigation claim is that:
- i. any mark achieved for the relevant element(s) is annulled;
  - ii. the student is required to take either the initial attempt (or the re-assessment attempt) in the mitigated element(s) at a time determined by St Augustine

University of Tanzania. In certain circumstances the student may be required to re-attend the course in order to be assessed in the mitigated element.

#### **4.47 Late Mitigation**

- (a) A student may submit a late mitigation claim (defined as a claim which is submitted after the standard deadline specified (as in Regulation 4.20.e) for the attention of the Mitigation Panel. In such circumstances the evidence must be submitted within a further ten working days;
- (b) In addition to the detail of the mitigation claim and the supporting evidence, a student is also required to explain why the claim was not submitted within the standard deadline of **five working days** after the submission date of assessed work or the date on which an examination has been sat, supported by appropriate documentary evidence;
- (c) Late mitigation claims are considered by the Mitigation Panel;
- (d) The Panel first determines if the student has provided a valid reason for why the claim was not submitted at the appropriate juncture. Poor awareness of SAUT's Academic Regulations, or a student choosing not to submit a mitigation claim by the standard deadline in order to wait for the publication of results, are not acceptable or valid reasons for the submission of a late claim;
- (e) If the Panel believes that no valid reason (supported by documentary evidence) has been provided to explain the late submission of a claim, it is rejected;
- (f) If the Panel is satisfied that a valid reason for the late submission of the claim has been provided (and supported by documentary evidence), the Panel considers the detail of the mitigation claim itself;
- (g) The consequences of the approval of a late mitigation claim are the same as for a claim submitted and considered in accordance with the standard deadline (as in Regulation 4.20.e). It should be noted that the timing of any (re)assessment that is permitted as a consequence of a successful late mitigation claim may be different to the timing allocated to students who submitted a mitigation claim at the appropriate juncture (e.g.: a late mitigation claim pertaining to Semester 2 is likely



to mean that the further (re)assessment that a successful mitigation claim permits will not occur);

- (h) A late claim for mitigation, once formally submitted, **cannot** be withdrawn;
- (i) A student may **not** submit an academic appeal which presents mitigating circumstances to explain that performance in an assessment was adversely affected by illness or other factors unless evidence is provided that a corresponding mitigation claim has been duly submitted to the Mitigation Panel but was not considered in accordance with the Regulations governing the mitigation process.

**K) Grading System and the Grade Point Average**

**4.48 Grading System**

When presenting examination results, every institution should comply with the following percentage range to letter grade and points correspondence as shown in Table 3:

**Table 3: Grading of Scores**

Percentage range	70-100%	60-69%	50 - 59%	40-49%	35-39%	0-34%
Letter Grade	A	B+	B	C	D	E
Points	5	4	3	2	1	0
Possible Compliment	Excellent	Very Good	Good	Fair	Poor	Very Poor

**4.49 Grade Point Average (GPA)**

Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to that course. Student’s overall performance is then found by dividing the total number of course credit hours into the weighted total number of credit points of all courses taken. The final GPA will be calculated as follows:

GPA = CUMULATIVE GRADE POINTS ATTAINED (in 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> as case may be)

TOTAL CREDIT POINTS TAKEN (in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> as case may be)

## L) Classification of Awards

### 4.50 General Classification of Awards

- a) All students registered for a programme leading to any of the following intended awards shall be evaluated before receiving the award. The programme can fall under:
  - i. Certificate
  - ii. Ordinary Diploma
  - iii. Higher Diploma
  - iv. Bachelor Degree
  - v. Postgraduate Diploma
  - vi. Master's Degree
  - vii. Doctorate
  
- a) Students are considered for the St Augustine University of Tanzania award if they have satisfied the general requirements for students and in particular have satisfied the credit requirements of the programme for which they are registered in terms of the volume and level of credit;
  
- b) Where the Programme Examination Board determines that a student has successfully completed a stage or programme, that is, has been awarded credit for courses fulfilling all the requirements for a stage or programme, that student may progress to the next stage of, or complete, the programme, subject to specified programme progression and completion requirements;
  
- c) When a student has successfully completed a stage, a stage GPA is awarded. The stage GPA is the weighted average of the grade points awarded for the final successful attempt of those modules, which have been completed and passed to

satisfy the credit requirements of the stage, where the grade point for each course is weighted by the credit value of the course as indicated in sub-section 4.50 of this document;

- d) Each programme will have final award criteria detailed and approved through the programmes approval process. Examining bodies will determine whether a student has successfully met the final award criteria or not;
- e) In order to qualify for the overall award, students must have attained in full the minimum credits requirement for the programme (including credits for failed courses which have been reassessed);

**4.51 Classification of Degrees**

- a) Where awards are classified, the overall mean for the programme should be computed from the course aggregation scores in proportion with the approved credit weightings for each course. This overall mean score should be expressed to one decimal place and be used to determine the class of degree to be awarded in accordance with the class boundaries as defined below.
- b) For Certificate and Diploma classification of awards:
  - i. A certificate is non-degree award offered at either UQF level six or seven known as university certificate.
  - ii. Whereas Diploma is non-degree award offered at UQF level six known as ordinary diploma, level seven is known as higher diploma while level nine is known as postgraduate diploma.
  - iii. Where the mean overall aggregation score falls within one of the ranges in Table 4, the examining bodies will recommend the award stated unless otherwise stated by the SAUT Academic Board in line with the NACTE standards:

**Table 4: Classification of Awards for Certificate and Diploma Programmes**

<b>GRADING SCORE</b>		
<b>Percentage range</b>	<b>Grade Value</b>	<b>Description</b>

70 – 100	A	Excellent
60 – 69	B+	Very Good
50 – 59	B	Good
40 – 49	C	Fair
35 – 39	D	Poor
0 – 34	E = 0	Very Poor

**c) For Bachelor degree classification of awards**

Undergraduate final stage - The award GPA is the weighted average of the grade points awarded for the final successful attempt at those courses which have been completed and passed to satisfy the credit requirements of the final stage, where the grade point for each course is weighted by the credit value of the course:

**Table 5: Classification of Bachelor’s Degree Awards**

GRADING SCORE			GPA	
Percentage range	Grade Value	Description	Grade Point Range	Description
70 – 100	A = 5	Distinction	4.5 – 5.0	First Class
60 – 69	B+ = 4	High Credit	3.5 – 4.4	Upper Second Class
50 – 59	B = 3	Credit	2.6 – 3.4	Lower Second Class
40 – 49	C = 2	Pass	2.0 – 2.5	Pass
35 – 39	D = 1	Fail		
0 – 34	E = 0	Bad Fail		

**d) For Graduate degree classification**

- i. Graduate Taught - When a student has successfully completed a programme, an award GPA is calculated. The award GPA is the weighted average of the grade-points awarded for the final successful attempt at those courses which have been completed and passed to satisfy the credit requirements of the programme, where the grade-point for each course and/or thesis is weighted by the credit value of the course/thesis as prescribed by the SAUT Academic Board and aligned with the TCU standards stipulated in *Credit Accumulation and Transfer General Guidelines, August 2012* and in the *Minimum Harmonization Awards Offered in Tanzania, August 2012*. Table 6 is a summary of this.

GRADING SCORE		GPA
---------------	--	-----

**Table 6: Classification**

Percentage range	Letter grade	Points	Description	Grade Point Range	Description
100 - 70	A	5	Distinction	5.0 – 4.5	Distinction
69 – 60	B+	4	High Credit	4.4 – 4.0	Merit
59 – 50	B	3	Credit	3.9 – 3.0	Pass
49 – 40	C	2	Fail		

**of Graduate Degree Awards**

- ii. Where the programme is completed in two stages, the grades from both stages contribute to the award GPA of graduate candidate, whereby:
  - Award of Distinction: A candidate will be required to achieve a minimum of GPA of 4.5;
  - Award of Merit: A candidate will be required to achieve a minimum of GPA of 4.0;
  - Award of Pass: A candidate will be required to achieve a minimum of GPA of 3.0.

**M) Examinations**

**4.52 Form of Examinations**

For avoidance of doubt, “Examinations” shall include: continuous assessment (tests, assignments, seminar presentations, project, field report, practical, oral tests and quizzes), research paper, oral comprehensive examination as well as end of semester examinations, supplementary and delayed examinations and the weight of each as indicated by these regulations and requirements of particular programme as approved by the University Senate.

**4.53 Conduct of Examination**

- a) University examinations shall be conducted under the control of the DVCAA/DPAA/DDAA or such officer of the university/university college/centre as may be appointed.
- b) The DVCAA/DPAA/DDAA shall have powers to issue such instructions, notes or guidelines to candidates, invigilators and examiners of university/university

college/centre examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

#### **4.54 Time of Examinations**

- a) Subject to the university/university college/centre almanac, dates and times of conducting continuous assessment shall be provided by the course instructor or coordinator as the case may be, provided that all course assessments shall be carried out in time to allow results to be known to candidates at least one week before the start of semester examinations.
- b) Dates for end of semester examinations, delayed and supplementary examinations shall be published in the university/university college/centre almanac.

#### **4.55 Release of Examination Results**

The DVCAA/DPAA/DDAA may, after the Examination Committee/Academic Committee meeting, order the release of the examination results provisionally subject to confirmation of the results by the University Senate.

#### **4.56 Withholding Results**

The Examination Committee/Academic Committee may, where a candidate has failed to fulfil a fundamental contractual or legal obligation with university/university college/centre or a breach of the same e.g. not paying fees or outstanding dues or where there is dishonesty or fraud, bar him or her from doing examination or withhold examination results until he or she discharges the obligation or is exonerated from the wrong.

#### **4.57 Registration for Examinations**

- a) Bona fide students shall be entitled to sit for the university examinations for the programme in which they are registered unless advised otherwise in writing by competent university/university college/centre authority.
- b) If a candidate sits for examination for a course(s) for which he/she is not registered, his/her results in that examinations shall be nullified and be required to carry over the course(s).

#### **4.58 Eligibility for Examinations**

- a) No candidate shall be eligible for any examination in any course unless the instructor and the head of department have satisfied themselves that the candidate has undertaken the course by attendance and score.
- b) The candidate does not owe the university/university college/centre any fee required and/or other financial dues. If a candidate sits for examination, his/her results in that examination shall be nullified.
- c) The candidate shall not be barred by any lawful order or any other law from sitting for the examination in question.

#### **4.59 Absence from Examinations**

- a) Any candidate registered for examination shall be required to appear in the examination.
- b) Any candidate who is unable to appear in the examinations shall, before the commencement of a respective examination(s), report in writing to the DVCAA/DPAA/DDAA through the head of relevant department and faculty giving sufficient reasons for not being able to sit for the examinations.
- c) The candidate must have a prior written approval from the relevant head of department indicating that he/she has been allowed to postpone the said examination(s).
- d) A candidate who deliberately fails to appear for a scheduled examination shall be deregistered from studies.
- e) When a valid reason is admitted, a written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations.

#### **4.60 Delayed Examinations**

- a) Delayed examinations shall be given to students who have genuine reasons or requests for delayed consideration in relation to examinations and shall only be considered on the following ground:
  - i. Serious health problems, confirmed by a certificate or letter from a registered medical doctor.

- ii. Compassionate circumstances.
  - iii. Unpaid university/university college/centre fees, as approved by DVCAF/DPAF/DDAF.
  - iv. selection in inter-university, national or international sporting or moot court competition events; or
  - v. Participating in any recognized events.
- b) A request for delayed examination must be given at least one week before the examination(s), save for unforeseen circumstances.
  - c) Applications for delayed examinations shall be made in writing (prescribed form) to the DVCAA/DPAA/DDAA through the Head of Department and Dean of Faculty.
  - d) Delayed examinations shall be given at the time of supplementary examinations and will be treated as first sitting and graded as such.

#### **4.61 Supplementary Examination**

- a) A candidate who scores grade C for postgraduate students and D and E for undergraduate students in any first sitting examination(s) for course (s) offered, shall be required to supplement, provided that the overall GPA is not less than 1.8
- b) A supplementary examination shall be marked out of 100 and pass in a supplementary shall be recorded as a minimum passing grade of C for undergraduate students and B for postgraduate students.
- c) The coursework shall not be computed in the final supplementary examination.
- d) A candidate must at least obtain 24 marks for undergraduate students and 30 marks for postgraduate students out of 60 marks in a supplementary examination for him/her to pass a supplementary course.
- e) If such a candidate fails a supplementary examination(s), he/she shall be required to repeat that course **once** in the subsequent years when next offered. Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course and shall be assessed with the normal assessments criteria.



#### **4.62 “Bad Fail” in an Examination**

- a) A Bad Fail (a mark below 35) in the end of semester examination stands in its own right as the student’s grade.
- b) The accumulation of coursework done during the semester shall not be counted in this case.
- c) A candidate who scores a mark below 35 shall be required to supplement.

#### **4.63 Falling sick immediately before or during Examination**

- a) If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e. as certified by the university/university college/centre Medical Officer), he/she will be advised to postpone the examination until the next sitting.
- b) Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results of the examination.

#### **4.64 Reporting late for Examinations**

- a) A candidate who without a valid reason reports late for an examination (more than 30 minutes) shall be regarded as having failed in that examination but will be allowed to do a delayed examination and will be awarded a minimum passing grade of ‘C’ or ‘B’ as the case may be. He/she shall not be entitled to take a supplementary examination for a failed delayed examination.
- b) A candidate who, for a valid reason, reports late for an examination and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk.
- c) All cases of late arrivals for examinations shall be reported in writing by the invigilator to the DVCAA/DPAA/DDAA.

## **N) Examination Setting, Moderation, Processing and Leakage**

### **4.65 Examination Setting and Format**

- a) All university/university college/centre examinations shall be set by members of academic staff who taught the course(s) in question or such other persons appointed by the relevant head of department in accordance with the objectives and learning outcomes of the programme and course.
- b) With recommendation from relevant Department and Faculty, the DVCAA/DPAA/DDAA shall formulate guidelines and format of the examinations, and table it to Senate/Academic committee for approval.
- c) The DVCAA/DPAA/DDAA shall issue notice for submission of draft examination questions. The notice must also indicate the deadline for submission.

### **4.66 Examination Moderation**

- a) All University/university College/centre examinations shall be moderated by both external and or internal moderators who shall be appointed by the Senate/Academic Committee upon recommendations from relevant faculty or department.
- b) Internal moderators shall be academic staff of the university/university college/centre and external moderator(s) shall be an Academic Staff from outside the university/university college/centre whose field of expertise falls in the subject area of the examination paper.
- c) The university/university college/centre through Senate/academic committee, shall from time to time formulate the university/university college/centre regulations on external and internal examinations moderation.

### **4.67 Examination Processing**

- a) In accordance with the provision of the university/university college/centre general examination regulations, every lecturer or course instructor shall be responsible for the control of examination processes.
- b) The processing of examination questions in terms of typesetting, printing/ photocopying, packing and sealing shall be done by the by members of academic staff

- who taught the course(s) in question or such other persons appointed by the relevant head of department in consultation with the DVCAA/DPAA/DDAA.
- c) The processing of examination shall be made under maximum confidentiality and integrity.
  - d) The members of academic staff who taught the course(s) shall be required to submit sealed envelopes containing question papers to the examination office one hour before commencement of the examination in question or submit the same in the examination room as the case may be.
  - e) Course instructors shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.
  - f) The DVCAA/DPAA/DDAA, in consultation with examination officer, heads of department, Unit and Dean of faculty shall formulate general guideline on the examination processing.

#### **4.68 Examination Leakage**

- a) Any act which results in a student having access to or knowledge of the examination or class test questions, or of any material relating to the examination before the scheduled date and time of examination or test shall amount to leakage of examination.
- b) Any person suspecting leakage of test or examination shall immediately report the matter to the DVCAA/DPAA/DDAA.
- c) Where there are strong indications that an examination leakage has taken place, the DVCAA/DPAA/DDAA, in consultation with the Vice Chancellor/Principal/Director shall cancel or withdraw the examination and order a fresh examination to be set and administered.
- d) The DVCAA/DPAA/DDAA shall set up a committee to investigate the circumstance surrounding the suspected leakage.
- e) The investigating committee shall submit its findings to the DVCAA/DPAA/DDAA, who shall in turn table them before the Examination Committee/Academic Committee.
- f) The Examination Committee/Academic Committee shall then take appropriate action, and if need be, make appropriate recommendation to the University Senate.

- g) Where it is established that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.
- h) Disclosure or leakage of examinations by any person shall be punishable by the relevant disciplinary authority.

## **O) Instructions to Invigilators and Candidates Concerning Written Examinations**

### **4.69 Guideline for Invigilators before the Examination**

- a) The examination officer or any appointed officer shall personally collect and submit sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before commencement of the examination in question to chief invigilator.
- b) Invigilators shall be present in the examination room at least thirty minutes before the commencement of the examination.
- c) Question papers shall be placed upside-down on the desks before candidates enter the examination room or as case may be.
- d) Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right seat.
- e) Candidates may not leave the examination room during the last 30 minutes of examination even if they have finished writing.

### **4.70 Guideline for Invigilators during the Examination**

- a) Invigilators shall not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and shall not permit candidates to leave the examination room until one hour has expired.
- b) By the end of thirty minutes from commencement of the examination the Invigilators should have a written list on the examination attendance sheet of the names of all the candidates present.
- c) Students' identity cards shall be conspicuously placed. Candidate without valid IDs shall not be allowed to enter the examination room.

- d) Invigilators shall ensure that only one answer-book is provided for each candidate, save for other circumstances which may warrant an extra answer-book.
- e) Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- f) Invigilators shall report immediately after the examination to the DVCAA/DPAA/DDAA any candidate who contravenes this part of the Regulations.
- g) In case of alleged examination irregularity, the chief invigilator shall require the candidate to sign an Examination Incident Form and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the DVCAA/DPAA/DDAA the Examination Incident form, together with the candidate's examination booklet and all pertinent materials.
- h) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

#### **4.71 Guideline for Invigilators at the End of Examination**

- a) Invigilators shall tell the candidates to stop writing and collect their examination scripts.
- b) Invigilators shall not permit the candidates to leave their sitting places before their scripts have been collected.
- c) Candidates shall sign the Examination Attendance Sheet when they turn in their scripts.
- d) Invigilator shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.
- e) The chief invigilator and invigilator(s) shall submit the collected examination scripts, examination attendance sheet, exist form to examination office.

#### **4.72 Specific Examination Regulations for Candidates**

- a) These instructions should be read together with above University General Academic Regulations.
- b) Students' identity cards should be conspicuously placed.

- c) Candidates shall be responsible for consulting the examination timetable for any changes.
- d) Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after 30 minutes, except for a compelling reason.
- e) Candidates must not begin writing before they are told to do so by the invigilator.
- f) Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed on the examination paper.
- g) Candidates are not allowed to enter the examination room with books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.
- h) In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator
- i) Answers for each question in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to write their names anywhere in the examination booklets.
- j) All candidates shall observe silence in the examination room.
- k) No food or drink shall be allowed into the examination room.
- l) Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorised material brought into the examination room; and shall have power to expel from the examination room any candidate who creates a disturbance and record the incidence to the Examination Officer with a copy to the DVCAA/DPAA/DDAA.
- m) In case of alleged cheating, the candidate and one or more invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Examination Officer with a copy DVCAA/DPAA/DDAA.

- n) A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- o) Candidates are strongly warned that cheating or being caught with unauthorised material contravene the University/University College/Centre Examination Regulations and may lead to discontinuation from studies.
- p) All candidates shall sign the Attendance Form at the beginning and end of every examination.
- q) No candidate will be allowed to leave the examination room until one hour after commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.
- r) A candidate wishing to answer a call of nature may, by permission of the invigilator leave the examination room for a reasonable period.
- s) A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- t) At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their script, which they should personally submit to the invigilator.
- u) Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.

## **P) Examination Irregularities and Penalties**

### **4.73 General Provisions**

- a) Subject to other provisions of these regulations, examination irregularity shall comprise of any conduct prohibited under this part of the regulations.
- b) Save for Academic Regulations, the Examination irregularities shall comprise of the following conducts:
  - i. Impersonation
  - ii. Distractive behaviour
  - iii. Insubordination
  - iv. Unauthorized absence from examination

- v. Cheating
  - vi. Consultations
  - vii. Possession of Unauthorized materials
  - viii. Spying
  - ix. Leaving without permission
  - x. Notated materials
  - xi. Copying other candidates work
  - xii. Copying from unauthorized material
- c) A candidate who shall involve him/herself or shall be in a suspicion to involve him/herself in the above conducts shall be known as a candidate at default.
- d) In establishing the commission of such irregularities above and liability of the candidate, much emphasis shall be on the intention of the candidate to commit such a conduct. The intention shall be established by assessing the circumstances surrounding the conduct.
- e) A candidate at default shall not be taken to have committed any Examination irregularity, only on the circumstance of being caught doing any of the prohibited conducts, unless and until the committee has deliberated on his/her matter and established his/her liability or innocence.
- f) It shall be a mandatory condition that any complaint on an Examination irregularity shall only be submitted to the Academic committee in regards to the establishment of a *prima facie* evidence on the commission of the conduct.
- g) All cases of alleged examination irregularities shall be reported to DVCAA/DPAA/DDAA who shall in turn instruct the Corporate Counsel/legal officer to investigate the matter, before sending the same to the Examination Committee/Academic Committee which shall have powers to deliberate as it deems necessary and make decisions, subject to confirmation by the Senate.

#### **4.74 Impersonation**

- a) It shall be a prohibited conduct for any candidate to impersonate another candidate for the purposes of assisting the other in doing an examination paper.



- b) Impersonation under these regulations shall mean; the conduct of a candidate to present him/herself as purported in the student Identity card while knowing himself or herself not to be the required candidate, with an intention to assist the other candidate impersonated to do the examination.
- c) The ingredients required to prove the irregularity of impersonation shall be as follows: -
  - i. The contents of Student Identity card should differ from the candidate at default;
  - ii. The candidate at default should not have any basis of doing such an exam;
  - iii. The candidate at default should have partially done such an examination paper.
- d) Any candidate at default once proved for impersonation shall be subjected to the imposition of an expulsion penalty.

#### **4.75 Copying unauthorized material**

- a) It shall be a prohibited conduct for any candidate during the examination proceedings, to copy an unauthorized material or make any attempt to copy such an unauthorized material.
- b) The ingredients required to prove the irregularity of copying an unauthorized material shall be as follows;
  - i. The material used should be that prohibited from the examination room under these regulations or any other university/University college/centre regulations;
  - ii. The Contents of the material should have a significant benefit to the candidate at default; and
  - iii. The candidate at default should have partially done the examination.
- c) Any candidate at default once proved for the above irregularity shall be subjected to the imposition of an expulsion penalty.

#### **4.76 Copying of another script or copying other candidates' work**

- a) It shall be a prohibited conduct for any candidate to copy from other candidates' answer scripts during the examination proceedings.
- b) Copying another candidates' scripts amounts to an irregularity and under these regulations shall mean; the conduct of a candidate to copy or making an attempt to copy

the neighbouring candidates' answering scripts for the purposes of acquiring answers of the same examination paper.

- c) The ingredients required to prove the irregularity of copying another candidate's scripts shall be as follows:
  - i. The question papers should be of the same for both candidates;
  - ii. The location of the candidates should be of a reasonable proximity; and
  - iii. The candidate at default should have partially done such an examination paper.
- a) Any candidate at default once proved for copying neighbouring candidates' answer scripts shall be subjected to the imposition of an expulsion penalty.

#### **4.77 Spying**

- a) It shall be a prohibited conduct for any candidate to place or hide a document relevant to the examination questions in process for the purposes of later on visiting such place for the purposes of using the contents of such a document to answer the question of such an examination paper.
- b) Spying under these regulations shall mean; the conduct of a candidate to place a document or unwarranted material in a nearby area from the examination room with an intent to later visit such place in the course of the examination and use the contents therein to answer the questions of the examination paper.
- c) The ingredients required to prove the irregularity of spying shall be as follows;
  - i. The contents of the document should relate to the examination questions;
  - ii. The candidate at default should have asked for permission from the invigilator for call of nature or any other permission;
  - iii. The candidate at default should have used an unreasonable duration for his/her call of nature or any other reason; and
- d) Any candidate at default once proved for spying shall be subjected to the imposition of an expulsion penalty.

#### **4.78 Notated Materials**

- a) It shall be a prohibited conduct for any candidate to enter into an examination room with a notated material which is permitted to be used in the respective examinations.
- b) Possessing notated materials shall be an irregularity under these regulations and shall mean; the conduct of a candidate to enter with notated materials or material authorized to be used in the examinations and thereafter uses intentionally such notations on the face of the materials for answering the questions provided in the examination paper.
- c) The ingredients required to prove the irregularity of possessing notated materials shall be as follows;
  - i. The contents of the notations on the materials should be related to the examination questions;
  - ii. The materials notated should be such permitted to be used in such an examination;
  - iii. The notations should have significant benefits to the candidate at default; and
  - iv. The candidate at default should have partially done such an examination paper.
- d) Any candidate at default once proved for possessing a notated material shall be subjected to a warning or penalty of suspension or expulsion, depending on the gravity of the conduct as shall be determined by the Senate/Academic Committee.

#### **4.79 Possessing unauthorized Materials**

- a) It shall be a prohibited conduct for any candidate to possess an unauthorized material during the course of the examination.
- b) The ingredients required to prove the irregularity of possessing unauthorized materials shall be as follows:
  - i. The materials should be those prohibited in the examination room; and
  - ii. The candidate at default should be in possession of such materials;
- c) Any candidate at default once proved for possessing such unauthorized materials shall be subjected to the imposition of warning, or penalty of suspension or expulsion, depending on the gravity of the conduct as shall be determined by the Senate/Academic Committee.
- d) It shall be immaterial, whether the candidate used the unauthorized materials or not, provided he/she was in possession of the same during the course of the examination.

#### **4.80 Consultations**

- a) It shall be a prohibited conduct for any candidate to consult the other candidate or consult each other for the purposes of assisting each other in doing an examination paper.
- b) Consultations under these regulations shall mean; the conduct of two or more candidates to form a cooperation in assisting each other either orally or in writing to do the examination questions during the course of the examination.
- c) The ingredients required to prove the irregularity of consultations shall be as follows;
  - i. The consultations should involve more than one candidate;
  - ii. The candidates at default should be sitting for the same examination paper;
  - iii. The location or distance proximity between the candidates should be reasonable to accommodate consultations.
- d) Any candidate at default once proved for consultations shall be subjected to the imposition of warning, or penalty of suspension or expulsion, depending on the gravity of the conduct as shall be determined by the Senate/Academic Committee.

#### **4.81 Distractive behaviour**

- a) It shall be a prohibited conduct for any candidate to act in a manner that shall cause disturbance or destruct other candidates in the course of the examination.
- b) Distractive behaviour shall be an irregularity and under these regulations shall mean; the conduct of a candidate to do an act or conduct him/herself in a manner that distract the other candidates in the examination room, such as fighting, shouting, creating chaos, running and or any other related act.
- c) The ingredients required to prove the irregularity of distractive behaviour are as shall be as follows;
  - i. The act or conduct must have caused disturbance in the examination room;
  - ii. The candidate at default should have wilfully done such an act of destruction;  
and
  - iii. The distractive act must be such prohibited by these regulations.
- d) Any candidate at default once proved for distractive behaviour shall be subjected to the imposition of warning, or penalty of suspension or expulsion, depending on the gravity of the conduct as shall be determined by the Senate/Academic Committee.

- e) It shall be immaterial whether the candidate at default had partially done the examination paper or not, as long as the act distracted other candidates shall be material.

#### **4.82 Insubordination**

- a) It shall be a prohibited conduct for any candidate to do any act that shall signify lack of respect to the invigilator or any other university/university college/centre official during the course of the examination.
- b) Insubordination under these regulations shall be an irregularity and shall mean; the conduct of a candidate with an intention not to adhere to the directives of the invigilator during the course of the examination or to do disrespectful act against the invigilator.
- c) The ingredients required to prove the irregularity of insubordination shall be as follows;
  - i. The conduct should be disrespectful to the invigilator or superior;
  - ii. The candidate at default should have done the disrespectful act wilfully; and
- d) Any candidate at default once proved for insubordination shall be subjected to the imposition of a penalty of suspension.

#### **4.83 Leaving without Permission**

- a) It shall be a prohibited conduct for any candidate to leave the examination room without the permission of the invigilator.
- b) Leaving without permission under these regulations shall mean; the conduct of a candidate to exit the examination room without the invigilators permission.
- c) The ingredients required to prove the irregularity of leaving without permission shall be as follows;
  - i. The candidate at default never sought any permission;
  - ii. The candidate at default had no justifiable cause to leave without permission.
- d) Any candidate at default once proved for leaving the examination room shall be subjected to a written warning.

#### **4.84 Provisions on Penalties**

- a) Any conduct amounting to the examination irregularities alleged to be committed by a candidate at default, shall be in want of a proof to attract any penalties.
- b) Subject to other University Regulations and provisions of these regulations, any candidate at default once proved to have committed an examination irregularity, shall be subject to the following penalties;
  - i. Warning: - A warning penalty shall imply a written document from the DVCAA/DPAA/DDAA or his/her designate warning the candidate at default not to engage in such a conduct of irregularity in any other examinations to be conducted aftermath.
  - ii. Repeat of exams: -A repeat of examinations penalty shall imply instructing the candidate to redo the examination at which an irregularity was established.
  - iii. Suspension:-A suspension penalty shall imply the suspending a candidate at default to the other upcoming semester of studies or year.
  - iv. Expulsion; An expulsion penalty shall imply total deregistration of the candidate at default from the university/university college/centre register.
- c) The penalties shall be imposed upon the candidate at default basing on the gravity of the irregularity, much regards on the lighter the irregularity the lighter the penalty.
- d) The penalties imposed on each of the irregularities under these regulations may be lifted or executed at the discretion of the committee regarding the circumstances of the particular case.

### **Q) Disciplinary Procedure**

#### **4.85 Examination/Academic Committee**

- a) The Examination/Academic Committee of the University/university F/centre shall have powers to deliberate on the examination results, examination irregularities, and any other academic related matter.
- b) The Examination/Academic Committee of the University/university college/centre shall have powers to summon any invigilator, candidate or any person or officer in relation to an alleged examination irregularity that took place during examinations;

- c) The Examination/Academic Committee of the University/university college/centre shall have powers to question or interrogate any candidate, invigilator or any person in relation to the examination irregularity which happened during examinations; and
- d) The Examination/Academic Committee of the University/university college/centre shall have powers to impose sanction on candidates found responsible for or guilty of such irregularity, pending confirmation by the University senate.

#### **4.86 Investigation**

- a) It shall be sole duty of the Corporate Counsel/legal officer to conduct investigation on the alleged irregularity by the candidate at default.
- b) In conducting investigations, the Corporate Counsel/legal officer shall collect relevant facts that will enable in obtaining *prima facie* evidence to institute proceedings against the candidate at default.
- c) For the purpose of collecting and assessing the relevant facts regarding an alleged irregularity, the Corporate Counsel/legal officer may:
  - i. Request the abstinence of any alleged material used or related in the examination irregularity.
  - ii. Interrogate any candidate who sat for such an examination in exclusion of the candidate at default.
  - iii. Request the statement of the invigilator who invigilated the particular examination.
  - iv. Obtain any information that shall be of significance to the proceedings of the alleged irregularity.
  - v. The investigation carried out by the Corporate Counsel/legal officer shall be dully undertaken in a manner to ensure fairness upon the party at default.
- d) Where the Corporate Counsel/legal officer has reason to believe that a person is capable of supplying information, producing a document or giving evidence that may assist in the substantiating the allegations, a member of the office may, by summons signed by the Corporate Counsel/legal officer served on that person, require that such person to submit any information or evidence concerning such alleged irregularity or appear before the Corporate Counsel/legal officer office in person and provide an oral evidence.

#### **4.87 Prima Facie Evidence**

- a) Notwithstanding any Regulation, no proceedings shall be instituted where *prima facie* evidence has not been established on the commission of the alleged irregularity.
- b) Where the Corporate Counsel/legal officer office is of the opinion that there is *prima facie* evidence to warrant the candidate at default to have a case to answer, he shall refer the matter to the DVCAA/DPAA/DDAA, who shall in turn table that matter before the examination/academic committee.
- c) The DVCAA/DPAA/DDAA in corroboration with Corporate Counsel/legal officer shall prepare all documents necessary for instituting proceedings on the alleged matter.

#### **4.88 Summons**

- a) It shall be a mandatory procedure that any candidate at default required to appear before the examination/academic committee to answer allegations instituted by the Corporate Counsel/legal officer, to be furnished a summons for appearance.
- b) The summons for appearance shall be issued by the Corporate Counsel/DPAA/DDAA or any authorized person on his/her behalf to the candidate at default.
- c) The summons shall be served at least two (2) days before the actual hearing proceedings commence.
- d) The summons served shall include the following particulars: -
  - i. Name of the summoning authority;
  - ii. Name of the candidate at default summoned;
  - iii. The date, time and venue for appearance;
  - iv. Brief facts of the allegations;
  - v. Consequences for non-compliance;
  - vi. Description on the candidate at default to prepare his/her defence;
  - vii. Signature of the Corporate Counsel/DPAA/DDAA or his/her designate
  - viii. Seal of the Corporate Counsel/DPAA/DDAA and
  - ix. Should be accompanied by an institutional charge
- e) Failure to honour the summons shall amount the proceedings to be entertained *ex parte* as against the candidate at default.



#### **4.89 Institution of Proceedings**

- a) Every proceeding before the examination/academic committee shall be instituted by way of an institutional charge.
- b) The institutional charge shall be prepared and instituted by the Corporate Counsel/legal officer or his subordinates.
- c) The institutional charge shall provide the statements of the allegations and the contravened Regulations of the examination by the candidate at default.
- d) Any more than one irregularity may be provided together in the same institutional charge, if it is established that the irregularities were committed on the same single examination event by the same candidate at default.
- e) If at any circumstances the irregularity warrants more than one candidate at default, then all the candidates at default involved in the same irregularity shall be joined in the same institutional charge.
- f) An institutional charge shall comprise of the following contents:
  - i. Institutional charge reference number
  - ii. Name of the Candidate at default;
  - iii. The registration number of the candidate at default;
  - iv. Statement of the irregularity;
  - v. Particulars of irregularity
  - vi. The name and signature of the Corporate Counsel/legal officer or his/her designate
  - vii. The date of drafting the institutional charge.
- g) The Examination/Academic committee shall have discretionary powers to order amendment or revocation of an institutional charge that shall not contain the contents as provided above.

#### **4.90 Hearing Procedures**

- a) The hearing proceedings shall be entertained and controlled by the Examination/Academic committee.

- b) The hearing proceedings shall be presided by the chairperson of the Examination/Academic Committee or his/her designate
- c) The proceedings shall begin by the Corporate Counsel/ legal officer reading out the statement of allegations against the candidate(s) at default as provided in the institutional charge.
- d) Once the Corporate Counsel/ legal officer has read out the allegations against the candidate(s) at default, the candidate(s) at default shall be afforded an opportunity to deny or admit the allegations instituted against him/her.
- e) If at any circumstances the candidate(s) at default admits the allegations, the Examination/Academic Committee shall consider both aggravation and mitigation in determining the appropriate action(s) to be taken against the candidate(s) at default and enter a decision thereafter.
- f) If at any circumstances the candidate(s) at default deny the allegations, then the chairman shall order the proceedings to continue for the purposes of establishing liability or innocence of the candidate(s) at default.
- g) If the candidate(s) at default deny the irregularity(s), the Corporate Counsel/legal officer shall begin his/her case by making an opening statement in regards to the allegations against the candidate at default or candidates at default.
- h) The opening statement by the Corporate Counsel/legal officer shall include the substantive facts that establish the liability of the candidate at default or candidates at default.
- i) The chairman shall order the Corporate Counsel/legal officer to call any witness on his/her part or tender any evidence before the committee, after the legal officer has completed to make his opening statement.
- j) The called upon witnesses by the legal officer shall provide their testimonies before the committee on regards to the alleged matter.
- k) The Corporate Counsel/legal officer may be permitted by the committee to ask the witness any question or clarify any matter spoken by the witness.
- l) The committee members shall have discretionary powers to ask any question to the witnesses in relation to the testimony provided or require any additional clarification from such witness on anything spoken in the testimony.

- m) Any testimony provided by the witnesses shall be used as conclusive evidence by the committee in entering a decision.
- n) After all the witnesses have completed their testimonies the Corporate Counsel/legal officer shall be required to close up his/her case.
- o) The committee shall thereafter make a determination on whether there is a case to answer on the part of the candidate at default or candidates at default, after the legal officer has closed up his/her case.
- p) If at any circumstances the committee ascertains that the candidate at default or candidates at default have no case to answer then it shall immediately release them unconditionally, unless there is a want for reinvestigation on the part of the legal officer.
- q) If at any circumstances the committee ascertains that the candidates or candidates at default have a case to answer it shall order them to present, their defence immediately or later after adjournment.
- r) The candidate(s) at default shall make his/her defence orally by presenting his defence before the committee and may be permitted to submit a document for such defence.
- s) In making his/her defence the candidate at default shall be permitted by the committee to consult the examination regulations or any other document relevant and necessary in establishing his/her defence.
- t) The candidate at default may seek assistance of a third party in case such a candidate has special needs that may prevent him/her in establishing innocence in his/her case.
- u) The candidate at default shall be subjected to questions or clarifications from the committee members, during the course of making his/her defence.
- v) The candidate at default may present his/her witnesses or any evidence that may be used to disapprove the allegations against him, provided permission has been provided by the committee chairman.
- w) The candidate at default shall close up his/her defence and submit any document for such in case he/she has prepared such a document in place.
- x) The decision of the committee shall be communicated to the candidate(s) at default by the chair of the Committee or his/her designate. The duplicate of the decision shall be served to legal officer.

#### **4.91 Decision of the Examination/Academic Committee**

- a) The committee shall be at an obligation to provide a decision on the allegations, immediately or later after the candidate at default has closed up his/her defence.
- b) The committee chairman shall communicate the decision of the committee to candidate(s) at default and Corporate Counsel/legal officer.
- c) The decision may be provided not more than three days after the candidate at default closed his/her defence and adjournment, save for any inconvenience that shall be communicated to the parties involved.
- d) The decision may be reached through consensus or through majority voting by members of the committee and in circumstances where the votes are even, the chairman of the academic committee shall have a veto vote on the matter.
- e) The decision of the committee shall be in writing and shall be served to candidate(s) at default and the Corporate Counsel/legal officer.
- f) The decision shall state the allegations, the matters into contention and the reasons for reaching such a decision.
- g) The decision of the committee shall be subject to confirmation of the University Senate.
- h) Any candidate(s) at default shall have the right to challenge the decision of the University Senate within two weeks after confirmation of the decision.

#### **4.92 Legal protection**

- a) In the course of the proceedings before the committee a candidate(s) at default shall be afforded legal protection on the basis of right to be heard and presumption of innocence.
- b) The proceedings under the committee shall be in compliance with the principles of natural justice and the rules therein.
- c) A candidate(s) at default shall be afforded the right to be heard before the committee where he/she shall appear to present his/her defence.
- d) The candidate(s) at default shall be afforded the right to tender evidence or produce any witness before the committee.
- e) The candidate(s) at default with special needs shall be afforded the right to appear with an assistant during the course of the proceedings or the right to be in possession of a

material significant in helping the particular candidate follow the proceeding and establish his defence.

- f) Any candidate at default appearing before the committee shall be presumed to be innocent unless and until the committee has pronounced a decision establishing liability.

## **R) Complaints and Appeals**

**4.93** Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall first be lodged with the appellant's Faculty Dean, who shall forward it to Academic Committee with the Faculty Board's observations and recommendations.

**4.94** The appeal by the student should be submitted within seven (7) days from the day the results were posted or a decision was communicated to the affected student.

**4.95** In case of examinations, the Board of Examiners' recommendation shall be final except where well-authenticated claim for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, the Faculty/Institute Board shall investigate the matter and forward its findings and observations to the Academic Committee for detailed discussion.

**4.96** A Student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the Department in which the course was offered. The application should be made not less than one week after the release the examination grades, except for the second semester, when the appeal can be made during the first week of the new academic year. A valid justification for the request must be given in writing. The Head of the Department, after consultation with the Dean of Faculty, will then review the case to see if remarking is warranted. If remarking is warranted, an examiner other than the one who initially marked the script will remark the paper. The grade after remarking the paper will be final regardless of whether it is the same as the first grade, lower or higher than the first one. Under no circumstances can a student request for a second remarking of the same script.

**4.97** No appeal whatsoever pertaining to the conduct of any university or constituent college examination and the marking of the script thereof shall be entertained unless such an appeal is lodged with the appropriate university college authorities within

seven days of the date of publication of the results by or under the authority of the DVCAA/DPAA/DDAA.

#### **S) Oral Comprehensive Examination**

**4.98** There shall be an oral comprehensive examination for all students taking undergraduate and postgraduate programmes excluding certificate and diploma programmes at the end of the study.

**4.99** Preparation of this examination should be a continuous process as students proceed through the course work required in their specific programmes.

**4.100** Candidate(s) subjected to oral comprehensive examination must pass the same before they can qualify for graduation.

#### **T) Marking of University Examinations**

**4.101** The marking of university examinations shall be done by internal examiner of the respective course of study in accordance with the time schedule provided by the DVCAA/DPAA.

**4.102** Notwithstanding the generality of rule 4.34, the marking process shall operate as stated below:

- a) The examination script(s) shall be marked by the internal examiner or someone else appointed by the relevant head of the academic department, after consultation with the DVCAA/DPAA, in case the former is unable to discharge that responsibility;
- b) Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the DVCAA/DPAA/DDAA through respective dean of faculty without undue delay.

**4.103** After marking the university examination(s) the internal examiner shall prepare a summary report on candidates' performance, fill in an examination mark sheet, upload the results into the respective system( for example SMIS/ AMUCTASIS), submit hardcopy of the result together with the marking scheme, question paper and the marked scripts to the examination officer.

**4.104** All internal examiners are obliged to upload students' marks into the respective system (for example SMIS/ AMUCTASIS), one month after the date of the end of examinations.

**4.105** Any internal examiner, who fails to do so, shall be reported to the DVCAA/DPAA for any action he/she deems fit to impose.

## **U) Examination Moderation**

### **4.106 General Principles of Examination Moderation**

- a) The university examinations shall be evaluated by both external and internal moderators who shall be appointed by the DVCAA/DPAA upon recommendations from relevant faculty.
- b) The university shall appoint one or more External Examiners to carry out the roles and responsibilities defined in this section, for each of its programmes of study which lead to a higher education qualification.
- c) Internal moderators shall be academic staff of the university and external moderator(s) shall be a person who possesses characteristics as stipulated in part 4.41 and shall be a person senior from outside the university college whose field of expertise fall in the subject area of the examination paper.
- d) The university through academic committee, shall formulate the University Regulations on External and Internal Examinations Moderation.

### **4.107 General Principles of External Examination**

- a) The University endorses the following principles:
- b) That the University is responsible for the quality and standards of its awards;
- c) That External Examiners support (a) by providing informed and appropriate external reference points as a basis for comparing standards;
- d) That External Examiners are provided with opportunities to offer independent and impartial opinions on the standards of the University's assessments and student work;
- e) That the University must give serious and active consideration to findings and recommendations of their External Examiners.

#### **4.108 Principles Governing the Appointment of External Examiners to courses and programmes**

- a) The University shall appoint External Examiners who can show appropriate evidence of the following:
  - (i) Competence and experience in the fields covered by the award, or parts thereof;
  - (ii) Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
  - (iii) Competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;
  - (iv) Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
  - (v) Familiarity with the standard to be expected of students to achieve the award that is to be assessed;
  - (vi) Fluency in English, and where programmes of study are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements);
  - (vii) Meeting applicable criteria set by Professional, Statutory and Regulatory Bodies (PSRBs);
  - (viii) Awareness of current developments in the design and delivery of relevant curricula;
  - (ix) Competence and experience relating to the enhancement of the student learning experience.
  
- b) The University will not appoint as an External Examiner anyone where a clear or potential conflict of interest is identified or declared. A ppointment



of an External Examiner will create a clear conflict of interest in the following circumstances:

- i. Where the nominee is a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners;
- ii. Where the nominee is someone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
- iii. Where the nominee is someone required to assess colleagues who are recruited as students to the programme of study leading to the award;
- iv. Where the nominee is someone who is, or knows they will be, in a position to influence significantly the future of students on the award;
- v. Where the nominee is someone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or courses in question;
- vi. Where the nominee is a former staff member or student of the university or its partners, unless a period of five years has elapsed and all students taught by or with the external examiner have completed their award(s);
- vii. Where the nominee is an academic or professional member of St. Augustine University of Tanzania approval or review panel;
- viii. This results in a reciprocal arrangement where the university has a member of staff appointed as an external examiner on a similar programme at the nominee's institution;
- ix. Where an appointment results in the succession of an external examiner by a colleague from the same department in the same institution;

- x. Where an appointment results in the approval of more than one external examiner from the same department of the same institution.
- c) External examiners may not normally hold more than one other External Examiner appointment at another institution during their period of tenure at the University.

#### **4.109 Processes Governing the Appointment of External Examiners to courses and programmes of study**

##### **(a) Nomination of new External Examiners**

The Department, through its Head, is the NOMINATING body for new appointments and is responsible for:

- i. Ensuring that its academic provision at the subject levels is fully covered, for both courses and programmes of study, by an appropriate team of examiners.
- ii. Making initial contact with the External Examiner and securing their agreement to work for the University, if approved.
- iii. Completing the nomination form and supplying an External Examiner's current curriculum vitae for approval by the Faculty Board.
- iv. Providing a Department-focused induction for each External Examiner.
- v. The Head of Department is responsible for:
  - Ensuring that all nominations are vetted and, where necessary, recommending additional support for the nominee from the Department. The nomination should be referred back in cases where a potential conflict of interest is perceived or where the nominee is deemed inappropriate;
  - agreeing and signing off changes of status forms (extensions to periods of tenure of up to one year or changes to duties);
  - Forwarding the completed nomination form or extension form agreed by Faculty Board to the DVCAA/DPAA/DDAA.

#### **4.110 Ratification and Approval of new External Examiners**

The Academic Quality Unit (AQU) is the RATIFYING body for standard nominations which meet the University's criteria for appointment. It shall review the nomination form and curriculum vitae. The AQU is responsible for:

- a) Reviewing all nominations for compliance with the principles of appointment as outlined in these regulations and ratifying the appointment in cases where the appointment is fully compliant;
- b) Submitting all ratified appointments to the University academic planning committee for approval;
- c) Maintaining a central register of all examiners and their appointments and reports to the university;
- d) Issuing a letter of appointment to the external examiner.

#### **4.111 Induction of External Examiners**

- a) The University shall ensure that all appointed External Examiners are informed about organisational procedures, practices, and academic regulations, and the crucial value of External Examiners' feedback to the institution as part of the broader system of quality assurance and enhancement.
- b) The Academic Quality Unit shall be responsible for new External Examiners receiving general University information which will include:
  - (i) A formal letter of appointment;
  - (ii) Details of the periods of tenure and the awards and courses to be examined;
  - (iii) The External Examiner's Handbook outlining University requirements for external examining;
  - (iv) The Academic Regulations for Taught Awards;
  - (v) The previous External Examiner's report(s) where appropriate;
  - (vi) Other institutional-level materials which will enable the examiner to appreciate the academic nature and direction of the University.
- c) The Academic Quality Unit shall also provide detailed face-to-face briefing on University expectations and requirements with newly appointed External Examiners as part of local arrangements for their induction into Faculties and Departments.

- d) Faculties shall be responsible for providing a briefing which will cover local arrangements for the management of the subject and Faculty-based procedures for review of assessment and student work. This briefing shall normally include provision of:
- (i) All course outlines and programme specifications relating to the appointment;
  - (ii) Staff contact details, roles and responsibilities for quality assurance in the Faculty;
  - (iii) Dates of examiners' meetings;
  - (iv) External Examiners' role in relation to the examining team;
  - (v) Teaching methods; the methods of assessment and marking schemes; regulations for the programme including those concerned with compensation for failure and opportunities for reassessment.

#### **4.112 The generic role and responsibilities of the External Examiner**

The essential role for External Examiners appointed to the University shall be to provide independent, informative comment and recommendations upon whether or not:

- a) The University is maintaining the academic standards set for its awards;
- b) The assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with the University's policies and regulations;
- c) The academic standards and the achievements of students of the University are comparable with those in other Tanzania higher education institutions of which the External Examiners have experience.

In providing an oversight of the University's standards, examiners will be encouraged to identify formally:

- a) Good practice and innovation relating to learning, teaching and assessment;

- b) Enhancements to the quality of the learning opportunities provided to students.

#### **4.113 The External Examiner's Report**

##### **a) Purpose**

The purpose of the External Examiner's report is twofold, in that it:

- i. Enables the university to judge whether the awards(s) is/are meeting stated learning outcomes and to ensure that any necessary improvements are made, either immediately or at the next review, as appropriate;
- ii. Enables the University to identify issues that require redress both at local Departmental or Faculty level and, where indicated, at institutional level.

##### **b) Nature and Content of the External Examiner's Report**

The following topics shall be covered:

- i. The names of the course and associated assessments for those courses that the examiner has reviewed and, where appropriate, the names of the individual partners in which these have been taught;
- ii. The structure, organisation, design and marking of assessments, which will include commentary on the lessons to be learnt from the assessments, for the curriculum, syllabus, teaching methods, resources and the way academic standards are being monitored;
- iii. Comment upon the number of courses reviewed, the number and nature of assessments seen and the sample size provided to assess student achievement;
- iv. The appropriateness of the standards of the award being examined;
- v. The overall performance of the students in relation to their peers, taking account of work at the same level on comparable awards in other institutions, which should include a commentary on the strengths and weaknesses of the student group and the quality of knowledge and skills, both general and subject specific, demonstrated by the students under consideration;

- vi. The extent to which the programmes of study leading to the award and/or component courses meet the overall aims;
- vii. Commentary on observed good practice and innovation in teaching and the learning environment;
- viii. development for forthcoming academic sessions;

**c) Distribution of the External Examiner's report**

Management of the distribution of copies of reports is the responsibility of the Academic Quality Unit (AQU). The AQU shall ensure that the Deputy Vice Chancellor for Academic Affairs, the Dean of Faculty for the programme leading to the award and the relevant Head of Department receive notification when a report is received by the University.

**d) Response to External Examiner's report**

Action may be taken to address concerns expressed by External Examiners at any time during the session, but the University requires that issues raised by External Examiners in their reports are specifically and formally addressed by the Departments or individual lecturer, with authorization by the DVCAA/DPAA.

**4.114 Inability of an External Examiner to carry out her/his duties**

- a) If a Faculty is notified that an External Examiner cannot carry out his or her duties because of a short-term illness or absence, the Faculty should appoint a substitute for that session's assessment, provided the substitute meets the university's criteria. A person who has previously served as an External Examiner for the subject area may be willing to undertake this, in which case the requirement that the person should not have had any recent connection with the University will be waived.
- b) If an External Examiner fails to carry out his or her duties (including submission of a report) without good reason, the Head of Department should ask the Academic Quality Unit to terminate the appointment.

#### **4.115 External Examiner's Honorarium**

External Examiners shall receive such honoraria as the Council/Governing Board shall prescribe.

### **V) Assessment Panels**

**4.116** The decisions on the outcome of all assessment processes for undergraduate and postgraduate, whether for an individual or group of students, shall be made by:

- a) SAUT departmental panels, subject panels, micro-teaching panels, defence panels, oral comprehensive panels and moderation panels;
- b) Each panel shall be comprised of members that professionally fit in the area for which the assessment is done.

#### **4.117 Departmental Assessment Panels (DAPs)**

The terms of reference for DAPs are:

- a) to ensure that appropriate academic standards are set for all assessed work for courses within their remit (including consideration of mean marks, standard deviation, and comparisons with student achievement in previous years and/or assessment periods);
- b) to consider and approve assessment marks;
- c) to consider the appropriateness of mark ranges in the context of anticipated or normative mark standards;
- d) to consider and approve course results and the award of the associated credit;
- e) to determine for a student who has failed a course at the first attempt the form and timing of re-assessment.

#### **4.118 Subject Assessment Panels (SAPs)**

- (a) The Subject Assessment Panel shall be responsible for:
  - i. The consideration and review of the nature of assessments and examinations for a group of courses within the Panel's subject area;
  - ii. Receiving comments from external examiners and Course Leaders on the student cohort's performance on individual courses;

- (b) The Academic Department must ensure that the proceedings are recorded and each SAP report is authorized as accurate by the Chair.
- (c) The Subject Assessment Panel data presented to the panel will be generated from the University's Central Information System. It is the responsibility of the relevant Course leader to ensure that the data submitted is accurate and complete. Heads of academic departments must be satisfied, before the meeting of the panel that all course results are available and have been checked.

#### **4.119 The Academic Boards**

Regulations governing Academic Award Board:

- a) Guidelines on examination arrangements and procedures and the processing of results are issued by the Academics Council. The University's Termly Schedule is endorsed annually by Academic Council.
- b) The Academic Board shall decide the final result of the assessment for each student. The decisions of the Board shall not be subject to any further approval within the University but, in the case of an externally validated examination, they shall be subject to confirmation by the external body concerned. The decisions of the Board shall be recorded and results shall be available as soon as possible after the meeting;
- c) Formal written records of the proceedings of each Academic Award Board will be maintained;
- d) The Academic Board is responsible for ensuring that standards are maintained and that all the requirements for assessments that contribute to the giving of an academic award, as laid down in the programme and in the regulations of any other appropriate awarding or accrediting body, are complied with. No other body has authority to recommend to the University the conferment of an award, nor to amend the decision of a properly constituted Academic Board acting within its terms of reference and in accordance with the regulations for the programme.



## **W) Withholding of Examinations**

**4.120** The Academic Committee may, where a candidate has failed to fulfil a fundamental contractual or legal obligation with SAUT or a breach of the same e.g. not paying fees or outstanding dues or where there is dishonesty or fraud, bar him or her from doing examination or withhold examination results until he or she discharges the obligation or is exonerated from the wrong.

## **X) Retention and Disposal of Examination Scripts**

### **4.121 Procedures**

The procedures for retention and disposal of examination scripts and assessment coursework shall base retention and disposal policy of the St Augustine University of Tanzania and take into account the legally defined period of retention of such material under the Data Protection Act of Tanzania.

### **4.122 The purpose**

- (a) The purpose of retention is, in the first instance, to enable the Board of Examiners to ratify the mark allocated to each piece of work by an Academic Committee and, in the case of final year to confirm the award of the appropriate classification of degree;
- (b) It is also to ensure that all examination scripts and assessed coursework which contribute to the classification of the final award are available in the event of an appeal against the decision of the Board of Examiners;
- (c) The legal limit for such an appeal is 6 months from the date that the student has been informed of the mark or award as ratified by the Board of Examiners;
- (d) It is the responsibility of the University to dispose of examination scripts and coursework assignments in an appropriate manner at the end of such time as they have served a specifically defined purpose.

### **4.123 Retention and Disposal**

- (a) Therefore, examination scripts and assessed coursework (as for the case of research projects) for students studying any programme must be retained for a period of 5 years after final degree classification has been ratified by the Board of Examiners;

- (b) Examination Scripts should be packed in module/course batches and stored in the examination store-room;
- (c) No course instructor should be allowed to keep the examination scripts in his/her office after marking and submitting the examination results to the relevant office;
- (d) Postgraduate final Dissertations and Theses copies are retained for an indefinite period and should be sent to the University Library for storage;
- (e) In storing the examination scripts, the following information should be clearly marked on each batch of course/module:
  - i. Course title and code;
  - ii. The Semester one/two;
  - iii. The date the scripts were done; this will help to determine the final date before disposal date/time;
  - iv. Course Instructor's names: this will help to trace back in case of any academic query.
- f) Practical assessments (e.g. laboratory tests or clinical practicals) and oral presentations, where the tutor makes notes or compiles a report on which to base the student's mark and provide feedback: Such feedback should be retained by the Faculty and disposed of 5 years after the ratification of the marks by the Board of Examiners for the case of Non-degree programmes;
- g) In the case of Degree and Postgraduate candidates, the feedback should be retained 5 years after the final award has been ratified by the Board of Examiners. For the purposes of these procedures the retention and storage of notes and reports of this nature will be considered under the designation of coursework assignments;
- h) Disposal of examination scripts will be carried out by Ancillary Services. Batches of courses/modules will be disposed of in accordance with the disposal period identified by the university at the time of storage.

## **SECTION FIVE: THE CONFERMENT OF AWARDS**

### **A) Preparation and Issue of Award Certificates**

- 5.1** The certificate available to a student will be that specified in the regulations for the programme on which the student is registered. Unless specified in the regulations, an interim certificate will not be awarded to a student who is continuing to the final award.
- 5.2** A student who leaves the University having completed one or more stages of an award may receive a certificate for the highest stage completed if the programme regulations allow it and with the approval of the Academic Board.
- 5.3** It is the responsibility of the student to ensure that her/his name is correctly entered in the student records system, as the name registered is the one which will appear on the award certificate. If a student changes her/his name whilst registered for the award, evidence of this, e.g. deed poll or marriage certificate, must be shown to the appropriate Student Centre.
- 5.4** The name shown on the certificate will be the student's full name at the time the award is made. A change of name after that date will not result in a change of name on the certificate, it will be for the student to keep evidence that he/she was previously known by the name on the certificate.
- 5.5** Unless the award is made by an external body the certificate will be in the format approved by the University. Samples of the approved format and wording of certificates will be held by the University Conferment Office. Certificates will bear the signature of the Chancellor, Vice-Chancellor and Deputy Vice Chancellor Academic Affairs. Certificates without these signatures, or which have been amended after issue, are not valid.
- 5.6** The following will be recorded on the certificate:
- a) The name of the University;
  - b) The full name of the student;
  - c) The award achieved;
  - d) The title of the programme of study;
  - e) Endorsements;
  - f) The date of conferment of the award (normally the date of the final decision by the Academic Board).

**B) Publication of Results**

- 5.7** The DVCAA or DPAA is responsible for the publication to students of all module results and all decisions on student continuation and the conferment of SAUT award. No other member of staff is authorized to release such results or decisions, unless the Senate has agreed otherwise.
- 5.8** The DVCA or DPAA may, after the Academic Board meeting, publish the examination results provisionally subject to confirmation of the results by the University Senate upon the recommendation of the university Academic Board Committee.
- 5.9** The publication of module results and decisions on student continuation and the conferment of SAUT award is normally made electronically to students individually via Students Management Information System (SMIS).
- 5.10** In certain circumstances it may be necessary to communicate results and/or decisions either by letter to individual students and/or on an official SAUT University noticeboard.
- 5.11** No results or decisions are published until the full cycle of SAUT assessment process has been completed. Results and/or decisions are published only after they have been approved by the SAUT Senate.
- 5.12** The DVCAA/DPAA/DDAA office (or nominee) publishes to students during each teaching/learning period a final date by which the results and decisions related to that period will be communicated to students.
- 5.13** Students are entitled to receive feedback from module tutors on assessed work when it is returned to them. Such feedback clearly states that the mark awarded for the assignment is provisional and is subject to internal and external moderation and that the final mark for an item of assessment and the overall module result is published by the DVCAA/DPAA/DDAA office (or nominee) only after they have been approved by the Academic Board.

**C) Conferment of SAUT Awards**

- 5.14** The authority to confer an award on behalf of SAUT rests solely with the Senate. The Senate may delegate its responsibility for such matters to the SAUT Awards Board. No certificates, records, transcripts or similar documentation may be issued

in the name of SAUT unless prior authorization has been given by, or on behalf of, the Senate.

**5.15** SAUT award may be conferred only on students who have satisfied the general requirements for students, and who have subsequently been recommended for the conferment of an award by the Academic Board.

**5.16** Conferment of an award is withheld from any student who has not fulfilled a legitimate requirement of SAUT, including the settlement of any outstanding debt to SAUT or to an Associate College at which the student has studied in partial or complete fulfillment of the academic requirements of the course for which the student is registered.

**D) Award Certificates**

**5.17** SAUT provides an award certificate to each student on whom it confers an award.

Such certificates shall indicate:

- i. the name of SAUT;
- ii. The full name of the student as entered on SAUT Student Record System.  
It is the responsibility of the student to ensure that this information is correctly entered;
- iii. the award title and award classification as defined in the Academic Regulations;
- iv. the month and year of the SAUT Awards Board meeting at which the recommendation to confer the award was made;
- v. subject to the prior approval of the Senate,

**5.18** The certificate bears the signature of the Chancellor, Vice-Chancellor and DVCAA.

**5.19** The DVCAA/DPAA/DDAA Office (or nominee) is responsible for the provision of all award certificates, prepared in secure conditions and in a format designed to minimize the risk of forgery.

**5.20** The DVCAA/DPAA/DDAA Office (or nominee) is also responsible for maintaining a record of the names of all recipients of an academic award conferred by SAUT.

## **E) Transcripts**

- 5.21** The purpose of a transcript is to provide a formal, verifiable and comprehensive record of a student's learning. It is designed to meet the needs of those who require such information, including employers, and admissions tutors at higher education institutions.
- 5.22** SAUT routinely provides all students with an individual, updated transcript on completion of the assessment cycle at the end of each teaching/learning period.
- 5.23** The transcript shall contain:
- a) the full name of the student as entered on SAUT Student Record System. It is the responsibility of the student to ensure that this information is correctly entered;
  - b) the award and course title for which the student is currently registered;
  - c) a record of the outcome of every module in which the student has been assessed (whether or not the student has passed the module) with details of the module title, level, credit volume, module result and date of completion;
  - d) where appropriate, the award conferred on the student. This may be an intermediate award rather than the award for which the student was originally registered;
  - e) the date of publication of the transcript, namely the month and year of the Awards Board meeting at which the most recent module results were confirmed;
  - f) the name of any Associate College with whom SAUT has collaborated in relation to the named award;
- 5.24** The reverse of the transcript contains a glossary of terms and abbreviations used in the transcript.
- 5.25** All transcripts are published by the Examination Office in accordance with these Academic Regulations and are subject to any detailed guidelines agreed by the Senate.

## **F) Replacement of Certificates and Transcripts**

- 5.26** SAUT shall issue another copy in case of loss or destruction of the original certificate or transcript on condition that:
- a) The applicant produces a police loss report testifying to the loss or destruction;

- b) The applicant must produce evidence that the loss has been adequately publicly announced.
- c) A fee to be determined by the University Council shall be charged for the copy of the certificate issued.

**5.27** Duplicate certificate and transcripts shall be issued where the appropriate application form is completed and the necessary fee paid. Application forms should be obtained from the university.

**G) Awards Ceremonies**

**5.28** Students who successfully complete their studies will be eligible to attend the next available Awards Ceremony, namely *graduation*, for their programme of studies.

**H) Graduation Requirements**

**5.29** Degrees, diplomas and certificates are awarded to the candidates who have met the requirement established for the particular programme by authority of the University Senate based upon recommendation of the University/College Academic Committee.

**5.30** Degrees, diplomas and certificates are awarded only to students who are in good standing and who have met all their academic requirement and financial obligations to the university college.

**5.31** All students who completed programme requirements are required to attend the graduation exercise, including the Rehearsal and the Convocation.

**5.32** Graduation attire will be hired for three days at a fee to be set by the Governing Board from time to time. Any late return of the graduation attire shall be charged accordingly.

**I) Review and Amendment of the Academic Regulations**

The SAUT Academic Regulations shall be reviewed and necessary amendments made at the end of every five years. This shall be done to accommodate any emerging issues related to any academic issue covered by these regulations. A panel of quality assurance personnel and any other person appointed by the DVCAA/DPAA/DDAA and approved by the University Senate shall carry out the amendments.