

# **THE INSTITUTE OF FINANCE MANAGEMENT**



## **EXAMINATION REGULATIONS**

**NOVEMBER 2023**

# THE INSTITUTE OF FINANCE MANAGEMENT EXAMINATION REGULATIONS

## 1.0 CITATION AND APPLICATION

- 1.1 These regulations shall be called “the examination regulations of the Institute of Finance Management”
- 1.2 These regulations shall apply to Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma, Bachelor Degree and Postgraduate Programmes.

## 2.0 DEFINITIONS

- (i) "Act" shall mean the Institute of Finance Management Act Cap 91 R.E. 2021.
- (ii) “Assessment” shall mean an evaluation of a student’s academic progress through examination, assignments, quiz, dissertation, fieldwork report, and research project.
- (iii) “Abscond” is a provisional status for end of semester examination results that is given to a student who:
- failed to show up at a defined venue and time with a view to attempt an examination as defined in these regulations; or
  - showed up at a defined venue and time but failed to attempt an examination as defined in these regulations; or
  - qualifies to progress to a second semester of a particular academic year; or to a student who qualifies to progress to a second or third academic year, but fails to register as a student for the relevant semester or academic year.
  - fails to register and resume studies after postponement of his/her studies as per the relevant regulations
- (iv) “Abscond and Discontinued” is a permanent academic status given to a student who failed to rectify status defined in regulations 2(iii) (a) (b) (c) and (d) pursuant to the conditions and procedures prescribed in these regulations.
- (v) “Campus” any training centre established by the Institute within and outside Dar-es-Salaam.
- (vi) "Test" means any timed and invigilated written examination for a particular module conducted at any period before the end of semester examination session.
- (vii) “Special Examination” refers to any assessment related to coursework, final examination, supplementary or carry examination administered by the Institute at different dates other than the dates of the normal session of such assessments for students with permission of the Faculty Dean or Campus Director.
- (viii) “Collaborative Programme” means a programme offered by the Institute in collaboration with another Higher Learning Institution within or outside United Republic of Tanzania and shall include exchange programme.

- (ix) “Committee” means the Academic Development Committee (ADC) or any other similar committee as established by the Institute’s Governing Council.
- (x) “Compulsory Module” means a subject that a student must take in a given semester in order to meet the requirements of the programme and which is designated as such by the Institute.
- (xi) “Coursework” shall consist of quizzes, take-home assignments, case studies, tests or any other form of assessment undertaken for the purpose of determining the continuous assessment of a module except fieldwork, research project and dissertation or thesis modules.
- (xii) “Council” shall mean the Institute’s Governing Council as defined in the Act.
- (xiii) “Dissertation” is a document submitted in support of candidature for postgraduate diploma and masters’ degree presenting the author’s research and findings.
- (xiv) “Elective Module” shall mean a subject chosen by a student from among the list given by the Institute in a given semester for students to take in addition to any compulsory modules in that semester and which is designated as such by the Institute.<sup>3</sup>
- (xv) “Examination” shall mean course-work, end of semester, supplementary, carry examination, viva voce or special examination, and shall include timed and untimed assessment.
- (xvi) “Examination Board/Committee” shall mean an examination board of the Institute as established by Section 8 of the Act or Examination Committee established by the Governing Council.
- (xvii) “Examination Irregularity” shall mean any conduct committed by a candidate in the course of examination that violates these regulations.
- (xviii) “Examination number” shall mean a registration number of a student or any other unique number given to the student by the institute for the purpose of identification and the same shall be used for examination purposes.
- (xix) “Examination Premises” shall mean the room, hall or venue in which an examination is conducted and will include surroundings of such premises.
- (xx) “Examination Season” means the period designated by the Institute for conducting tests, end-of-semester examinations, supplementary or carry examinations.
- (xxi) “Graduand” shall mean a person who has satisfied examination requirements for awards of Basic Technician Certificate or Technician Certificate or Ordinary Diploma or Higher Diploma or Bachelor Degree or Postgraduate Diploma or Master degree offered by the Institute.
- (xxii) “Graduate” shall mean a person who has satisfied examination requirements for any award offered by the Institute and has been duly conferred such an award.
- (xxiii) “Incomplete” is a provisional status for course-work or end of semester examination related results that is given to a student who:
  - a. failed to show up at a defined venue and time with a view to attempt a component or components of coursework as defined in these regulations and satisfied a Faculty Dean or Campus Director as per the conditions stipulated in these regulations; or

- b. showed up at a defined venue and time but failed to submit an attempted or non-attempted component or components of coursework as defined in these regulations and satisfied a Faculty Dean or Campus Director as per the conditions stipulated in these regulations; or
- c. postponed sitting for an end of semester examination as per the provisions of these regulations and awaits to sit the postponed exam in the supplementary examination session.

Provided that the incomplete status shall be changed to abscond if the status in paragraphs 'a', 'b' or 'c' are not rectified as pursuant to these regulations.

- (xxiv) "Institute" means the Institute of Finance Management established by the Institute of Finance Management Act Cap 91 R.E. 2021.
- (xxv) "Module" shall consist of a subject taught, fieldwork, project work or dissertation undertaken which counts for an award offered by the Institute and as stipulated by a particular curriculum.
- (xxvi) "Module Description" entails the detailed information about the module.
- (xxvii) "Postgraduate Programme" shall mean any programme which lead to the award of Postgraduate Diploma, Master Degree or Doctoral Degree offered by the Institute exclusively or in collaboration with other Higher Learning Institutions within or outside Tanzania.
- (xxviii) "Provisional results" shall mean examination results which have not been approved by the relevant Examination Board or Committee.
- (xxix) "Maximum Registration period" shall mean the interval between initial registration and the maximum period stipulated in these regulations excluding the period that the student may be allowed to postpone the studies.
- (xxx) "Student" means any person admitted and duly registered to undertake any programme of study conducted by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.
- (xxxi) "Unauthorized Materials" shall mean any form of materials which are not allowed into the examination venues as provided for in these regulations.
- (xxxii) "Undergraduate Programme" shall mean any programme which leads to the award of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma and Bachelor Degree offered by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.

### 3.0 EXAMINATION APPEALS COMMITTEE

3.1 There shall be an "Examination Appeals Committee" herein after the "EAC".

3.2 The EAC shall comprise seven (07) members as follows:

- (a) Three (3) permanent members

- (i) A senior member of academic staff who is not a member of "Examination Regulations Enforcement Committee" appointed by the Rector who shall act as the chairperson of the EAC.
  - (ii) The Head responsible for Student Records and Statistics shall be the secretary of the EAC
  - (iii) The Legal Secretary
- (b) Four (4) co-opted academic members of staff who are not a member of the "Examination Regulations Enforcement Committee" appointed by the Rector who shall serve for two academic years and be eligible for reappointment.

### 3.3 The functions of the EAC shall be as follows

- (i) To deliberate and recommend for approval of appeals results in respect of examinations scripts that have been remarked by independent examiners.
- (ii) To submit recommendations concerning appeals results to the relevant authorities of the Institute.
- (iii) To examine discrepancies between marks awarded before and after the appeals and where the difference in marks awarded exceeds ten (10) marks, the committee may recommend appointment of a different independent examiner who shall remark the script and submit the results to the committee.
- (iv) To receive and deliberate on appeals lodged by students against decisions made by the Examinations Regulations Enforcement Committee concerning examinations irregularities
- (v) To deliberate and report the outcome of the appeal decision on examinations irregularities and recommend to the Rector appropriate action to be taken in accordance to these regulations.
- (vi) In case the EAC has deliberated on an appeal against a decision on examination irregularity, the EAC shall give recommendations to the respective examinations' boards or other committees.

### 3.4 Powers of the EAC

The EAC shall have the following powers

- 3.4.1 To deliberate and recommend approval or disapproval of the results of the examination appeals to the respective examinations boards or other committees.
- 3.4.2 To uphold or reverse the decision of Examinations Regulations Enforcement Committee.

- 3.4.3 To give directives to the relevant bodies in respect of appeals presented to it and deliberated pursuant to relevant rules and regulations.
- 3.5 The quorum at any EAC meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.
- 3.6 The decision by the EAC shall be done by the votes of the majority and in case of a disagreement among the committee members, the chairperson shall have a casting vote.
- 3.7 Procedure for hearing EAC proceeding
- 3.7.1 A student or Examination Officer dissatisfied with the decision of the EREC and wishes to appeal to the EAC shall lodge his or her appeal with the Director of Academic Support Services within 7 days from the date of receipt of the EREC's written decision
- 3.7.2 The appeal referred in clause 3.7.1 shall be in writing briefly stating the grounds of appeal and remedies sought.
- 3.7.3 After receipt of the appeal, the Director of Academic Support Services shall notify the Examination Officer or a student, as the case may be, in writing attaching a copy of the relevant appeal.
- 3.7.4 Secretary of the EREC shall also be notified of the appeal with a view to prepare proceedings of the EREC meeting relating to the matter giving rise to the appeal, and other documents relevant to the said proceedings which shall be transmitted to the secretary of EAC within 7 days of receipt of the notice of the appeal.
- 3.7.5 The student and Examination Officer shall be notified by the secretary of the EAC of the date of hearing of the appeal at least seven days prior to the appeal hearing date.
- 3.7.6 The student and Examination Officer shall be entitled to appear before the EAC and make representations regarding their respective cases.
- 3.7.7 The appeal shall be heard and determined within thirty days from the date it was lodged with the secretary of the EAC.

#### 4.0 FACULTY BOARD

- 4.1 There shall be a "Faculty Board" for each Faculty of the Institute
- 4.2 The Faculty Board shall link the Examination Board/Committee with academic departments within a Faculty. Its decisions shall be reported directly to the Examination Board/Committee for approval. Its decisions may be reversed by the Examination Board/Committee depending on new evidence on the subject.

4.3 Members of the Faculty Board shall be the following:

- (i) The Dean of Faculty who shall be the chairperson of the Faculty Board.
- (ii) The Dean shall appoint one of the faculty members to be the Secretary of the Faculty Board.
- (iii) Heads of Departments within the Faculty.
- (iv) One member of academic staff from each of the departments in the Faculty.
- (v) One representative from each of the other Faculties of the Institute appointed by the respective Faculty Deans.
- (vi) One member from Quality Assurance Unit
- (vii) One Faculty Student representative shall participate as an invitee.

4.4 The quorum at any Faculty Board meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Faculty Board shall appoint one of the members to chair the meeting.

4.5 The members of the Board stipulated under Regulations 4.3 (iv) and (vi) shall serve for two academic years and be eligible for re-appointment.

4.6 Functions of the Board shall be as follows:

- (i) To direct and regulate, within the general policies of the Institute, all matters related to teaching, examinations, curriculum review, research and consultancy within the Faculty and shall report to, and advise the Examination Boards/Committee on such matters.
- (ii) To receive and deliberate on provisional examination results from Departmental Examiners' Committee.
- (iii) To consider standardization of examination results in the event that more than 50 per cent of candidates who have sat for an examination in respect of any subject have failed, or the performance of the candidates is excessively high.
- (iv) To appoint a committee of 3 academic members of staff who shall work to standardise the examination marks in respect of a particular module taken by candidates within a Faculty and submit the standardised results to the Faculty Board for approval.
- (v) If the module(s) referred to under Regulation 4.6(iii) is taken by more than one Faculty, the respective Board shall recommend to the DR-ARC standardisation of examination results. The DR-ARC shall appoint a committee of 3 academic members of staff who shall standardise the marks and submit the standardised marks to the respective Faculty Boards for approval.

- (vi) To ensure that in any event of standardization, such standardisation considers the performance of the students in other modules attempted in a particular examination session and shall be done only once before the release and publication of the examination results.
- (vii) To mandate the respective Faculty Dean or Campus Director to publish provisional examinations results subject to approval of the Examination Boards or Committees.
- (viii) To submit all provisional examination results for the Faculty and make recommendations to the Examination Boards or Committees.
- (ix) To review external examiners' Reports and make decisions accordingly.

## 5.0 DEPARTMENTAL EXAMINERS COMMITTEE

5.1 There shall be an Examiners Committee for each department within a Faculty.

5.2 Members of the Departmental Examiners Committee shall be as follows

- (i) The Head of Department who shall be the chairperson of the Committee;
- (ii) The Secretary of the Committee who shall be appointed by the Dean of the respective Faculty from the Department members of staff at the beginning of every academic year;
- (iii) All academic members of staff who were involved in teaching the modules whose results are under deliberations;
- (iv) Program assistant of the respective Faculty;
- (v) All other members of academic staff within the Department.

5.3 Functions of the Departmental Examiners Committee shall be as follows

- (i) To receive and deliberate on provisional examination results from the Department.
- (ii) To review External Examiners' reports and give its observations and recommendations to the Faculty Board.
- (iii) To determine the marks that shall prevail when the marks awarded by the internal and external examiners differ by 10 per cent and the two examiners do not reach consensus.
- (iv) To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular academic year for a undergraduate or Postgraduate candidate provided that such an addition shall change the annual or overall status of such candidate.
- (v) In case of supplementary examination, fieldwork report or project work report results one (1) mark shall be awarded to the total mark of such module.
- (vi) To submit all provisional examination results for the Department and make recommendations to the relevant Faculty Examination Boards.



5.4 There shall be a Campus or Centre Internal Examiners Committee at every campus or centre outside the main campus.

5.5 Members of the Committee shall be as follows

- (i) The head responsible for the campus or centre who shall be the chairperson.
- (ii) The secretary of the committee who shall be appointed by the head responsible for the campus or centre among members of the academic staff at the beginning of every academic year.
- (iii) All academic members of staff who were involved in teaching the modules whose results are under deliberations.

5.6 Functions of the Campus or Centre Internal Examiners Committee

- (i) To receive and deliberate on provisional examination results for the Campus or Centre
- (ii) To review External Examiners' reports and give its observations and recommendations to the respective Faculty Boards.
- (iii) To determine the marks that shall prevail when the marks awarded by the internal and external examiners differ by 10 per cent and the two examiners do not reach consensus.
- (iv) To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular semester for a Basic Technician Certificate or Technician Certificate or Ordinary Diploma candidate provided that such an addition shall change the semester status of such candidate.
- (v) To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular academic year for a Higher Diploma or Bachelor degree or Postgraduate candidate provided that such an addition shall change the annual or overall status of such candidate.
- (vi) In case of supplementary examination, carry examination, fieldwork report or project work report results one (1) mark shall be awarded to the total mark of such module.
- (vii) To submit all provisional examination results for the Campus or Centre and make recommendations to the relevant Faculty Examination Boards.

## 6.0 EXAMINATION REGULATIONS ENFORCEMENT COMMITTEE

6.1 There shall be an 'Examination Regulations Enforcement Committee' (hereinafter the 'EREC') at the Main Campus and at each Campus or Centre.

6.2 Members of the EREC at the main campus shall be as follows:

- (i) The Head responsible for Quality Assurance who shall be the chairperson of the EREC
- (ii) The Head of Examinations shall be the secretary of EREC
- (iii) The Legal Officer of the Institute appointed by the Rector who shall ensure the committee's conducts and records are in order.
- (iv) The Deans of Faculties.
- (v) The Head(s) of academic Departments.

- (vi) One representative from student organization of the Institute who shall participate as an invitee

6.3 Members of the EREC at the campus or centre shall be as follows:

- (i) The Director responsible for the campus or centre who shall be the chairperson.
- (ii) Any four members of academic staff teaching at campus or centre appointed by the Director responsible for the campus or centre at the beginning of every academic year.
- (iii) The Head of Academic Department who shall be the secretary of the EREC.
- (iv) The Legal Officer of the Institute appointed by the Rector who shall ensure the committee's conducts and records are in order.
- (v) One representative from student organization of the Institute who shall participate as an invitee.

6.4 Functions of the EREC established in regulation 6.1 shall be as follows:

- (i) To receive information related to examination irregularities from the examination department.
- (ii) To conduct disciplinary hearing in respect of the alleged examination irregularity.
- (iii) To report the outcome of the decision and recommend appropriate action to be taken in accordance to these regulations to the Rector.
- (iv) To deliberate on the general conduct of the examinations and advise the Rector accordingly.

6.5 The quorum at any Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.

6.6 The Examination officer appointed by the Director of Academic Support Services at the main campus or the Officer responsible for examinations at the respective campus shall be responsible for preparing charge(s) and presenting a case of examination irregularity to the EREC.

6.7 Procedure for hearing EREC proceeding:

- 6.7.1 The Examination Officer or any other officer acting in that behalf, shall, within thirty days of the alleged commission of an examination irregularity, initiate disciplinary proceedings by writing a formal charge against the student alleged to have committed an examination irregularity as defined in these regulations.
- 6.7.2 The said formal charge shall be served on the accused student and the secretary of the EREC.
- 6.7.3 The accused student shall, within seven (7) days after receipt of the formal charge, respond in writing to the charges levelled against him/her by serving

the said response to the secretary of the EREC. The secretary of the EREC shall serve a copy of the student's response to the head of examination department.

6.7.4 Secretary of the EREC shall prepare and serve notice of the disciplinary hearing to a student and Examination Officer identified in 6.6 at least seven days prior to a hearing date.

6.7.5 The student accused of committing an examination irregularity shall be entitled to appear before the committee for defence and, if found guilty, for mitigation.

6.7.6 After the disciplinary hearing, the EREC shall notify the student and the Examination Officer of the decision in writing.

6.8 The decision by the committee shall be by the votes of the majority of the members and in case of a tie-vote; the chairperson shall have a casting (tie-breaker) vote. The Head of Examination Department or any other officer acting in that behalf shall not be entitled to vote.

## 7.0 GENERAL RULES

7.1 Award of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma, Bachelor Degree, Postgraduate Diploma, Master Degree and PhD degree qualifications shall be subject to the approval of the Governing Council.

7.2 End-of-Semester, Supplementary or Carry provisional examination results shall be approved by respective Faculty Boards.

7.3 The Examination Board or Committee shall be the final authority for the interpretation of these examination regulations.

7.4 These Regulations shall apply to all programmes offered by the Institute.

7.5 These regulations shall apply to all programmes offered under collaborative programmes subject to the provisions of the particular collaborative agreement.

7.6 In case a student is allowed by the Institute to participate in Exchange Programme in another Higher Learning Institution and he/she accomplishes module(s) or part of the module(s), the outcome shall be integrated into his/her overall programme results provided that the module covered under exchange programme relates to the subject area of the student program.

7.7 The Faculty Board shall determine the appropriate weight and grade of the components of the modules covered under exchange programme for integrating the results into the student's overall programme results.

7.8 These regulations are subject to review from time to time as determined by the Institute.

7.9 At the end of every semester, each module lecturer shall submit to the Head of Department a report showing the attendance for each student highlighting clearly the student(s) whose attendance is less than 75 per cent. Students with less than 75 per cent attendance shall be

barred by the Faculty Dean or Campus Director from doing the respective module examination.

- 7.10 There shall be end of semester or supplementary or carry examinations invigilated by teaching staff assisted by other administrative officers (with a minimum of an undergraduate degree or equivalent) appointed by the Deputy Rector-Academic, Research and Consultancy (DR-ARC).
- 7.11 End of the semester, supplementary or carry examinations in each module shall consist of a:
- (i) two hours examination for a Basic Technician Certificate, and Technician Certificate programmes,
  - (ii) two and a half hours examination for Ordinary Diploma programmes, and
  - (iii) three hours examination for Bachelor Degree and Postgraduate programmes.
- 7.12 The examination results for the NTA Level 4 to NTA Levels 6, Level 9 and Postgraduate Diploma together with the academic status of the candidates shall be determined and reported on semester basis except for Fail and Disco that shall be determined based on annual results.
- 7.13 The examination results for NTA 7 Level to NTA Level 8 together with their academic status shall be determined and reported on semester basis except for repeating a year and Fail and Disco that shall be determined based on annual results.
- 7.14 No candidate shall be allowed to do any part of the examination without official identification issued by the Institute.
- 7.15 Where a student or a candidate has failed to fulfil a fundamental contractual or legal obligation with the Institute or a breach of the same including, but not limited to, not paying fees or dues outstanding or where there is dishonesty or fraud, the Rector shall bar him/her from doing examination(s) or withholding examination results until he/she discharges the obligation(s) or is exonerated from wrong doing.
- 7.16 Examination scripts shall be stored by the Institute for four (4) calendar years from the date examination results to which they relate were approved by the Examination Board or Committee.
- 7.17 There shall be electronic information systems for execution of various activities of the Institute including admission, registration of students, registration of optional modules, conducting assessments and dissemination of examination results.
- 7.18 There shall be no credit transfer allowed from other higher learning Institutions except under Exchange Program arrangement with the Institute.
- 7.19 In handling examination matters there shall be no student who benefits more or less because of his/her gender; both males and females shall have equal treatment.
- 7.20 A candidate who participates in sports, cultural activities, tournaments or competitive examinations conducted by the Government, shall have the actual days spent in such events

and the travelling days connected therewith counted on determining the attendance of the candidate upon production of satisfactory evidence.

## 8.0 STUDENT REGISTRATION

- 8.1 All students shall register into the Institute's Students' Information System at the beginning of every semester.
- 8.2 Only students who have registered shall be considered as *bona fide* students for that semester.
- 8.3 Any examination taken by a student who has not fulfilled the semester registration requirements shall be null and void.
- 8.4 A student who qualifies for registration but fails to register within the stipulated time without notice to the Rector shall be regarded to have absconded.
- 8.5 For a student to be registered, the following conditions apply:
- (a) For a continuing student,
    - (i) The student must have met the conditions stipulated under Regulation 22
    - (ii) The student must have paid all fees as prescribed by the Institute.
  - (b) For a fresh student,
    - (i) The student must have been duly admitted.
    - (ii) The student must have paid all fees as prescribed by the Institute.
    - (iii) The student must enter the necessary particulars in the system.
- 8.6 A student whose study program has optional modules, he/she shall register for such module(s) through electronic system or any other media stipulated by the Head of Department within two weeks from commencement of a particular semester; otherwise the Head of Department shall opt for him/her.

## 9.0 EXAMINATIONS SEASONS

- 9.1 There shall be three (3) examination seasons namely, End of First Semester, End of Second Semester, and Supplementary Examinations in any year of study.
- 9.2 There shall be no special end of the semester or supplementary examinations; all examinations shall be confined to the specified examination seasons.

## 10.0 ELIGIBILITY FOR EXAMINATIONS

10.1 A student shall be allowed to sit for any Institute's examination if he/she meets the following criteria:

- (i) Must be a duly registered student for the particular semester.
- (ii) Has a minimum attendance of 75 per cent of contact hours.
- (iii) Has completed and passed all required course work assessment for the module being examined.
- (iv) Was allowed to postpone examination(s) as per Regulation 11.1
- (v) Has not been barred by any lawful order; and
- (vi) Has paid all required tuition fees, deposits and other charges as determined by the Institute.

10.2 A student who will not meet the eligibility criteria in items of regulations 10.1(i) to (iv) may request to repeat a year of study from the Faculty Dean or Campus Director on acceptable grounds.

## 11.0 POSTPONEMENT OF EXAMINATIONS

11.1 A candidate who needs to postpone end of the semester examination either in part or in its entirety, due to valid causes or reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons have been communicated and approved by the Faculty Dean or Campus Director in writing prior to the commencement of the examination.

11.2 A candidate who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year.

11.3 A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the following academic year.

11.4 If the candidate referred to under Regulation 11.3 is of a higher Diploma or Bachelor Degree and has an annual GPA of 1.8 or above in a respective academic year he/she shall be allowed to proceed with the following academic year, otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

11.5 If the candidate referred to under Regulation 11.2 did not sit for such postponed exam during the required supplementary sessions, he/she should sit for the postponed examination(s) during supplementary sessions in the following academic year before continuing with studies.

## 12.0 CONDUCT OF EXAMINATIONS

- 12.1 All registered students shall be required to sit for all eligible examinations.
- 12.2 Where a candidate is unable to sit for the examination due to any valid reason, he/she shall inform the Faculty Dean or Campus Director before the examination commences and the candidate shall be required to provide evidence.
- 12.3 A candidate will be admitted into the examination hall/room 30 minutes before the commencement of the examination, and will not be permitted to leave the hall/room before the expiry of 30 minutes after the commencement of the examination.
- 12.4 Any candidate arriving at the examination hall/room after the commencement of an examination but within the first 30 minutes shall be allowed to enter the examination hall/room but he/she shall not be given additional time.
- 12.5 No candidate shall be allowed to enter the examination hall/room more than 30 minutes after the commencement of the examination.
- 12.6 An invigilator shall be required to record registration numbers of candidates who have been disallowed to enter into the examination hall or room more than 30 minutes after the commencement of the examination.
- 12.7 Candidates will be informed on the remaining time, thirty minutes prior to the end of examination time. No candidate shall be allowed to leave the examination hall/room during the last 15 minutes of the examination.
- 12.8 At the end of the examination, the Chief Invigilator shall declare that the examination is over. Once declared that the examination is over, candidates shall immediately stop writing and remain seated until all Answer Books and/or Answer Sheets have been collected and allowed to leave the examination hall/room or premises by the invigilators.
- 12.9 Where a candidate has a reason to leave the examination hall/room temporarily, he/she may seek for a permission from the chief invigilator and upon being given the permission to leave the candidate shall do so calmly and be accompanied by an assistant invigilator or by any other person permitted by the invigilator.
- 12.10 Where a candidate has fallen ill during the examination and has informed the Chief invigilator that he/she is not able to continue with the examination, the Invigilator shall report and seek the assistance from the Dean of students who shall take the appropriate measures to ensure that the candidate receives medical attention. The Invigilator shall report the incident to the examination office.
- 12.11 Upon receiving report about illness of the candidate during the examination, examination office shall report to the relevant Faculty Dean or Campus Director who shall take the appropriate measures immediately.

- 12.12 A candidate shall be admitted into the examination hall or room if he/she carries with him/her the valid student's identity card provided by the Institute and the candidate shall be required to display his/her identity card on the table or desk throughout the examination time.
- 12.13 The use of slide rules, pocket silent non-programmable battery - operated or solar - powered calculators, and templates is permitted. Candidates must bring their own pens, pencils, erasers, sharpeners and rulers.
- 12.14 Where Mathematical or statistical tables and graph papers are required, they shall be supplied by the responsible module lecturer and the examination office shall ensure that those requirements are provided to the candidates.
- 12.15 Candidates are prohibited from being in possession of any unauthorized materials in the examination hall or room or within the examination premises.
- 12.16 Candidates are prohibited from using any unauthorized materials in the examination hall or room or within the examination premises.
- 12.17 For the purpose of regulation 12.16, unauthorized materials shall include:
- Purses, electronic equipment (such as mobile phones, smart watches, pagers, programmable calculators, cameras), chewing gum, water, food and any other materials or device which impair the independence of a student and which may or may not give him/her an unfair advantage.
- 12.18 Any candidate who shall be found guilty of possessing or using unauthorized material in the examination hall/room or within the examination premises shall be regarded to have committed an examination irregularity.
- 12.19 Answers shall be written in a plain and legible manner using ballpoint pen with black or blue ink. Pencils may be used in drawing diagrams and shading answer sheets.
- 12.20 Candidates shall be required to be seated quietly and wait for instructions provided by the Invigilators and they shall observe those instructions.
- 12.21 A candidate shall be required to write on the attendance and examination control sheets the candidate's Examination Number, Answer Book Number and sign the sheets with similar the signature as appearing on Identity card provided by the Institute.
- 12.22 No names, initials or any other mark(s) should be written on Answer Book and/or Answer Sheet. A candidate shall be required to write only his/her Examination Number on the spaces provided in the examination Answer Book and/or Answer Sheet.



- 12.23 Candidates shall be required to read carefully and adhere to all the instructions on Answer Book and/or Answer Sheet and any other instructions on the examinations question papers.
- 12.24 No candidate shall be allowed to write or draw anything on the examination question papers. All work must be written on the Answer Book and/or Answer Sheet.
- 12.25 Candidates with special needs for purposes of examinations shall communicate in writing the nature of their needs to their respective Heads of Departments immediately upon becoming aware of the same, or at least 30 days before commencement of examinations for known cases.
- 12.26 In case the candidate referred in 12.25 above requires special treatment in relation to examination procedures, the Director of Academic and Student Services shall guide on the nature and extent/magnitude of special treatment to be granted.

### 13.0 INVIGILATION OF EXAMINATIONS

- 13.1 All Institute's examinations shall be invigilated by invigilators appointed by the Deputy Rector – Academic, Research and Consultancy (DR-ARC).
- 13.2 It shall be the duty of the Invigilators to execute their responsibilities as prescribed by these regulations and other instructions, notes or guidelines.
- 13.3 There shall be a minimum of two invigilators in each examination hall/room one of whom shall be the Chief Invigilator and who shall be the overall in charge of all examination matters in the examination hall/room.
- 13.4 Specific examination's instruction(s) and any other relevant materials shall be issued and included in the envelopes handed to the Chief Invigilator. The Chief Invigilator and Assistant Invigilators shall check the envelope(s) carefully.
- 13.5 The responsibilities of the Invigilators before the commencement of examination shall be:
- (i) To obtain the relevant sealed envelope(s) of the examination papers from the Examinations Officer as well as the necessary examination materials not more than 30 minutes before the commencement time of the relevant paper.
  - (ii) To make sure that his/her Examination Room/Hall is set out and ready (including placing Answer Book and/or Answer Sheet and other relevant materials on the table or desks) before allowing any candidates to enter.
  - (iii) To make sure that candidates are well informed on the sitting arrangement in case there are more than one examination paper in the hall/room.

- (iv) To read out fully, loudly and clearly the following examination instructions:
- (a) “Do not open the question paper until I give you permission to do so.”
  - (b) “If you have or in possession of any unauthorized materials, you should hand them to me now”.
  - (c) “You should not speak to or communicate in any way with other candidates.”
  - (d) “You will neither be allowed to leave the room during the first thirty minutes, nor will you be allowed to leave the room during the last fifteen minutes of the examination”.
  - (e) “If you need to leave the room/hall for any reason, you must seek permission from Invigilators”.
  - (f) “You should write in a plain and legible manner in black/blue ink using ball point pens. However, flow charts, graphs and diagrams may be drawn in pencil”.
  - (g) You should do your rough work in the answer book and neatly cross it through. Do not do your rough work on the question paper.”
  - (h) “If you require the attention of invigilators, you should raise your hand and the invigilators will come to you. Do not leave your desk or table and go to the invigilators”.
  - (i) “If you finish writing your examination before the time allowed expires, the Invigilators will come to your desk or table to ensure that all personal details on your Answer Book and/or Answer Sheet have been properly completed”.
  - (j) “You must observe the instructions I have read to you and adhere to all examination regulations”.
  - (k) “Do you have any questions before we start the examination?”
  - (l) “You may now open your examination paper, do not forget to write all the necessary information on the Answer Book and/or Answer Sheet.”
  - (m) “I am timing the examination from now, you may start writing.”
- (v) To break open the seal on the envelope(s) of the question papers in the presence of and witnessed by Assistant Invigilator(s) and candidates.
- (vi) To verify candidate’s identification before the commencement of the examination. No candidate will be admitted into the examination room/hall unless he/she carries a valid Student Identity Card or any other appropriate examination identification as determined by the Director of Academic Support Services.

- (vii) Where necessary, to inspect candidates to ensure that they do not carry unauthorised material. The inspection should be done by an invigilator or an invited staff of the Institute of the same sex with that of the candidate.

13.6 The responsibilities of the Invigilators during the examination shall be as follows

- (i) To make sure that each candidate writes his/her Examination Number, Answer Book and/or Answer Sheet Number and sign in the Attendance Register or Sheet provided for that purpose.
- (ii) To fill correctly and timely all invigilation reports.
- (iii) To make sure that no unauthorized person is allowed into the examination hall/room.
- (iv) To make sure that no candidate leaves the examination hall/room with examination paper.
- (v) To make sure that no candidate temporarily leaves the examination hall/room without the permission or being accompanied by the invigilator.
- (vi) To verify that candidate's information conforms to the information written by candidate on the examination Answer Book(s) and/or Answer Sheet(s) against the attendance sheet.
- (vii) To obtain clarification or guidance from the module lecturer or respective department where there is a misprint or missing information in the examination paper. The candidate should be advised to carry on with the rest of the questions while the invigilators try to get some guidance on the matter from the module lecturer or the Examination officer. Where the invigilators receive clarifications or guidance on the misprint, the clarification should be given to all candidates.
- (viii) To be on alert and maintain constant and effective invigilation throughout the period of examination.
- (ix) To take appropriate measures where the invigilator(s) notice that a candidate is in breach of examination regulations in the examination room/hall or premises of the examination against such candidate which will include to require the candidate to write a statement about the incident and sign the statement. The candidate shall then be left to continue with that examination paper.
- (x) To make sure that during the writing of the statement by a candidate who is in breach of examination regulations, assistant invigilator(s) witness the incident and sign the relevant documents.
- (xi) To report in a prescribed form incident of breach of examinations to the Head of Examinations Department immediately after the end of the respective examination.

- (xii) To report to the respective Faculty Dean or Campus Director about the happening of any event which may affect the conduct or continuation of the examination and the same shall direct the invigilators on what to be done.
- (xiii) To allow into the examination hall/room respective module lecturer(s) who wish to look at or make corrections on question papers or respective Head(s) of Department(s) or other relevant officers to carry out functions related to the conduct of examinations.
- (xiv) To make sure that candidates are not disturbed during the examination.
- (xv) To make announcements concerning the conduct of the examination or any other important information to the candidates.
- (xvi) To inform:
  - (a) late candidates (candidates who arrived at the examination hall/room within 30 minutes after the commencement of the examination) that they may sit for the examination but there shall be no extra time to be given.
  - (b) late candidates (candidates who arrived at the examination hall/room in more than 30 minutes after the commencement of the examination) that they are not allowed to sit for the examination.
- (xvii) To inspect a candidate suspected of committing an examination irregularity with a view to obtain necessary evidence. The inspection should be done by an invigilator or an invited staff of the Institute of the same sex with that of the candidate.
- (xviii) To write and keep the records of all relevant events that occurred during the examination.

13.7 The responsibilities of the Invigilators at the end of the examination shall be as follows:

- (i) To require the candidates to remain seated until all Answer Books and/or Answer Sheets have been collected.
- (ii) To make any announcement to ensure orderly collection of examination Answer Books and/or Answer Sheets.
- (iii) To make sure that all examination Answer Books and/or Answer Sheets have been collected and verified against the attendance sheet.
- (iv) To make sure that all examination Answer Book(s) and/or Answer Sheets relating to candidate(s) with examination irregularities is (are) serially arranged according to their Examination Numbers and are submitted to the examination's office in separate envelope(s).
- (v) To make sure that all examination Answer Books and/or Answer Sheets and invigilation reports are submitted to the examination office immediately after the end of the examination.

## 14.0 EXAMINATION IRREGULARITIES AND PROCEDURES

14.1 It is prohibited for any candidate to commit an examination irregularity during, before or after the examination in the examination room/hall or premises.

14.2 Examination irregularities shall include but not limited to:

- (i) making unauthorized verbal communication with and/or gesturing to another candidate,
- (ii) being in possession of and/or using any unauthorized materials,
- (iii) exchanging documents or Answer Books and/or Answer Sheets
- (iv) assisting another candidate in writing his/her examination.
- (v) providing answers to another candidate
- (vi) copying from another candidate
- (vii) removing Question Paper, Answer Books and/or Answer Sheets from an examination room/hall or premises
- (viii) involved in unauthorized removal of an examination Answer Book(s) and/or Answer Sheet(s), any part of an examination Answer Book(s) and/or Answer Sheet(s) or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so;
- (ix) tearing whole or any part of the Answer Books and/or Answer Sheets;
- (x) entering into an examination room/hall or premises with unauthorized materials as stipulated under Regulation 12.18;
- (xi) borrowing materials from or lending materials to another candidate(s) in the course of examination, materials including but not limited to, calculators, rulers, pens/pencils, and slide rules;
- (xii) causing disturbance in or near an examination room/hall or premises;
- (xiii) interfering with and/or obstructing the invigilator(s) from performing his/her duties in the course of the examination;
- (xiv) impersonating another candidate;
- (xv) being a beneficiary of impersonation or any other act likely to give an unfair advantage to a candidate;
- (xvi) collusion to commit impersonation or any other act likely to give an unfair advantage to a candidate;
- (xvii) committing or attempting to commit any act that may or is likely to give an unfair advantage to any student;

- (xviii) involved in fraudulent alteration or misrepresentation of data and/or other information; and
  - (xix) attempting to do any of the acts described in (i) to (xviii).
- 14.3 For the purpose of dissertations, field work reports and project reports, examination irregularities shall include the following:
- (i) Plagiarism
  - (ii) Using a “ghost” writer to author a dissertation, fieldwork report or project report.
  - (iii) Falsifying documents of Institutions or authorities relating to fieldwork placement.
  - (iv) False representation as to the attendance of the fieldwork activities.
- 14.4 The Head of Examination Department shall refer a matter which involves a candidate committing examination irregularities to the Examinations and Regulation Enforcement Committee (EREC) for hearing, deliberation and decision on the reported irregularity.
- 14.5 The Examination officer appointed by the Director of Academic Support Services at the main campus or the Officer responsible for examinations at the campus shall present a case against a candidate alleged to have committed an examination irregularity to the Examinations Regulations Enforcement Committee.
- 14.6 A candidate who shall be found guilty of committing examination irregularities shall be subjected to one of the following penalties:
- (i) *Repeating a year of study shall be imposed on any candidate who is found guilty of irregularities stipulated in regulation 14(2) of these regulations provided that there is insufficient circumstantial evidence of the candidate to have benefited or caused another candidate to benefit, in a whatsoever manner, or to have caused interruption in the examination procedure(s) or to a candidate who commit any other irregularity which the EREC considers to be not serious in nature.*
  - (ii) *Discontinuation from studies shall be imposed on any candidate who is found guilty of irregularities stipulated in regulation 14(2) of these regulations provided that there is circumstantial evidence of the candidate, in a whatsoever manner, to have benefited or caused another candidate to benefit or to have caused interruption in the examination procedure(s) or to a candidate who commit second or habitual offence that was previously given a lesser penalty or to a candidate who commit any other irregularity which the EREC considers to be serious in nature.*
- 14.7 A candidate who has found guilty and punished in accordance to regulation 14.6 shall be informed in writing of his/her right to appeal against the decision to the Examination and appeals Committee. The appeal must be submitted within seven (7) working days from

the date of receiving the letter containing the decision made by Examinations and Regulation Enforcement Committee (EREC).

14.8 After hearing and deciding an appeal lodged in accordance to regulation 14.6 the Examinations and Appeals Committee shall prepare and submit a report to the Rector.

14.9 A candidate who has been punished to repeat a year of study due to commission of an examination irregularity shall be discontinued from studies if found guilty of committing a subsequent examination irregularity.

14.10 The status of a student, who has been discontinued from studies due to commission of an examination irregularity, shall be discontinuation for irregularity.

## 15.0 ASSESSMENT

15.1 a) For all undergraduate and postgraduate diploma programmes, assessment in all modules shall be by coursework and end of semester examination. Coursework shall have a weight of 40 per cent and end of semester examination shall have a weight of 60 per cent.

b) For master programmes, assessment in all modules shall be by coursework and end of semester examination. Coursework shall have a weight of 50 per cent and end of semester examination shall have a weight of 50 per cent or as stipulated in the curriculum.

(c) For dissertations, field work and project reports, assessment shall be at the end of the period for submission given to candidates and shall have a weight of 100 per cent.

(d) For Master degree programmes (NTA Level 9) the result of the dissertation shall be considered separately, as a third semester, for the purpose of processing overall program result.

15.2 The pass marks for each module shall be as follows:

(i) 50 per cent for Basic Technician Certificate, Technician Certificate and Postgraduate programmes.

(ii) 45 per cent for an Ordinary Diploma programme

(iii) 40 per cent for Higher Diploma and Bachelor Degree programmes.

15.3 In order for a candidate to pass, he/she must obtain:

(i) For undergraduate and Postgraduate Diploma candidates, at least 33.3 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination marks. Otherwise, the candidate is considered to have failed at “F” grade.

- (ii) For Master candidates, at least 33.3 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination marks. Otherwise, the candidate is considered to have failed at “F” grade.
- 15.4 (a) For undergraduate and postgraduate diploma programmes, a coursework shall be computed from marks obtained from a minimum of one (1) test of 20 marks and other assessment(s) in every module conducted during the semester.
- (b) For Master programmes, a coursework shall be computed from marks obtained from a minimum of one (1) timed test, one assignment and/or other coursework assessments in every module conducted during the semester.
- 15.5 A candidate who absents himself/herself from coursework related assessment(s) other than tests, the missed component(s) will be awarded a zero mark and his/her coursework shall be computed accordingly.
- 15.6 A candidate who absents himself/herself from timed test without compelling reasons shall be considered to have absconded and shall be discontinued from studies.
- 15.7 A student who absents himself/herself from both a test and special examination related to coursework for compelling reasons may, subject to regulation 15.8 and within the same academic year, request the Faculty Dean or Campus Director, for special assessment. Provided that a special test shall be given to a student who has completed other components of coursework.
- 15.8 For a candidate to be allowed to complete missed assessment(s), the following procedures shall be followed:
  - a) Seek permission from the Faculty Dean or Faculty Director, in writing, prior to his/her absence from the Institute clearly stating the reason(s) for seeking permission. The letter shall indicate student’s personal details including the name, registration number, programme of study and the module in respect of which the permission is sought.
  - b) In case of sickness, the candidate’s original medical report stamped and signed by a registered medical practitioner shall be submitted to the Faculty Dean or Campus Director within seven (7) days of sickness.
  - c) If the candidate missed an assessment on ground of bereavement:
    - (i) He/she shall only be excused from attending a tutorial assignment, test or writing an end of the semester examination upon the demise of a father, mother, father in law, mother in law, sister, brother, child, and spouse;
    - (ii) He/she, immediately after receiving information about the demise, shall notify the Dean of the Faculty or Campus Director.



- (iii) He/she shall submit upon his/her return, either a copy of the death certificate or burial permit or letter from the local government authority of the area where the burial took place.

15.9 There shall be fieldwork for all undergraduate students for a period specified in respective curricula.

- (i) A student who fails to secure a fieldwork placement shall undertake a project that will be supervised by an assigned teaching staff.
- (ii) Full time teaching staff shall visit students during their fieldwork to assess their performance. The final assessment of the fieldwork or project shall be provided by the assigned supervisor who shall assess the student's written report.
- (iii) Fieldwork or project reports shall be submitted to the respective Head of Departments on the dates that shall be set by the Institute and communicated to the students.
- (iv) Late submission or non-submission of the fieldwork or project reports with acceptable reason(s) shall be considered as fail and shall be allowed to resubmit the report as supplementary assessment.
- (v) A student who fails to go to his/her allocated fieldwork station or who fails to do the project arranged by the Institute without acceptable reason(s) shall be considered to have absconded and shall be discontinued from the studies.
- (vi) A student who fails and is required to repeat a year of study, shall be required to redo the fieldwork or project.

15.10 A student who fails and is required to repeat a year of study, shall be required to redo the fieldwork or project. All Postgraduate Diploma students shall undertake research projects as part of their assessments. The following procedures shall be adhered to in undertaking the research projects along with the Institute's research guidelines in force at the time:

- (i) Each student shall be allocated a supervisor who will guide him/her throughout the research project process.
- (ii) A student shall write and submit the final research project report to the respective department after being approved by his/her supervisor before or on the prescribed date.
- (iii) The departments shall distribute research reports to the respective supervisors who shall assess and grade them and submit the marked research reports and mark sheets to the respective heads of departments within the prescribed period
- (iv) A candidate who submits but fails a research report shall be allowed to resubmit his/her research project report only once before the end of the following academic year.

- (v) A candidate who will not submit his/her research report to the respective Department on the prescribed date due to a sufficient reason, shall be allowed to request extension at a fee to be prescribed by the Institute, provided that the candidate has not exhausted his/her maximum registration period.
- (vi) A candidate who fails to submit his/her research report whether it is initial submission or resubmission within the prescribed time shall be considered as to have “Absconded” and be discontinued from studies.

## 16.0 DISSERTATION FOR MASTER PROGRAMMES

16.1 All Master students shall conduct research and write dissertations as part of their assessments. The following procedures shall be adhered to in undertaking the research and writing dissertations:

- (i) Each student shall be allocated a supervisor who will guide him/her throughout the research process and writing of the dissertation.
- (ii) A student shall write and submit the final dissertation to the respective department after being approved by his/her supervisor before or on the prescribed date.
- (iii) The departments shall distribute dissertations to the respective supervisors who shall assess and grade them and submit the marked dissertations and mark sheets to the respective heads of departments within the prescribed period.
- (iv) A candidate who submits but fails a dissertation shall be allowed to resubmit his/her Dissertation only once before the expiry of the prescribed period at an additional fee to be prescribed by the Institute.
- (v) A candidate, who fails to submit his /her dissertation to the respective department on the prescribed date due to acceptable reason(s), shall be allowed to request extension at a fee to be prescribed by the Institute.
- (vi) A candidate who postpones studies/dissertation after submitting a research proposal for his/her dissertation may be allowed to proceed with his/her studies/dissertation after paying relevant fees including dissertation supervision fee to be prescribed by the Institute.
- (vii) A candidate who fails to submit his/her dissertation whether during the submission or resubmission or with corrections without sufficient reasons within the prescribed time shall be considered as to have absconded and be discontinued from studies.
- (viii) A supervisor for dissertation in master’s programme shall be allocated at the earliest possible opportunity, not beyond the second semester of the relevant programme. Provided that candidates shall not be allowed to submit and defend

their research proposals or dissertations unless the coursework component has been successfully completed.

- (ix) The dissertation shall be assessed on the basis of the proposal (20%), the report (50%) and the viva voce (30%) as per dissertation guidelines.
- (x) After submission of the dissertations to the respective departments, dates shall be appointed when candidates shall undertake viva voce examinations and the outcomes of the examination shall be as follows:
  - (a) Pass without corrections
  - (b) Pass with minor corrections
  - (c) Pass with major corrections
  - (d) Fail
- (xi) A candidate shall be considered to have passed the dissertation if the overall weighted score is at least 50 per cent provided that he/she attains at least 50 per cent of the viva voce.
- (xii) A re-submitted dissertation in the category of fail shall be assessed as a supplementary examination and in any case the maximum grade shall be “C”
- (xiii) A candidate who failed and was required to resubmit his/her dissertation and fails to score 50 per cent shall be declared to have failed the dissertation and be awarded a Postgraduate Diploma.
- (xiv) The categories of pass or fail with their respective periods of resubmission for dissertations shall be as follows:

| Category                           | Maximum re-submission Period |
|------------------------------------|------------------------------|
| Pass without corrections           | None                         |
| Pass with minor corrections        | Two (2) Calendar Months      |
| Pass with major corrections        | Four (4) Calendar Months     |
| Fail during the initial submission | Six (6) Calendar Months      |
| Fail during the resubmission       | None                         |

- (xv) Assessment of late submitted dissertation with approved written submission date extension shall be done according to the grading system stipulated under Regulation 18.

#### 17.0 FACULTY DISSERTATION ASSESSMENT PANEL (FDAP)

- (i) There shall be a Dissertation assessment panel for each Faculty or Campus.
- (ii) The respective Faculty Dean or Campus Director shall appoint a panel of experts for the purpose of assessing and approving Dissertation proposal(s) and conducting and assessing the viva voce for candidates undertaking Master programmes.
- (iii) The composition of each panel shall be three members of which, at least one of them shall be an expert in the area/field of the student’s dissertation.

- (iv) The functions of the panel shall be:
  - a) To assess presentations and the general quality of the Dissertation proposals;
  - b) To conduct viva voce in defence of dissertations.
  - c) To deliberate and decide on the outcomes of presentations and defence of the dissertations.
- (v) In performing the above functions, the panel shall be guided by assessment guidelines provided by the respective Faculties.
- (vi) The Chairperson of the panel shall communicate to the respective Faculty or Campus about the deliberations and outcomes of the defence of the dissertations.

## 18.0 GRADING SYSTEM

### 18.1 Grading System for Basic Technician Certificate (NTA Level 4)

The grading system for a Basic Technician Certificate (NTA Level 4) shall be as below

| Grade | Definition | Grade Points | SCORERANGE |
|-------|------------|--------------|------------|
| A     | Excellent  | 4            | 80% – 100% |
| B     | Good       | 3            | 65%– 79%   |
| C     | Average    | 2            | 50% – 64%  |
| D     | Poor       | 1            | 40% – 49%  |
| F     | Fail       | 0            | 0% – 39%   |
| I     | Incomplete | -            | -          |

The pass mark for Technician Certificate (NTA Level 4) shall be 50 per cent.

### 18.2 Grading System for Technician Certificate (NTA Level 5)

The grading system for Technician Certificate (NTA Level 5) shall be as follows:

| GRADE | DEFINITION | GRADE POINTS | SCORERANGE |
|-------|------------|--------------|------------|
| A     | Excellent  | 4            | 80% - 100% |
| B     | Good       | 3            | 65% - 79%  |
| C     | Average    | 2            | 50% - 64%  |
| D     | Poor       | 1            | 40% - 49%  |
| F     | Fail       | 0            | 0% - 39%   |
| I     | Incomplete | -            | -          |

The pass mark for Technician Certificate (NTA Level 5) shall be 50 per cent.

### 18.3 Grading System for Ordinary Diploma (NTA Level 6)

The grading system for Ordinary Diploma (NTA Level 6) shall be as follows

| GRADE | DEFINITION | GRADE POINTS | SCORERANGE |
|-------|------------|--------------|------------|
| A     | Excellent  | 5            | 75% - 100% |
| B+    | Very Good  | 4            | 65% - 74%  |
| B     | Good       | 3            | 55% - 64%  |
| C     | Average    | 2            | 45% - 54%  |
| D     | Poor       | 1            | 35% - 44%  |
| F     | Fail       | 0            | 0% - 34%   |
| I     | Incomplete | -            | -          |

The pass mark for Ordinary Diploma (NTA Level 6) shall be 45 per cent.

#### 18.4 Grading System for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows

| GRADE | DEFINITION | GRADE POINTS | SCORERANGE |
|-------|------------|--------------|------------|
| A     | Excellent  | 5            | 70% - 100% |
| B+    | Very Good  | 4            | 60% - 69%  |
| B     | Good       | 3            | 50% - 59%  |
| C     | Average    | 2            | 40% - 49%  |
| D     | Poor       | 1            | 35% - 39%  |
| F     | Fail       | 0            | 0% - 34%   |
| I     | Incomplete | -            | -          |

The pass mark for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be 40 per cent.

#### 18.5 Grading System for Master Degree (NTA Level 9)

The grading system for Master degree (NTA Level 9) shall be as follows:

| GRADE | DEFINITION    | POINTS | SCORE RANGE |
|-------|---------------|--------|-------------|
| A     | Excellent     | 5      | 70% - 100%  |
| B+    | Very Good     | 4      | 60% - 69%   |
| B     | Good          | 3      | 50% - 59%   |
| C     | Marginal Fail | 2      | 40% - 49%   |
| D     | Fail          | 1      | 0% - 39%    |
| I     | Incomplete    | -      | -           |

The pass mark for Master Degree shall be 50 per cent.

#### 18.6 Grading System for Postgraduate Diploma

The grading system for Postgraduate Diploma shall be as follows:

| GRADE | DEFINITION | SCORERANGE |
|-------|------------|------------|
| A     | Excellent  | 80% - 100% |
| B+    | Very Good  | 70% - 79%  |
| B     | Good       | 60% - 69%  |
| C     | Average    | 50% - 59%  |
| F     | Fail       | 0% - 49%   |
| I     | Incomplete | -          |

The pass mark for Postgraduate Diploma shall be 50 per cent.

## 19.0 COMPUTATION OF GRADE POINTS AVERAGE

The aggregate Grade Point Average (GPA) shall be used for the purpose of classifying awards. The aggregate GPA for all modules shall be calculated using the following procedure:

- (i) The letter grades obtained shall be converted into “points” as stipulated under Regulations 18.1 to 18.5
- (ii) The credits for modules taken in each programme shall be used to determine the weight of each module. The credits for each module are shown in the programme curricula.
- (iii) To compute the score for the module, the points in (i) shall be multiplied by the module credits in (ii).
- (iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii).
- (v) To compute the GPA, total score in (iv) shall be divided by sum of credits for all modules taken.
- (vi) The calculation of GPA shall be a truncated score to one decimal place

## 20.0 PROCESSING AND PUBLICATION OF EXAMINATION RESULTS

- 20.1 Immediately after the completion of writing of examinations by candidates all members of academic staff shall be required to mark the Answer sheets and/or Answer booklets and process the examination results in accordance with the guidelines prescribed by the DR-ARC.
- 20.2 The marking of the Answer sheets and/or Answer booklets shall be done at the place and for the period appointed by the DR-ARC.
- 20.3 The provisional results of candidates in every examination, arranged in a manner as prescribed by the guidelines shall be published by the Dean of the relevant Faculty soon after the Faculty Examination Board has held its meeting to approve such a result, but the

results shall not be regarded as final until they are confirmed by Examination Boards/Committees.

- 20.4 The results may be published on notice boards, student information systems or websites at the discretion of the Rector. In publishing the results, only candidates' registration numbers and the grades scored shall be indicated, provided that with regard to student information system, an individual candidate will be able to see his/her name.

## 21.0 EXAMINATION RESULTS APPEAL PROCEDURES

- 21.1 A candidate who is not satisfied with his/her provisional examination results shall have the right to appeal against such results.

- 21.2 A candidate shall only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.

- 21.3 In lodging an appeal against examination results, the following procedures shall be followed:

- (i) The appeal shall be lodged to the academic support services' office within fourteen (14) days counted from the day of publication of the provisional results.
- (ii) The appeal shall be lodged through the Student Information System or any other appropriate system that will be determined by the Director of Academic Support Services.
- (iii) The appeal shall be accompanied by a non-refundable fee to be determined by the Institute.

- 21.4 The Director of Academic Support Services shall submit all examination results appeals to the Examinations and Appeals Committee for review and publication.

- 21.5 The Director of Academic Support Services shall present details of each appeal and recommendations from the Examinations and Appeals Committee to the Examination Board/Committee for deliberations and approval.

- 21.6 Upon approval of examination appeal results by the Examinations Board/Committee, such results shall be final and conclusive.

## 22.0 CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR

- 22.1 A student of Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) shall be allowed to progress from one level to another provided that he/she

has successfully accomplished the preceding level and he/she has paid all fees as prescribed by the Institute.

22.2 A student shall be allowed to progress in his/her studies from one semester to another during the particular academic year if he/she:

- (i) Has not absconded from studies
- (ii) Passes all modules examined in the first semester.
- (iii) Met conditions for sitting supplementary examinations.
- (iv) The student must have paid all fees as prescribed by the Institute
- (v) Has an incomplete result provided that he/she meets the condition as stipulated under Regulation 10.1 (iii) and 11.1

22.3 A student of NTA level 7 and NTA level 8 shall be allowed to progress in his/her studies from one academic year to another if he/she:

- (i) Passes all modules examined in the two semesters of the preceding year of study.
- (ii) Meets the conditions for carrying forward the modules failed as stipulated under Regulation 24.
- (iii) Is a Higher Diploma student who was allowed to postpone the supplementary examinations as stipulated under Regulation 11.4

22.4 Without affecting the conditions stipulated under this regulation, a Postgraduate student may be allowed to proceed to the research or dissertation after completion of first semester of his/her studies but he/she shall not be allowed to submit the dissertation until when the student completes and passes examinations in respect of the taught part of the course.

22.5 Academic status of any student covered by these regulations will be determined on semester basis (semester-wise) except for repeating a year or fail and discontinued status that shall be determined at the end of the academic year, as stipulated under Regulation 7.12 and 7.13.

## 23.0 CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS

23.1 A candidate of Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA Level 6) who fails in the first attempt in a particular academic year shall be allowed to sit for supplementary examinations provided that he/she has attained a GPA of at least 2.0.

23.2 A Higher Diploma or Bachelor Degree or Postgraduate diploma or Master Degree candidate who fails in the first attempt shall be allowed to sit for supplementary examinations provided that he/she has not failed more than half of the modules examined during a particular academic year.



23.3 A candidate who sits for supplementary examination(s) shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores shall not be considered.

23.4 The grade for supplementary examination shall be “C” for any score equal to or above the pass mark score depending on the grading system of the relevant programme.

#### 24.0 CONDITIONS FOR CARRYING FORWARD FAILED MODULES

24.1 A student studying a Non-Collaborative Master, Postgraduate Diploma programmes, Higher Diploma and finalists in the Bachelor programmes shall be allowed to carry forward the failed module(s) after supplementary at a fee to be prescribed by the Institute provided he/she has not exhausted his/her maximum registration period.

24.2 In order to carry forward a module the following conditions shall apply for a candidate of NTA level 7 to NTA Level 9:

- (i) The module(s) must have been done and failed as a supplementary examination.
- (ii) A candidate must have scored an annual GPA of 1.8 or above after Supplementary Examination, shall be allowed to carry over module(s) into the subsequent academic years.
- (iii) Examinations for carried forward modules shall be done only during the Supplementary examination season.
- (iv) No coursework shall be considered in assessing the carried forward module(s).
- (v) The grade for any carried forward module shall be “C” for any score equal to or above the applicable pass mark.

24.3 A student of Basic Technician Certificate (NTA Level 4) or Technician Certificate (NTA Level 5) or Ordinary Diploma (NTA Level 6) shall be allowed to carry forward a failed module after supplementary but shall not be allowed for admission to another level until when such module(s) is cleared.

24.4 A student who carries forward a module may attend lectures and/or tutorials and do assignments at his/her convenience.

#### 25.0 CONDITIONS FOR REPEATING AN ACADEMIC YEAR

25.1 In recognising a *bona fide* student, the Institute, among other things, shall consider the following maximum registration period allowed for each programme:

| PROGRAMME                                  | NORMAL DURATION (YEARS) | MAXIMUM REGISTRATION PERIOD (YEARS) |
|--|-------------------------|-------------------------------------|
| Basic Technician Certificate (NTA Level 4) | 1                       | 2                                   |
| Technician Certificate (NTA Level 5)       | 1                       | 2                                   |
| Ordinary Diploma (NTA Level 6)             | 1                       | 2                                   |

|  |     |   |
|--|-----|---|
| Bachelor Degree (NTA Level 7 to NTA Level 8) | 3   | 5 |
| Postgraduate Diploma                         | 1   | 3 |
| Master Degree                                | 1.5 | 4 |

25.2 A student pursuing Higher Diploma and Bachelor Degree course shall be allowed to repeat a particular academic year only once provided that he/she has not exhausted his/her maximum registration period and if he/she:

- (i) Fails in more than half of the modules examined during a year and has an average of 90% of the pass mark stipulated in regulation 15.2 (iii) or above in respect of that particular academic year.
- (ii) Scored an annual GPA of less than 1.8 after Supplementary Examination.
- (iii) Meets conditions stipulated under Regulation 10.2
- (iv) Has been sentenced to repeat a year of study under Regulation 14.6 (ii) of these regulations for violating examination regulations

25.3 A student in the Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5), Ordinary Diploma (NTA Level 6), Postgraduate Diploma and Master programmes shall not be allowed to repeat a year of study.

## 26.0 POSTPONEMENT OF STUDIES

26.1 A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the Faculty Dean and the permission shall be reported to the respective Faculty Board.

26.2 A student who postpones a semester or a year of study will only re-join in the next year of study and such a student will have to redo all the coursework.

26.3 A student who is eligible to repeat a year may be allowed by Faculty Dean or Campus Director to postpone the year of study by only one (1) academic year on acceptable grounds and the permission shall be reported to the respective Faculty Board.

## 27.0 CONDITIONS FOR DISCONTINUATION/VOLUNTARY EXIT FROM AND RE-ADMISSION TO STUDIES

27.1 A student shall be discontinued from studies if he/she

- (i) Is a Basic Technician Certificate (NTA Level 4) or Technician Certificate (NTA Level 5) or Ordinary Diploma (NTA Level 6) candidate who has a GPA of less than 2.0 in respect of that particular year.
- (ii) Is a Higher Diploma or Bachelor Degree candidate who fails in more than half of the modules examined during the academic year and has an average of less than 90% of the pass mark stipulated in regulation 15.2(iii) in respect of that particular academic year.

- (iii) Is a Postgraduate Diploma or Master candidate who fails in more than half of the modules examined during a particular year of study.
  - (iv) Absents himself/herself from the examination without permission from the Faculty Dean or Campus Director.
  - (v) Is proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters.
  - (vi) Fails to attend a Fieldwork placement allocated to him/her and has not done the project assignment arranged by the Institute without acceptable reason(s) determined by the Faculty Dean or Campus Director.
  - (vii) Is a Postgraduate Diploma candidate who fails to submit or resubmit his/her research project report within the stipulated time or who fails in resubmitted research project report.
  - (viii) Has exhausted the maximum registration period applicable in his/her respective programme.
  - (ix) Is Master candidate who fails to submit his/her dissertation whether during the submission or resubmission or with corrections without acceptable reasons within the prescribed time.
- 27.2 A student who has earlier been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the Institute after the lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.
- 27.3 A student who was discontinued from any programme on disciplinary grounds or involvement in an examination irregularity shall not be re-admitted to the Institute in any programme.
- 27.4 A student who opt to exit voluntarily and graduate for Technician Certificate or Higher Diploma is entitled for re-admission provided that re-admission is within three years from the date of graduation and that he/she has not been discontinued from studies at NTA Level 6/NTA Level 8.
- 27.5 A student who successfully completes NTA Level 5 or NTA Level 7 is entitled for respective Technician Certificate or Higher Diploma award, unless the student continues with another level where he/she will be entitled to higher award; Ordinary Diploma or Bachelor Degree for NTA Level 5 and NTA Level 7, respectively.
- 28.0 CLASSIFICATION OF AWARDS

The GPA calculated in Regulation 19 shall be used in classifying the awards. In each case, the calculation of GPA shall be a truncated score to one decimal place. For example, 4.39

shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9. The classification of award at a particular level shall reflect the grading system in the same level.

- 28.1 Award Classification for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) shall be as follows:

| Class of Award | Cumulative GPA |
|----------------|----------------|
| First Class    | 3.5 – 4.0      |
| Second Class   | 3.0 – 3.4      |
| Pass           | 2.0 – 2.9      |

- 28.2 Award Classification for Ordinary Diploma (NTA Level 6), Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows:

| Class of Award     | Cumulative GPA |
|--------------------|----------------|
| First Class        | 4.4 – 5.0      |
| Upper Second Class | 3.5 – 4.3      |
| Lower Second       | 2.7 – 3.4      |
| Pass               | 2.0 – 2.6      |

- 28.3 The award classification for Master degree (NTA Level 9) shall be as follows:

| Class of Award | Cumulative GPA |
|----------------|----------------|
| First Class    | 4.4 – 5.0      |
| Second Class   | 3.5 – 4.3      |
| Pass           | 3.0 – 3.4      |

- 28.4 In the process of determining the classification mentioned in Regulation 28.3, the maximum supplementary examination grade shall be a B grade provided the candidate has a score of at least 50 per cent.

- 28.5 The award of the Master Degree shall be made to the successful graduates who have completed and passed all required modules in the taught part and the dissertation.

- 28.6 A student who fails to complete Master's dissertation in the given registration period, shall be awarded a Postgraduate Diploma instead of the relevant master's programme, provided he/she has passed all taught modules including research methodology.

- 28.7 Awards for Postgraduate Diploma programmes are not classified.

- 28.8 Award of Honours Degree:

A degree with honours shall be awarded to a candidate obtaining a First or Second class upper division where the candidate has passed all examinations at first sitting; without supplementary examination in any particular academic year.

29.0 CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS

- 29.1 The Governing Council shall award certificates for Degrees, Diplomas or other awards to such students as shall be recommended by the Examination Board/Committee to the Governing Council for conferment of such degrees, diplomas or other awards after graduation.
- 29.2 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for preparing an academic transcript. Any graduate desirous of obtaining a transcript(s) shall submit an application for such an academic transcript(s), a clearance form and one current passport size photograph for the preparation of academic transcript.
- 29.3 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for certifying each copy of the Institute's certificates and academic transcripts.
- 29.4 In case of either loss or total or partial destruction of the original certificate the Institute may issue a copy on condition that:
- (i) The applicant produces a sworn affidavit;
  - (ii) The replacement certificate shall be stamped "COPY" across it;
  - (iii) The applicant must declare the loss in local newspaper(s) and a copy of the advertisement be produced to the Institute;
  - (iv) After the declaration of the loss in the newspaper, the Institute will produce a copy of the certificate in the next printing session, normally after the graduation session.
  - (v) A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;
  - (vi) An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged.
- 29.5 For a student to qualify for the best student award, the student must have had not supplemented or postponed a final examination or part of it.