



Examination Regulations

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**“Mwanza University,
Training for the World”**

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ACRONYMS

COR	Carryover Record
DUS	Coordinator of Undergraduate Studies
DVC–	Deputy Vice Chancellor -Academic, Research,
ARC	and Consultancy
DVC–	Deputy Vice Chancellor -Planning, Finance and
PFA	Administration
FA	Formative Assessment
GPA	Grade Point Average
HESLB	Higher Education Students’ Loans Board
HoD	Head of Department
ID	Identity Card
MCQs	Multiple-Choice Questions
MD	Doctor of Medicine
MzU	Mwanza University
OSCE	Objectively Structured Clinical Examination
OSIM	Online Student Information Management system
PDF	Portable Disc Format
PEX	Postpone Examination
PoS	Postponement of Studies
SA	Summative Assessment
TCU	The Tanzania Commission for Universities
VC	Vice Chancellor

DEFINITION OF KEY TERMS

Abscondment: Of a student who is temporarily or permanently absent from attending any part of Continuous Assessment or Examination.

Aegrotat degree: An unclassified/ungraded award based on the presumption that a student, who is unable to continue their studies for medical reasons, would have satisfied the standard required for the award had they been able to complete studies.

Appeal: A request by a student to the Senate to overturn or reverse a previous decision due to various reasons such as the rule/regulation used in making a previous decision either at the level of Senate or lower levels .

Deregistration: Withdrawal of registration either by a student or the University for various reasons provided for under these regulations.

Discontinuation from studies: Cessation from possessing university studentship.

Freezing of studies shall mean stopping studies for a specified period where the period will not count into the student's registration period.

Graduation: A ceremony for the award of academic degree presented to a student in person or in absentia by the Chancellor, after a student has completed and passed all requirements of a programme.

Overstay: Demonstration of unsatisfactory progress at one stage in the course of studies, leading to spending 60% of the normal time above the specified duration for a particular stage in the course of studies.

Posthumous-degree award: A conferred degree to a qualified deceased student with the approval of the University.

Postponement of studies: Suspension of studies for a semester or an entire academic year where the period in question is considered part of the student's registration period.

The Council: The Council of the Mwanza University.

The Senate: The Senate of the Mwanza University.

The University: The Mwanza University.

Unauthorised material: Any written, printed or digital/electronic material, which is generally, or specifically, considered to violate Examination Regulations, and thus prohibited from being brought into the Examination Room.

Masculine and feminine forms: In these Regulations, unless otherwise provided, the words imposing the masculine form shall include feminine and vice versa.

Introduction

These regulations were developed in line with the TCU Handbook for Standards and Guidelines for University Education in Tanzania, 2019. They have three components: (i) General Regulations; (ii) Specific Regulations to the Doctor of Medicine (MD) Programme; and (iii) Amendment/Review of the Regulations

PART I: GENERAL REGULATIONS

1. ASSESSMENT

1.1 Purpose of Assessment

- a) Assess and grade the outcome of students' learning in terms of knowledge acquired, understanding developed and skills gained;
- b) 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;
- c) Demonstrate whether students have achieved the intended learning outcomes of the courses for which they are registered and trained.

1.2 Types of Assessments

- a) Formative Assessment (FA): assessment through the coursework and will be examined through continuous assessment – tests, assignments, presentations, practicals, individual/group projects and quizzes. The FA will constitute 50% of the university examination marks.
- b) Summative Assessment (SA): This will be the final examination taken at the end of each semester and it will account for 50% of the university examination marks.

1.3 Pass Mark

- a) The pass mark for each subject will be 50% marks, which is a “C” grade;
- b) The proportional contribution for written and practical

examinations in SA shall be 60% & 40%, but FA shall constitute 50% of the university examinations.

- c) FA will consist of a minimum of four individual/group assignments contributing 30% and at least two continuous assessment tests contributing 70%. The continuous assessment tests shall constitute 50% theory and 50% practical tests.
- d) A student who does not meet the pass mark in any subject will be required to sit for a supplementary examination as long as the candidate attains an overall score $GPA \geq 1.6$.
- e) No candidate shall be allowed to sit for supplementary examination with an overall GPA of less than 1.6. and shall be discontinued from the programme. Supplementary examination shall include both theory and practical/clinical components even when the candidate failed either of the two.
- f) A pass in a supplementary examination shall be recorded as a “C” grade. The mark obtained in FA is not considered in the computation of supplementary examination results. A student who fails a supplementary examination as long as the overall GPA score is ≥ 1.8 , shall be allowed to carry over the failed subject(s) into the subsequent year when next offered;
- g) A student who fails the examinations of the carried-over course(s), shall be allowed to do a supplementary;
- h) A student who fails a supplementary of a carried over course shall be discontinued;
- i) First year students are not allowed to repeat the year of study;
- j) No student will be allowed to repeat any one-year of study more than once;
- k) The final decision for student continuation or discontinuation from studies shall be made by the university Senate at the end of the audit year upon completion of each semester
- l) The maximum number of years allowable before the student completes the MD programme is seven (07) years

2. ELIGIBILITY FOR EXAMINATIONS

- a) Only registered students are allowed to sit for assignments and examinations;
- b) Any student sponsored by the Higher Education Students' Loans Board (HESLB) who for any reason fails to sign the tuition-fee pay sheets disbursed by the Board to the University shall be barred to sit end-of-semester examinations;
- c) Only students who have cleared semester fees shall be allowed to sit for end of semester examination. Students who have outstanding tuition fees may apply for special permission from the Deputy Vice-Chancellor Planning, Finance and Administration (DVC-PFA) to sit for semester examinations;
- d) A student shall be eligible for the University examination if the course instructor and HoD are satisfied with evidence that the student has attended at least 80% of the courses;
- e) The DVC-ARC, upon recommendation by the Dean, may bar any student from being admitted to an examination in any course where satisfactory attendance of a minimum of 80% of the prescribed contact hours for the course has not been attained.

3. REGISTRATION FOR EXAMINATIONS

Registration and payment to the University of all required or prescribed fees by a student shall be considered adequate to register for the university examinations in any particular Programme.

4. DATES OF EXAMINATION

- a) The Senate shall determine the time at which University Examinations in all Departments of the school(s) shall be held, which shall normally be at the end of each semester, i.e. after a prescribed number of weeks of teaching for each programme.
- b) Notwithstanding Regulation (a), upon recommendation by the School, Senate may allow University Examinations to be conducted at different dates.
- c) Students who are referred and are required to sit Supplementary Examinations shall be re-examined in the referred subjects at a time to be determined by the Senate, which shall not be less than one month after the ordinary examinations at the end of the Second Semester in the Academic Year.
- d) A candidate who, for reasonable cause, was unable to sit

University examinations at the normal dates, may, with the special permission of the Senate, sit such examinations at the next time fixed for examinations by submitting **Form MzU/F. 1**.

4.1 University Examination Timetable

- a) The Dean shall ensure requirements for the timetable for University Examinations are submitted to the DVC–ARC, thirty (30) days before the beginning of examinations for approval.
 - b) The HoDs shall ensure the allocation of all courses in the University Examinations timetable.
 - c) The University Timetable Officer shall be required to design a timetable for University Examinations after recommendations from the Dean.
 - d) The DVC–ARC shall approve the final timetable for University Examinations, fifteen (15) days before the beginning of the examinations.
3. No change of the University Examinations timetable shall be made after approval, except on special circumstances, which shall be approved by the DVC–ARC.

5. PREPARATION FOR EXAMINATIONS

- a) All University Examinations set by the approved University format shall be moderated by internal examiners to ensure University Examination questions are of an acceptable standard, clear and error-free.
- b) Departments shall be responsible to ensure all University Examinations are moderated using teams of at least four (4) competent academic members of staff.
- c) The HoDs shall propose names of moderation teams for approval by the Dean, at least two months before the examination date.
- d) The University Examinations shall be subject to external moderation at the end of an Academic Year.
- e) The Department shall submit the answer scripts together with a course file, comprising all requisite information to an external examiner at the end of an Academic Year.
- f) Dean(s) shall approve all moderated University Examinations:
 - (i) The HoD shall ensure that moderated question papers and necessary attachments (if any) for the University Examinations are produced in sufficient numbers and kept in

- a secure and confidential room.
- (ii) Dean(s), through the School Board(s), must ensure the Senate approves the proposed external examiners at least one Semester in advance. External examiners shall serve a period of three (3) years, renewable.
- g) To avoid leakage of University Examinations, each HoD shall ensure:
- (i) Members of academic staff involved in handling University Examinations are of high integrity, and their number is kept at a minimum without compromising efficiency.
 - (ii) All examination operations are at all times under a confidential environment.
 - (iii) Non-academic staff members shall not be allowed to handle University Examination papers.
 - (iv) All University Examination answer booklets shall be processed and coded centrally.
 - (v) University Examination papers shall be packaged in security envelopes and stored in secure cabinets.
- h) Any leaked examination shall be nullified by the DVC-ARC and another examination paper prepared by a competent staff who was not involved in the setting of the leaked examination paper. Students shall be notified the date for sitting the leaked examination at least two days before the set date

6. CONDUCT OF UNIVERSITY EXAMINATIONS

- a) For the smooth conduct of examinations, the principal invigilators shall be the Chief Examination Officers in their respective departments.
- b) Before the commencement of the examination, the Examinations and QA officers shall ensure the readiness of the examination venues, including the size.
- c) Invigilation of University Examinations shall be accomplished as follows:
 - (i) The HoD shall ensure that each University Examination in the Department has been scheduled in the invigilation roster and the Examination officer has allocated at least two invigilators for each examination room depending on the size of the venue. No staff shall invigilate the course that he/she facilitates but shall be in the examination room in the first half hour to respond to any questions and last half hour for collection of the scripts

- (ii) The Examination officer shall notify the invigilators at least one week before, and be reminded two days before the commencement of the examinations.
- (iii) The principal invigilators for each University Examination shall collect from the examination officer, sealed envelope(s) of question papers, answer booklets, irregularity forms and attendance registers and shall sign a special form. The principal invigilator shall sign on returning scripts and booklets at the end of the examination.
- (iv) University Examinations shall be conducted under the supervision of HoDs and the Dean(s).
- (v) The DVC–ARC shall have powers to issue instructions, notes, or guidelines to students, invigilators and examiners of University Examinations as deemed appropriate for the efficient conduct of such examinations, which shall form part of these regulations and be binding.
- (vi) There shall be a seminar for all invigilators one (1) week before the commencement of the end-of-semester examinations at School(s) and chaired by the Dean(s).
- d) For these regulations, examination room or venue shall imply any area within the University, and approved by the Senate, to be used for conducting examinations.
- e) Instructions to Candidates:
 - (i) To avoid mistaken identity of the students:
 - (i.1) Students should present valid Examination and registration IDs.
 - (i.2) Any objects, which may obstruct clear identification of the student’s face, shall be removed before entry into the examination venue. These may include face veils, sunglasses, hats, and any other such items.
 - (ii) Candidates are required to report at the examination room, at least thirty (30) minutes before the beginning of the examination.
 - (iii) The invigilators of the respective examination room shall ensure that candidates are seated according to the preset seating arrangements.
 - (iv) The invigilators shall admit candidates to the examination room, thirty (30) minutes before the examination is due to begin. Ten (10) minutes before the beginning of examination,

the Principal Invigilator shall:

- (iv.1) Announce that all unauthorized materials should be removed from the examination room;
- (iv.2) Announce that students should satisfy themselves that they are in possession of the correct paper;
- (iv.3) Read instructions, which require attention to candidates;
- (iv.4) Announce that both sides of the examination booklet must be used;
- (iv.5) Tell candidates when they may begin writing;
- (iv.6) Give candidates five (5) minutes to read the paper.
- (v) Candidates are not allowed to take into the examination room, books, written materials/pieces of papers, smartwatches, bags, mobile phones, computers, digital cameras, tablets, other electronic devices, correction fluid, or attaché cases, unless otherwise stated.
- (vi) Once a candidate is found with unauthorized materials, s/he shall be considered to have committed an examination irregularity.
- (vii) No candidate shall be permitted to enter the examination room after expiry of thirty (30) minutes from the beginning of a University Examination
- (viii) No candidate shall be permitted to leave the examination room until thirty (30) minutes have expired since commencement of the examination; otherwise, s/he shall be considered to have committed an examination irregularity.
- (ix) No candidate shall leave the examination room during the last ten (10) minutes of the time allocated for the examination, except for an emergency.
- (x) At the end of the examination period, and on instructions from the Principal Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise.
- (xi) Candidates:
 - (xi.1) Must remain seated until the invigilator tells them to leave the room.
 - (xi.2) Are not allowed to take any examination material out of the examination room.
 - (xi.3) Any candidate who violates this regulation shall be deemed to have committed an examination irregularity.

- f) Instructions to invigilators before the Examination:
- (i) Persons other than course instructors shall invigilate University Examinations.
 - (ii) The Examination Timetable and Invigilation Roster must be prepared well in advance.
 - (iii) The number of invigilators should be commensurate with the number of candidates sitting for the examination.
 - (iv) Invigilators shall be in the examination room, at least thirty (30) minutes before the beginning of the examination.
 - (v) The Examination Officer shall provide the invigilators with the following items in adequate quantities:
 - (v.1) Each invigilator must personally collect sealed envelopes containing question papers at least forty-five (45) minutes before the examination commences.
 - (v.2) A list showing the name of the examination paper to be attempted in the room for distribution to invigilators in advance.
 - (v.3) Examination irregularities and attendance forms.
 - (vi) Invigilators must ensure that only one answer book is issued to each candidate unless the instructions on the examination paper direct otherwise. The answer book must be filled before any additional booklet sheets are provided.
 - (vii) Any extra booklet sheets shall be stamped by the Examination Officer with the appropriate date of the examination.
 - (viii) The invigilators should set out examination papers and any other material described in the instructions (e.g. log-tables, charts, etc.).
 - (ix) Bags, bookcases, papers, correction fluid, printed matter, smartphones, tablets, computers, digital cameras, and other related items are not allowed in the examination room.
 - (x) The invigilators shall inspect the candidates before and at any time during the examination period to ensure they do not have unauthorised materials.
 - (xi) All invigilators must scrupulously invigilate the examinations rather than engaging in other businesses unrelated to examinations.
 - (xii) An invigilator who contravenes these regulations shall have to explain in writing to the DVC–ARC why disciplinary measures should not be taken against him/her.

- g) During the Examination:
- (i) At the beginning of the examination, invigilators should remind candidates to ensure they are attempting the right examination paper and they should write their examination numbers on the answer booklets.
 - (ii) At the end of the first thirty (30) minutes, the total number of candidates present should be recorded. Then, invigilators should collect the blank answer booklets from all vacant places.
 - (iii) The Internal Examiner should keep additional question papers in the correct envelopes for collection.
 - (iv) Invigilators shall ensure all candidates have registered their particulars in the attendance sheet provided.
 - (v) Invigilators should ensure candidates are provided with any additional requirements upon request such as scripts, log-tables, etc.
 - (vi) No candidate will be allowed to leave his/her seat during the examination, except to leave the examination room.
- h) At the End of the Examination
- (i) Invigilators shall not allow candidates to leave their seats before their scripts have been collected.
 - (ii) Candidates wishing to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
 - (iii) Invigilators shall instruct the candidates to stop writing at the end of the examination period, and then collect all the scripts.
 - (iv) Invigilators shall sign the attendance sheet before they hand over all the scripts, candidate's attendance sheets, all extra examination papers, unused answer booklets, invigilators' attendance sheet, student permission form, and irregularities forms to the respective HoD.
 - (v) Invigilators shall count the answer booklets used by candidates against the total number of candidates in the attendance sheet and record and sign the movement sheet for answer booklets.

7. HANDLING OF MzU EXAMINATION

MzU has an Online Education Management System (EDUMAS) to efficiently manage assessments and examination results. Each HoD will be provided with a unique account, username, and password to upload the results into the system

and cannot edit the results in the system unless authorized by the DVC-ARC after the results have been uploaded. Similarly, each student is given a unique account, username, and password to access his/her coursework and semester examination results. HoDs are required to upload coursework results at least one week before the due date for semester examinations.

Assessments and Examinations Results Management

a) Formative assessment (Coursework)

- i. Lecturers are required to give feedback on the FA to students within four weeks after the date of sitting for the FA to enable students to know their weaknesses and improve their performance in the next sitting.
- ii. Before uploading the results to the system, a departmental meeting will be held to discuss them.
- iii. The Head of Department (HoD) is responsible for uploading FA results onto the system, publishing them for student viewing, and providing a copy to both the Dean and the Examination Officer.
- iv. After publishing the results, the HoD will not have access to edit or change the uploaded results. Only the DVC-ARC has the authority to do so.
- v. After all results have been uploaded, the system will compute the average marks of the FA .

b) End of semester examinations (Summative Assessment (SA))

They will be administered to the eligible students.

i. Department

i.1 The HoD will upload the SA results into the system which will consolidate them with the FA.

i.2 HoD receives consolidated results for all students from the Examinations officer with a copy to the Dean.

i.3 Upon receipt of the consolidated results, the HoD convenes the Examiners' Board to discuss students' performance for that semester.

i.4 The outcome of the Examiners' Board meeting is submitted to the Dean for consideration by the School Board.

ii. School Board

a) The School Board shall discuss the results received from the Departments; and submit them to the Undergraduate Studies Committee.

iii. Undergraduate Studies Committee (UGSC)

a) Discuss results submitted by the School board; and submit its recommendations to the Senate for approval.

iv. Senate

- a) Receives, discusses and approves recommendations from UGSC.
- v. Grades and GPAs will be generated by EDUMAS
- vi. Students will consult their accounts and see their performance in the system if they have cleared all binding obligations with the University.
- vii. The examination office and the Senate secretariat shall keep records of the results in hard and soft copy.

8. POSTPONEMENT OF UNIVERSITY EXAMINATIONS

- a) No student shall be allowed to postpone examinations unless s/he has:
 - (i) Duly signed sheet authorised Medical Officer to justify sickness
 - (ii) Financial constraints with evidence from the sponsor for those with conditional registration; or
 - (iii) Death of a close relative (Father, mother, siblings, spouse and children); or
 - (iv) Serious social problems (each case to be considered on its own merit); or
 - (v) Any other reason recognised or authorised by the University, which is considered compelling to prevent one from sitting examinations effectively;
 - (vi) A student intending to postpone examination(s) shall formally submit a request using **Form MzU/F. 1** to the Chairman of the School Board. Any postponement of the examination(s) must be within the applicant's studentship.
- b) A student shall not have secured permission for postponement of examination(s) until a formal decision by the Chairman of the School Board has been received, with a copy to the Coordinator of Undergraduate Studies (CUS).
- c) A student, whose request for postponement of examination has been approved, shall maintain the accumulated FA.
- d) A student who has been granted permission to postpone examination(s) shall be required to sit a special examination(s) when next offered as the Senate shall determine during that Academic Year.
- e) A student who is required to sit a special examination shall be assigned "**PEX**" in the EDUMAS.
- f) Except with the approval of the respective School Board, a student who fails to sit any "**PEX**" at the time of special examinations will be considered to have absconded studies.
- g) A student who absents oneself from any FA test or fails to submit

assignment(s) given as part of the FA without compelling reasons shall be considered to have absconded such examinations or assignment(s) and shall be discontinued from studies.

- h) Any student, who postpones examinations in Semester I and further, postponed studies in Semester II of an Academic Year, shall be required to sit for special examinations (postponed examinations) at the end of the respective Academic Year, as the Senate shall determine.

9. EXAMINATION IRREGULARITIES

- a) All candidates entering the examination room shall be required to observe and comply with these regulations, failure of which shall be deemed to have committed an examination irregularity.
- b) Any candidate found guilty of cheating part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be subjected to the imposition of warning, or penalty of suspension for one academic year, or discontinuation, depending on the gravity of the offense as shall be determined by the Senate.
- c) Examination irregularities shall include:
 - i) Entering in an examination room without fulfilling the conditions stipulated by the University as provided for in Regulation 6(e);
 - ii) Uttering words and/or gesturing to another candidate;
 - iii) Possession of unauthorised material in the examination room;
 - iv) Causing disturbance in any examination room;
 - v) Destroying or falsifying of any evidence of irregularity or cheating in examination;
 - vi) Exchanging unauthorised materials in an examination room;
 - vii) Assisting another candidate in writing his/her examination;
 - viii) Providing answers to another candidate in any form;
 - ix) Receiving examination questions/answers from any other candidate or staff;
 - x) Copying from another candidate;
 - xi) Unauthorised removal of an examination answer booklet and/or answer sheet(s), any part of an examination answer book and/or answer sheet(s) or blank examination stationery from the examination room;

- xii) Tearing whole or any part of the answer books and/or answer sheets;
- xiii) Borrowing materials from other candidate(s) in the course of the examination; Materials including but not limited to, calculators, rulers, pens/pencils, and slide rules interfering with the invigilator(s) from performing their duties in the course of the examination;
- xiv) Impersonating another candidate;
- xv) Fraudulent alteration or misrepresentation of data and/or other information;
- xvi) Entering the examination room without a valid ID or with forged ID card;
- xvii) Entering the examination room with any inscriptions on any body part or clothing or other objects, which can be construed as facilitating a candidate to answer examination questions;
- xviii) Attempting to do any of the acts described in 9.c (i) - (xvi)
- xix) Leaving the examination room, temporarily or otherwise, or staying out of the examination room for over five minutes, without authorisation or permission of the Principal Invigilator or one of the invigilators for the examination in question;
- xx) For the purpose of fieldwork reports, assignments, and project reports examination irregularities shall also include:

- xix.1 Plagiarism;
- xix.2 Hiring Ghostwriters or using Artificial intelligence (AI) tools or technology to write a field work – or project report, or assignment;
- xix.3 Falsifying documents of institutions or authorities relating to fieldwork placement;
- xix.4 Falsification of attendance of the fieldwork activities.
- xxi) Leaking of examination papers/answers by candidate or staff;
- d) “Unauthorised material” includes any written or printed material, which is prohibited from the examination room, such as cellular or mobile phone, smartwatch, smart glasses, Dictaphone, radio, radio cassette, or other types of USB audio player, computer, tablets, unwritten and written materials/pieces of paper, soft and alcoholic drinks and any other material, as Senate may specify from time to time.
- e) Any incident associated with **examination irregularity** shall be reported using **Form MzU/F. 2**.

10. HANDLING OF EXAMINATION IRREGULARITIES

- a) The Chief Invigilator shall immediately handle all cases of examination irregularity by asking all involved candidates to fill the University Examination Irregularity **Form MzU/F. 2** and present his/her findings and all associated materials to the Dean of School;
- b) The Dean shall submit comprehensive report to the Chairman of the Examinations Irregularity Committee;
- c) The Chairperson of Senate shall appoint members of the Examinations Irregularity Committee which shall have powers to:
 - (i) Summon any invigilator, candidate, or any person, or officer in relation to an alleged examination irregularity, which occurred during examinations;
 - (ii) Question or interrogate any candidate, invigilator, or any person in relation to the examination irregularity; and
 - (iii) Recommend to Senate, sanction(s) on the candidate or officer or invigilator found guilty of such irregularity.
- d) The Examinations Irregularity Committee shall be required to:
 - (i) Prepare a detailed report of the proceedings and submit its findings and recommendations to Senate;

- (ii) Recommend a disciplinary action for sanctioning any person, or officer or invigilator responsible, or involved in such irregularity.
- e) When a candidate is suspected of engaging in conduct amounting to examination irregularity during an examination, he/she should be apprehended immediately. During the apprehension of a suspect, the following factors should be considered:
 - (i) A suspect should be handled appropriately to ensure that the privacy and bodily integrity of a person are not compromised. Body searches should be conducted in the presence of a witness of the same sex of the suspect;
 - (ii) The collected evidence in the examination room should be confiscated as soon as they are found and kept as exhibits;
 - (iii) In a case of inscriptions on the body parts or cloth, an invigilator of the same sex should inspect and document the observation;
 - (iv) The Examination ID cards of the suspect and possible witnesses should be recorded immediately using the University Examination Irregularity **Form MzU/F. 2**;
 - (v) A suspect should be allowed to continue with the examination since s/he is presumed innocent until proved guilty;
 - (vi) All cases of alleged examination irregularity, including the designated form and collected evidence shall be reported to the Dean by the invigilator immediately for cases, which occurred in the examination room, and by the course instructor for cases of the academic/research report or assignment;
- f) The candidate shall be given at least seven (7) days to appear before the Examinations Irregularity Committee for hearing;
- g) The accused candidate shall have the right to:
 - i) Be accompanied by a representative who shall be a fellow student;
 - ii) Express opinions against any member of the Examinations Irregularity Committee, and the Senate shall decide on that opinion.
- h) A candidate will be informed of the Senate decision in writing.
- i) The University Legal Officer shall be a co-opted member during the conduct of student hearings.

11.0 PUBLICATION OF EXAMINATION RESULTS

- a) The HoDs shall upload examination results in the online Education Management System (EDUMAS) for processing.
- b) HoDs shall be required to publish FA results in the system at least one (1) week before the due date for University Examinations, a copy of which must be submitted to the Dean at the same time.
- c) Prior to submission of examination results to the School Board, the results shall be discussed by the Examiner's Board with internal examiners, and where possible external examiner(s).
- d) Each Department shall ensure that each course instructor has submitted the following necessary information to HoDs three (3) days before Departmental Examiners' Board:
 - (i) Course outline;
 - (ii) University Examination paper;
 - (iii) Marking scheme;
 - (iv) Signed upload history;
 - (v) Attendance sheet for University Examination;
 - (vi) Signed printout of University Examination results from the system;
 - (vii) A brief report on students' performance and explanation for any incomplete cases; and
 - (viii) Marked answer booklets arranged in descending order of registration numbers.
- e) The Dean shall publish the provisional examination results in the system, arranged in a manner as prescribed by the Senate as provided under internal examination regulations of the School approved by the Senate, and not in conflict with these Regulations, immediately after the School Board meeting. However, the results shall not be considered final until Senate approval.
- f) Examination results approved by the Senate shall under no circumstances be altered, or corrected without the explicit approval of the Senate or the Senate Chairman. Breach of this Regulation shall be reported to the appropriate University Authority for further disciplinary action.

- g) The approved University examination results in the form of a book and a PDF soft copy shall be kept as a permanent record of the University, under custody of the office responsible for Senate and examinations.

12.0 PROGRESSION FROM YEAR TO YEAR

- a) All students are required to complete a prescribed number of credits in the respective Academic Year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- b) A student may be allowed to re-sit failed courses in Supplementary Examinations if s/he has attained an overall GPA of 1.6 or above in the First Sitting calculated in accordance with the credit weighting of individual courses. The maximum grade for a Supplementary Examination shall be the minimum passing grade of 'C'. The mark obtained in FA is not considered in the computation of supplementary examination results.
- c) Any student who has attained a minimum overall GPA of 1.8 in supplementary examination shall be allowed to repeat once the year of study, except first year students who are not allowed to repeat the year.
- d) The following conditions shall guide carrying-over of courses:
 - (i) A student, who has scored an overall GPA ≥ 1.8 after Supplementary Examination, may be allowed to carry over up to only three failed courses into subsequent Academic Year.
 - (ii) The maximum grade for a "**COR**" course shall be the minimum passing grade of 'C'.
 - (iii) A student who fails to clear any "**COR**" course(s) in Biomedical Sciences **CANNOT** progress to the 4th year of study (i.e. cannot progress to Semester VII). Such a candidate shall be required to register for, and pass all **COR** courses.
 - (iv) A student who fails a supplementary examination in preclinical and/or clinical course(s) and has scored a GPA of ≥ 1.8 shall be allowed to register and repeat the failed course(s) when next offered. A candidate who fails a repeated course(s) is allowed to sit for a supplementary examination.
- e) Only under special circumstances and according to Regulation (d) would students with pending supplementary- or special examination courses, be evaluated based on the GPA computed

for completed courses.

- f) Final Year students who resume studies to clear “**COR**” course(s) shall pay tuition fees and relevant direct costs, on a pro-rata basis based on the number of course credits as a proportion of the annual credits.

13.0 CLASSIFICATION OF DEGREE AWARDS

- a) Pursuant to Regulation (12a) and (12b), a student shall qualify for a degree award on accumulating a minimum number of course credits in the programme.
- b) Except for courses of practical and field nature, the final marks for each examination shall be derived, based on FA: 50%; End-of-Semester Examination (SA): 50%
- c) For presentation of examination results, the percentage range and corresponding letter grades shown in Table 1 shall be adopted:

Table 1: Harmonised Grading System

<u>Letter Grade</u>	<u>Range (%)</u>
A	75–100
B+	70–74
B	60–69
C	50 ¹ –59
D	40–49
E	0–39

The MD is not classified for degree award.

1 Pass mark

14.0 CERTIFICATES, CERTIFICATION, PROVISIONAL RESULTS AND TRANSCRIPTS

- a) The Senate shall approve issuance of certificates for the Degree award to such students deemed to have satisfied the Undergraduate Studies Committee, which shall have submitted the results to Senate for approval of grant of the award.

- b) The University Council may prescribe a fee to be charged for certifying a copy of a Degree Certificate/Academic Transcript.
- c) The Examinations Office shall issue Certificates/ Transcripts to applicants upon submission of:
 - (i) A formal request using **Form MzU/F. 3** to the Examinations Office;
 - (ii) A duly signed clearance form;
 - (iii) One current passport-size photograph;
 - (iv) Student Financial Statement verified by an authorised University Accountant;
 - (v) Certified copy of National Identity Card; OR
 - (vi) Certified copy of valid Travelling Passport
- d) Notwithstanding Regulation (14c), applicants wishing to receive Certificates/Transcripts outside of Tanzania or Mwanza shall be advised to apply online through email address dvcarc@mwanzauniversity.ac.tz
- e) Pursuant to Regulation (14d), issuance of Transcript or Certificates to persons on behalf is prohibited; instead, applicants should give powers of attorney authorising dispatch of the documents in question.
- f) The Examinations Office shall not issue provisional results to an applicant:
 - (i) Whose results have been withheld for any reasons;
 - (ii) Without a valid student's ID card;
 - (iii) Who has been discontinued from studies;
 - (iv) Whose Final Year Examination results have not been approved by the Senate.
- g) In the event of collecting Certificate/Transcript, an applicant shall be given at least thirty (30) minutes to verify the grades or other information thereon before accepting it. Once collected, no Certificate/Transcript shall be accepted for correction.
- h) Where a reprint of Certificate/Transcript is required, the University shall bear the full cost if the errors were not introduced by the applicant's failure to provide correct personal particulars. Otherwise, the applicant shall have to bear the full cost of printing and shipping, where applicable.

15.0 DEGREE AWARD

- a) Upon its satisfaction, that a candidate in university examinations

has attained the standard required pursuant to Regulations for the award of a degree, the School Board may recommend to the Senate that the degree be conferred upon or granted to such a successful candidate.

16.0 POSTHUMOUS DEGREE AWARD

- a) The University shall grant a posthumous award to a student who died when close to completion of the Programme.
- b) The respective HoD shall formally request the relevant examination body for the award of a posthumous degree to the student in question.
- c) The posthumous award shall be in the form of unclassified degree in cases where there is strong evidence that the late student would have achieved a degree, had s/he been able to complete studies.
- d) The submission for a posthumous degree shall be directed to the Chairman of Senate through the Dean of School, and DVC–ARC using **Form MzU/F. 4**.
- e) The posthumous degrees shall be awarded in the name of the deceased student at the next graduation ceremony if the next of kin so desires.
- f) The word “posthumous” shall be inscribed on all official documents associated with the posthumous award, which shall include transcripts and other student academic records.

17.0 AEGROTAT AWARD

- a) An Aegrotat award is based on the presumption that a student, who is unable to continue his studies, would have satisfied the standard required for the Degree award had he been able to complete studies.
- b) The Aegrotat degree shall neither be classified nor graded.
- c) The applicant shall direct a request for the Aegrotat award to the Senate Chairman through HoD, Dean, and DVC–ARC using **Form MzU/F. 5**.

18.0 LOSS OF DEGREE CERTIFICATE

- a) In the event of loss or total/partial destruction of the original certificate, or a copy thereof, DVC–ARC may issue a copy or another copy, subject to:
 - (i) The applicant producing an affidavit and loss report;

- (ii) The certificate so issued being endorsed “COPY” across it;
- (iii) The replacement certificate not being issued for a period of twelve (12) months from the date of such loss has elapsed. However, such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- (iv) The applicant adducing evidence that the loss has been adequately announced publicly in an officially recognised form or manner in the applicant’s home country, or where the loss is believed to have occurred.
- (v) The applicant paying a prescribed fee or such other sum by the Council for the copy of a certificate issued.
- (vi) Surrendering physically, the partially destroyed certificate when applying for a replacement.

19.0 APPEALS AGAINST EXAMINATION RESULTS

- a) Any candidate aggrieved by a decision approved by the Senate regarding their examination results may appeal against such a decision.
- b) A candidate may appeal to the Chairperson of Senate against the Senate decision on his results by lodging the appeal through DVC–ARC.
- c) Entertaining of such an appeal shall depend on whether Senate had initially rejected the appeal, or the student submitted new evidence, which was not and could not be made available to Senate, and/or Senate, erred in applying the relevant regulation in arriving at its decision.
- d) An appeal under Regulation (19b) shall imply “review of Senate’s own decision” based on one or both of the following factors:
 - (i) New evidence has emerged, which was unknown to the Senate when it reached a decision for the first instance.
 - (ii) The Senate decision was reached by overlooking some essential aspect of the regulation.
- e) No appeal related to the conduct of any University Examination and the marking of scripts thereof, should be entertained unless such an appeal was lodged to the appropriate University authorities as per these Regulations within six (6) months from the date Senate published the results.
- f) All appeals must be lodged to the Senate using **Form MzU/F. 6**,

with supporting evidence certified by relevant and competent authorities.

- g) False claims of sickness and/or the submission of false supporting medical, or other documentation constitute an academic offence and, would thus, disqualify the appeal.
- h) A non-refundable appeal fee as may be prescribed by the University Council shall accompany the appeal.
- i) There shall be a Special Senate for appeals.
- j) No appeal shall be considered where:
 - (i) The candidate appeals for a remarking of the examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (ii) For the first instance, issues regarding supervision, teaching, or FA, such factors would only be considered if the candidate had raised them immediately and in writing, at the time they first emerged.
 - (iii) A candidate alleges sickness or other factors, where s/he had an opportunity to postpone studies or University Examination(s), but voluntarily decided to capitalize on the opportunity.
- k) Appeals against discontinuation from studies on Examination Irregularities
 - (i) Any candidate aggrieved by a discontinuation decision regarding their examination irregularity may appeal against such a decision to the Chairperson of the Senate, using the Form **MzU/F.6** within seven days from the date of notification to the candidate;
 - (ii) The Chairperson of the Senate shall appoint an Appeals Committee to consider the appeals from aggrieved student(s);
 - (iii) The appeals committee shall process the appeal within fourteen days of receiving the appeal form and any accompanying materials;
 - (iv) The appeals committee shall present a comprehensive report to the Senate Chairperson;
 - (v) The candidate shall be notified of the Senate decision on the appeal following the next available meeting.
- l) The senate shall have a discretionary power to overrule the recommendations of the Appeals Committee.

20.0 DISPOSAL OF EXAMINATION ANSWER BOOKS AND

OTHER SCRIPTS

- a) Unless otherwise kept by the University Records unit for archival purposes, all used examination scripts shall be disposed pursuant to the Records and Archives Management Act No. 3 of 2002.

21.0 WITHHOLDING OR REVOCATION OF A DEGREE

- a) The University may withhold a degree for:
 - (i) academic dishonesty.
 - (ii) failure to pay tuition fee or other stipulated fees.
 - (iii) social misconduct.
- b) At any time, upon establishment of facts that the student has fraudulently obtained and been conferred a degree on false information or did not fulfill all requirements for such an award, that:
 - (i) the holder of the degree has plagiarized his/her thesis/dissertation.
 - (ii) the holder of the degree was convicted of grievous criminal acts such as fraud.

PART II: MD PROGRAMME SPECIFIC REGULATIONS

1. APPLICATION

- a) These Specific Regulations are applicable jointly with the General Regulations.
 - (i) No student shall be eligible for any University Examination in any subject unless the instructor and HoD have been satisfied that the candidate has undertaken the course in question by attendance.
 - (ii) Students shall only be allowed to sit a scheduled examination (s) if they have attended 80% of the course through lectures/seminars/tutorials, and 80% for practical/clinical sessions. Candidates failing to attend at least 80% for lectures/seminars/tutorials and practical/clinical sessions shall be required to repeat the whole course when next offered.
 - (iii) A student shall be required to attend all sessions of Field Practical Training (FPT) and a student who absents oneself from any session without permission of the Dean or HoD or FPT Supervisor shall be discontinued from studies. Where

permission has been granted, the candidate shall be required to complete FTP using personal resources.

- (iv) Notwithstanding the provisions of the foregoing Regulations, a student who fails to attend class/practical/clinical sessions, without compelling grounds for three (3) consecutive days or any three days in a week shall be barred to sit FA and SA for such courses . Such a student shall have to repeat such a course and sit FA and SA in the subsequent year of study.
- (v) A student shall be allowed to progress to Clinical Academic Units (Year 4-5) after passing all examinations for basic-science courses.

2. MODE OF EVALUATION FOR CLINICAL COURSES

- a) There shall be the following examinations: end of Junior Rotation, end of Senior Rotation, and Final University Examinations.
- b) The end of Junior Rotation University Examination shall be done at the end of each Junior Rotation in the Fourth Year.
- c) The end of Junior Rotation University Examination shall comprise written paper(s), Objectively Structured Clinical Examination (OSCE) and Clinical Examinations.
- d) The end of Senior Rotation shall be at the end of each Senior Rotation, and account for FA of the Final University Examination.
- e) The end of Senior Rotation examination shall comprise written paper(s), OSCE and Clinical Examinations.
- f) The Final University Examination shall be done at the end of the Fifth Year, during which External Examiners shall be invited.
- g) The Final University Examination shall comprise written paper(s), OSCE and Clinical Examinations.
- h) For each Clinical Rotation, there shall be at least two (2) Clinical FAs:
 - (i) Logbook wherein a student records prescribed cases clerked from outpatient clinics, wards, procedures observed/assisted, or performed; logbook shall contribute 50% to FA;
 - (ii) Mid-rotation assessment comprising a written paper in the form of multiple-choice questions (MCQs), matching or filling questions, short notes and essays and/or Clinical Examination.

- i) The proportional contribution for written and clinical examinations in summative assessment shall be 40% & 60% respectively.
- j) The grade will be derived from FA (50%) and End-of-Rotation Examination (50%).
- k) A student shall not pass the End-of-Rotation Examination during Junior and Senior Rotations in any subject unless they have passed the final clinical part of the examination.
- l) If the combined grade in the final assessment is \geq “C”, a student shall be deemed to have passed, provided this satisfies the relevant Regulation. However, if the combined grade is $<$ “C”, the student shall have failed, notwithstanding passing the clinical part.
- m) A student who fails a Clinical Examination for Junior- or Senior Rotation shall be required to repeat the Rotation for the same length of period when next offered before sitting a Supplementary Examination.
- n) A student who fails a Junior Clinical Examination shall be required to register, repeat the rotation, and sit for the examination when next offered and pass before progressing to Senior Rotation
- o) No student shall be allowed to progress to senior clinical rotation before passing all junior clinical rotations.

Part III: AMENDMENT OF THE REGULATIONS

- a) These regulations shall be reviewed after every five years or as deemed necessary by the University subject to approval by the Senate.
- b) Indications for review and amendment of the regulations shall be solicited by the different departments and discussed in School Board meetings. The decision of the School Boards shall be forwarded to the Senate through the Undergraduate Studies Committee for further discussion and approval.

These Examination regulations were approved by the 10th senate on 5th July 2024 .

