

MWALIMU NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY



ADMISSION REQUIREMENTS, FEE STRUCTURE, AND EXAMINATION REGULATIONS AND GUIDELINES FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES

**OFFICE OF THE DEPUTY VICE CHANCELLOR – (ACADEMIC,
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MWALIMU NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY



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Prepared by:

Office of the Deputy Vice Chancellor – Academic, Research, and Consultancy
Mwalimu Nyerere University of Agriculture and Technology

P.O. Box 976

MUSOMA-MARA

Telephone: +255 282985748

Email: dvc_arc@mnuat.ac.tz

Website: www.mnuat.ac.tz

TABLE OF CONTENTS

LIST OF TABLES	iv
LIST OF ABBREVIATIONS	v
DEFINITIONS OF TERMS	vi
PART 1: INTRODUCTION.....	1
1.1 Vision	1
1.2 Mission.....	1
1.3 Our Objects.....	1
1.4 Our Aspiration	1
1.5 Core Values	1
PART 2: ADMISSION AND REGISTRATION REQUIREMENTS FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES.....	2
2.1 GENERAL INFORMATION	2
2.1.1 Admission Requirements for Short-Term or Occasional Students from Other Institutions of Higher Learning	2
2.1.2 General Admission Requirements for Bachelor's Degree Programmes	2
2.1.3 Specific Admission Requirements for Degree Programmes	4
2.1.4 Specific Admission Requirements for Diploma Programmes	6
2.2 Admission Requirements for 'Recognition of Prior Learning' (RPL) Candidates.....	7
2.3 MNUAT Fee Structure for Academic Programmes	7
2.4 Registration for Studies and Courses	10
2.5 Deregistration	13
2.6 Dropping courses:.....	14
2.7 Intra-University Transfer	14
2.8 Inter-University Transfer	15
2.9 Regulations on Student Credit Transfer.....	16
2.10 Teaching Timetable	18
2.11 Attendance of Lectures/ Seminars/ Tutorials/ Practical Sessions/Field Practical Training	18
2.12 Permission to Absent Classes	19
2.13 Postponement and Resumption of Studies.....	20
2.14 Fate of Discontinued Students.....	21

**PART 3: GENERAL UNIVERSITY EXAMINATION REGULATIONS AND
GUIDELINES FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES.... 22**

3.1 REGULATIONS FOR UNIVERSITY EXAMINATIONS	22
3.1.1 University Examinations.....	22
3.1.2 Eligibility for Examinations	23
3.1.3 Registration for Examination	24
3.1.4 Postponement of University Examinations (PEX)	24
3.1.5 Absence from Examination	25
3.1.6 Assessment Criteria for Various Components of Examinations	26
3.1.7 Pass Mark:	26
3.1.8 Progression between Academic Years	29
3.1.9 Progression of candidates who fail probation examinations shall be as follows:	30
3.1.10 For unclassified degrees, progression from one academic year to another shall be as follows:.....	31
3.1.11 Examination Irregularities.....	32
3.1.12 Plagiarism	37

PART 4: GUIDELINES PERTAINING TO UNIVERSITY EXAMINATIONS..... 39

4.1 Dates of Examinations	39
4.2 Conduct of the University Examinations	39
4.3 Board of Examiners and Departmental Examination Committees	39
4.4 Examination Preparations.....	40
4.5 Invigilation and Marking of Examinations.....	42
4.6 Handling of Examination Irregularities	44
4.7 Instructions to Candidates	46
4.8 Instructions to Invigilators before the Examination.....	48
4.9 During the Examination.....	50
4.10 At the End of the Examination	52
4.11 Release of End-of-Semester Examination Results	52
4.12 Procedure for Appeals	53
4.13 Answer Books and Preservation of Examination Scripts	54
4.14 Disposal of Examination Answer Books and Other Scripts.....	55
4.15 Classification of Degrees and Non-Degree Awards	57
4.16 MNUAT Undergraduate and Non-Degree Awards.....	59

4.17 Posthumous Award.....	59
4.18 Aegrotat Award	60
4.19 Procedure for Calculating Overall Grade Point Average (GPA) and Classification of Degrees	61
4.20 Classification of Award.....	61
4.21 Issuance of Transcripts and Certificates	62
4.22 Replacement of Lost Academic Certificates	62
4.23 Responsibility of Course Instructors.....	63

LIST OF TABLES

Table 1: Direct University fees payable per annum Degree Programmes.....	8
Table 2: Direct University fee payable per annum Diploma Programmes.....	8
Table 3: Non- direct University fees for both degree and diploma students (indicative value/figures)	9
Table 4: Direct Students Costs (minimum, payable per annum)	10
Table 5: Grade Range (Marks) and Equation for Grade Point Calculation	57
Table 6: Grading system which specifies range of score for different grades .	58
Table 7: The final degree classification for a classifiable degree and diploma programme	61
Table 8: The final degree classification for a classifiable ordinary diploma programme.....	62

LIST OF ABBREVIATIONS

ACSEE	Advanced Certificate of Secondary Education Examination
CA	Continuous Assessment
DUS	Director of Undergraduate Studies
DVC-ARC	Deputy Vice Chancellor – Academic, Research and Consultancy
FPT	Field Practical Training
MNUAT	Mwalimu Nyerere University of Agriculture and Technology
MOP	Moderation Panel
NHIF	National Health Insurance Fund
NTA	National Technical Awards
NVA	National Vocational Award
OAS	Online Application System
PEX	Postponement of Examinations
POS	Postponement of Studies
RMO	Resident Medical Officer
RPL	Recognition of Prior Learning
SR-MS	Students' Records and Management System
SUSC	Senate Undergraduate Studies Committee
TCU	Tanzania Commission for Universities
UE	University Examinations
URT	United Republic of Tanzania

DEFINITIONS OF TERMS

Abscondment	Being absent, either temporarily or permanently, from any part of a Continuous Assessment or Examination.
Aegrotat Degree	A degree awarded to a student who had to leave the university for medical reasons near the end of their studies. The university must be satisfied that the student's previous performance indicates they would have passed if not for their illness.
Appeal	A request for the Senate to review its previous decision based on new facts or overlooked rules.
Carryover	Retaking a course in a later semester or academic year.
De-registration	The process of canceling a student's registration, either by the student or the university, is under certain conditions.
Discontinuation	Losing the status of a university student.
Graduation	A ceremony where a student is awarded a degree after meeting all academic requirements and being presented to the Chancellor.
Posthumous Degree	A degree awarded to a student who passes away near the completion of their studies.
Postponement of Studies	Taking a break from studies for a semester or an academic year, which still counts toward the total study period.
Postponement of Examination	Deferring an examination to a later date.
The Council	The governing body of Mwalimu Nyerere University of Agriculture and Technology (MNUAT).
The Senate	The academic governing body of MNUAT.
The University	Mwalimu Nyerere University of Agriculture and Technology.
Undergraduate Programme	A Bachelor's degree programme.

PART 1: INTRODUCTION

These Admission Requirements, Fee Structure, Examination Regulations and Guidelines of 2023, are in line with the Broad Framework of Mnuat Vision, Mission, Objectives, Aspirations and Core Values

1.1 Vision

To be an innovative center of science and technology that drives development.

1.2 Mission

To catalyze societal and industrial development through training, generation and diffusion of knowledge and technologies, and outreach services

1.3 Our Objects

To advance contemporary knowledge to students and other stakeholders and generate and provide information, technologies, and innovations emanating from research, support industrial development, and provide advisory services to the community

1.4 Our Aspiration

We work towards generating products (graduates and technical personnel) with skills for self-employment and creating jobs for others, including youths, women, and with special consideration to skilled people with disabilities. We also work for and through the communities and other players.

1.5 Core Values

In achieving its vision and fulfilling its mission, MNUAT corporate values anchors on academic integrity and excellence, Transparency and academic freedom; ethical standing, good governance and participatory management, industry and community responsiveness, exemplary Leadership, and Innovation.

PART 2: ADMISSION AND REGISTRATION REQUIREMENTS FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES

2.1 GENERAL INFORMATION

Applicants for degree and non-degree programmes (Diploma and Certificate) must submit their applications to MNUAT or as directed by the Senate.

2.1.1 Admission Requirements for Short-Term or Occasional Students from Other Institutions of Higher Learning

- (i) Applications that will be considered shall only be of candidates who meet/possess qualifications for admission to MNUAT undergraduate degree or non-degree programmes.
- (ii) Short-term students are required to register as students of the University for One Full Academic year (two semesters) or a single semester in the first, second, third, fourth, or fifth year for all courses or a few selected ones, depending on one's preference and arrangement. At the end of the course(s), semester, or academic year, such students shall be assessed on academic ability by the MNUAT examination requirements.
- (iii) Applications using special forms should be routed through their Universities for those already enrolled in University programmes.
- (iv) Students will be required to pay the prescribed university fees before joining the programmes.
- (v) Short-term students have to abide by MNUAT By-laws and will enjoy all facilities just like any other bona fide MNUAT students.

2.1.2 General Admission Requirements for Bachelor's Degree Programmes

- (i) Admission will be provided if a candidate meets the minimum requirements as shown below or as determined by the Tanzania Commission for Universities (TCU) and the Senate by the enrolment capacities of the respective degree programmes.
- (ii) Minimum admission requirements for all bachelor programmes shall be as provided by TCU from time to time or as deemed appropriate by the MNUAT

Senate. For 2025/2026 academic year, a candidate shall be deemed eligible for consideration for admission to a first-degree programme of MNUAT if the candidate has obtained: Certificate of Secondary Education Examination (C. S. E. E.) or equivalent, with passes in FOUR approved subjects, obtained before sitting for the Advanced Certificate of Secondary Education Examination (A. C. S. E. E.) or equivalent. For the Old Grading System (Before 2014 and after 2015), at least two principal level passes in appropriate subjects with total points not below 4.0 for Art subjects combination or 2.0 for science subjects combination based on the following grade to point conversion scale: A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5, F=0. A, B+, B, C, D, E are principal passes; S is subsidiary pass.

For 2014 and 2015, at least two principal-level passes in appropriate subjects with total points not below 4.0 for science subjects combination based on the following grade-to-point conversion scale: A = 5, B+ = 4, B = 3, C = 2, D = 1, E = 0. A, B+, B, C are principal passes; D is a pass, and E is a subsidiary pass. OR An appropriate equivalent Diploma such as International Baccalaureate (IB) Diploma, NACTE Ordinary Diploma, or any other Diploma/Certificate of not less than 3.0 GPA from recognized institutions and approved by the University Senate. OR An appropriate Recognition of Prior Learning Certificate of not less than a B grade from institutions recognized by the Tanzania Commission for Universities (TCU) and approved by the University Senate.

- (iii) International students: The admission of international students holding foreign qualifications will follow the TCU guidelines for admission of applicants into academic programmes in Tanzanian Universities. Candidates wishing to join the MNUAT bachelor should submit their academic certificates and transcripts directly to the University. The University will determine the equivalencies of foreign qualifications to Tanzania's Advanced Certificate of Secondary Education qualifications for direct entry and the National Council for Technical and Vocational Education level 6 for equivalent entry.
- (iv) An equivalent candidate for undergraduate programmes shall be required to have a Diploma/Certificate with a Distinction/Credit and a minimum of FOUR passes or THREE credits in relevant subjects in the Certificate of Secondary

School Education Examination (CSEE; O-level), including Mathematics and English

- (v) Candidates seeking admission through Recognition of Prior Learning (RPL) shall be required to have a valid RPL certificate obtained after passing the RPL examination relevant to the degree programme being applied for, as recommended by the Senate.

2.1.3 Specific Admission Requirements for Degree Programmes

2.1.3.1 Degree Programmes in the School of Agriculture

A. Bachelor of Science in Fisheries and Aquaculture

Direct entry: Two principal passes (4 points) from only two subjects in which Biology is compulsory and either Physics, Chemistry, Agriculture, Geography, Food and Human Nutrition, or Nutrition, in Advanced Secondary Education. **Equivalent entry:** This programme will also admit candidates with at least 2nd class Diploma (NTA 6) in Fisheries Science and Technology, Fisheries Management and Technology, Aquaculture, Forest Management and Nature Conservation, Agriculture, Education (with science subjects), Maritime, Environment and Coastal Resources Management; Fish Processing, Quality Assurance and Marketing from recognized institutions within and outside the country. In addition, an applicant must have a minimum of a “D” grade in Biology at O-Level.

B. Bachelor of Science in Crop Science and Production

The minimum entry requirements for admission into a Bachelor of Science degree programme

In Crop Science and Production shall be in any of the following categories: a) Advanced Certificate of Secondary Education Examination (A-Level) - Two principal level passes in the following subjects: Physics, Chemistry, Geography, Nutrition, Biology, Business, Computer, Mathematics, Science and Practices of Agriculture or any other Agricultural-related subject with a total of 4 points (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5). For equivalent candidates, Diploma in General Agriculture, Crop Production, Horticulture, Soil Science, Natural Resource Management, Biodiversity, Food Science and Technology, Laboratory Science and Technology,

Biotechnology, Food Science and Nutrition, Agribusiness, Agriculture, Livestock, Chemistry, Biology, or other related diplomas with an average of B or GPA not less than 3.0 or any related programmes recognised by the National Council for Technical and Vocational Education and Training (NACTVET).

2.1.3.2 Degree Programmes in the School of Information, Communication Technologies (ICT) and Business Studies

A. Bachelor of Science in Business Information Technology

To qualify for admission into the Bachelor of Science in Business Information Technology degree programme, applicants must meet the requirements under one of the following categories: For direct entry (A-Level qualifications), candidates must have at least two principal passes in the Advanced Certificate of Secondary Education Examination (ACSEE) with a minimum total of 4 points. The grading system used is A = 5, B = 4, C = 3, D = 2, E = 1, and S = 0.5. One of these passes must be in Advanced Mathematics, while the second must be in one of the following subjects: Physics, Chemistry, Computer Science, Agriculture, Business Studies, Economics, or any other business or agriculture-related subject. For equivalent entry, applicants must hold a diploma from a recognized institution in a relevant field such as Mathematics, Statistics, Economics, ICT-related subjects, or Agriculture-related subjects. The diploma must have a minimum GPA of 3.0 or an average grade of B+ and must be accredited by the National Council for Technical and Vocational Education and Training (NACTVET) or an equivalent regulatory body. In addition to meeting the above requirements, all applicants—whether applying through direct entry or equivalent qualifications must have obtained at least a C grade in Mathematics at the O-level.

B. Bachelor of Science in Agricultural Economics and Agribusiness

To qualify for admission into the Bachelor of Science in Agricultural Economics and Agribusiness through direct entry, applicants must have at least two principal-level passes, totaling a minimum of 4.0 points based on the current NECTA grading system. These passes must be in any of the following subjects: Advanced Mathematics, Economics, Commerce, Business Studies, Accountancy, Geography, Science and Practice in Agriculture, Physics, Chemistry, or Biology in the Advanced Certificate of Secondary Education Examination (ACSEE; A-level). Candidates who did not take, or do not have a principal pass in, Biology, or Science and Practice in Agriculture at the A-level must have at least a pass or credit in one of these subjects at the O-level (CSEE). Additionally, all applicants must have obtained at least a D grade in Basic Mathematics at the O-level to be eligible. For equivalent entry, candidates must hold a Diploma in Agriculture from a recognized institution, with a minimum GPA of 3.0 or an average grade of B. In addition, applicants must have at least four passes or three credits in relevant subjects in the Certificate of Secondary Education Examination (CSEE; O-level). Furthermore, they must have obtained a D grade in at least two science subjects and a D grade in Mathematics at the O-level.

2.1.4 Specific Admission Requirements for Diploma Programmes

A. Diploma in Crop Science and Production

The candidates for Diploma in Crop Science and Production programme of MNUAT must have a principal level pass in Biology Science and Practices of Agriculture and any one of the following subjects: Physics, Chemistry, Nutrition, Geography, Economics, Commerce, and Mathematics. Of these, at least one must have a pass at a principal level in ACSEE. Alternatively, Basic Technician Certificate (NTA-4) in General Agriculture, Technician Certificate (NTA-5) in General Agriculture/Horticulture, Technician Certificate in Crop Production or other relevant disciplines from an accredited institution, and a pass in Biology and/or Chemistry in CSEE.

B. Diploma in Animal Health and Production

The minimum entry requirements for admission into a Diploma in Animal Health and Production programme shall be in any of the following categories: a) Advanced Level passes in Biology and either of the following subjects: Chemistry, Science Practice of Agriculture, Physics, Nutrition, and Geography. The candidate must pass Biology at the Principal Level. OR b) Holders of appropriate certificates such as Certificate in Animal Health, Certificate in Animal Health and Production (AHPC), Certificate in Agriculture and Livestock Production (CALP), and Certificate in Aquaculture.

C. Ordinary Diploma in Agriculture Production

Entry qualification for Ordinary Diploma in Agriculture Production is: **(a)** the holder of Certificate of Secondary Education Examination (CSEE) with a minimum of FOUR passes (D grade). Out of the four passes two must be science subjects such as Chemistry, Physics, Biology, Mathematics, Agriculture, Engineering science, Geography, Human nutrition and any two passes from non- religious subjects, OR **(b)** the holder of certificate in agricultural related course of National Vocational Award (NVA) Level III or equivalent with at least two D's passes from non- religious subjects of CSEE.

2.2 Admission Requirements for 'Recognition of Prior Learning' (RPL)

Candidates

Candidates wishing to apply for admission into a degree programme for which **Recognition of Prior Learning (RPL) applies** shall be required to have a valid RPL certificate obtained after passing the RPL examination relevant to the degree programme being applied for, as approved by the Senate.

2.3 MNUAT Fee Structure for Academic Programmes

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees (or the portion not covered by the sponsor) by the beginning of the term/semester before they can be permitted to use the University facilities. All local payments for fees should be paid by using control numbers. Payment using the control numbers can be made at the nearest bank or through mobile money. All payments must be receipted. The fee structure

shall comprise cost lines related to direct university fees, non-direct University costs, and direct student costs as follows:

Table 1: Direct University fees payable per annum Degree Programmes

S/N	Degree Programme	Tanzanians (TZS)	Foreigners (USD)
1	Bachelor of Science in Fisheries and Aquaculture	1,100,000	500
2	Bachelor of Science in Agricultural Economics and Agribusiness	1,000,000	500
3	Bachelor of Science in Business Information Technology	1,000,000	500
4	Bachelor of Science in Crop Science and Production	1,100,000	500

Table 2: Direct University fee payable per annum Diploma Programmes

S/N	Diploma Programme	Tanzanians (TZS)	Foreigners (USD)
1	Diploma in Crop Science and Production	850,000	500
2	Diploma in Animal Health and Production	850,000	500
3	Ordinary Diploma in Agriculture Production (NTA Level 4 - 6)	850,000	500

**Table 3: Non- direct University fees for both degree and diploma students
(indicative value/figures)**

S/N	Fee Description	Tanzanians (Tsh)			Foreigners (USD)
		1	2	3 and/or 4	
1	Registration fee per academic year	5,000	5,000	5,000	10
2	Student ID Card fee (paid only once)	10,000			5
3	Accommodation fee per semester	83,300	83,300	83,300	100
4	Application Fee (paid only once)	10,000			20
5	Student's Union Fees	5,000	5,000	5,000	10
6	Library and ICT Service Fees*	60,000	60,000	60,000	80
7	Examination fee per semester	15,000	15,000	15,000	20
8	Caution Money (paid only once in semester 1)	20,000			30
9	Medical Fee per year (NHIF)	50,400	50,400	50,400	100
11	Medical emergency fee (paid only once)	10,000			NA
12	Graduation fee (paid once for finalists only)			30,000	25
13	Graduation Gown Hiring			20,000	20
	Quality Assurance incl. External moderation*	50,000	50,000	50,000	70
	Total	318,000	268,000	318,000	490

Table 4: Direct Students Costs (minimum, payable per annum)

S/N.	Fee Description	Tanzanians (Tsh.)	Foreigners (USD)
1	Books and Stationery Allowance	500, 000.00	500
2	Meals and Accommodation	2,100,000.00	1000
	Total	2,600,000.00	1500

N.B. In addition, students are required to have sufficient funds to cater for special College/School requirements. Such requirements may be in the form of boots, overalls, a compass set, drawing board, track suits, gloves, masks, etc., as well as funds for industrial/practical training or teaching practice, depending on the programme. Applicants are urged to consult the latest University prospectus for specific requirements by their Colleges/Schools for more details, including indicative cost implications. Students also need to have separate funds to cater for stationery, books, meals, and accommodation.

2.4 Registration for Studies and Courses

2.4.1 Registration for Studies

There shall be three (3) categories of registration for first-year and continuing students;

- Full year registration, where a student pays all annual tuition fees and prescribed direct costs,
 - Semester registration, where a student pays 50% of tuition fees and prescribed direct costs.
 - Conditional registration, where a student pays only prescribed direct costs but is not allowed to sit for the end-of-semester university examination unless he/she complete paying for the university-prescribed fees.
- (i) A student shall be registered after paying the requisite University fees. For first-year students, registration will be finalized only after payment and verification of original certificates are complete.

- (ii) A candidate shall be registered using three full names and hence all initials that appear in O/A-Level and other Certificates shall need to be spelt out during registration.
- (iii) No candidate shall be registered using less than three names unless certificates of Primary and Secondary schools and other institutions bear only two names. Direct entrants shall be registered using the names that appear in the O-Level and A-Level/Birth Certificates, whereas an undergraduate equivalent candidate or a non-degree candidate shall be registered using full names as they appear in the O/A-Level Certificates and certificates from previous institutions.
- (iv) In the exceptional case of a candidate being initially registered using two names due to these being the only ones on the submitted certificates, the candidate shall be required to submit a third (middle) name supported by a registered deed poll.
- (v) Where differences in names exist between O/A- Level and Certificates from other institutions or birth certificates, the candidate shall be required to submit a registered deed poll as evidence of legal approval of the change of names. In the event of a lack of such evidence, such a candidate shall not be registered for studies.
- (vi) No candidate shall be allowed to change names during study unless there is a compelling reason supported by a registered deed poll.
- (vii) Without prejudicing the provisions of regulation 6.1.1, a candidate is regarded as a registered candidate for the MNUAT degree or non-degree programme only after being provided with the appropriate MNUAT student identity card bearing his/her passport-size photograph covering full face without any obstruction as required for internationally accepted identification purposes.

2.4.1.1 Change of Degree Programmes During the First Year of Study:

- (i) Will depend on the availability of a slot in the sought programme and the candidate meeting the minimum admission requirements for the programme.
- (ii) Will only be permitted within three weeks after commencement of the first semester of studies.

2.4.1.2 Shall require:

- (i) Submission of the request/application addressed to the DVC-ARC. This shall be routed through the Department hosting the candidate's current degree or non-degree programme, and the college or school offering the sought degree or non-degree programme within the first week of commencement of studies.
- (ii) Payment of a non-refundable fee of Tsh. 20,000/= (reviewed from time to time).
- (iii) Payments of costs related to the change of identity card.
- (iv) The fate of the application shall be known within two weeks of the commencement of studies.
- (v) **The maximum period for which a student can register and remain a candidate for an undergraduate degree or non-degree award** shall be the sum of total academic years plus two academic years (but excluding approved period of postponement of studies, if any) for the degree or non-degree programme.

2.4.2 Registration for courses:

All new full-time students shall register for courses at the beginning of the first semester of an academic year and continuing students shall register for courses at the beginning of an academic year for a total minimum of 60 course credits and a maximum of 72 course credits per semester in the academic year. The deadline for course registration for new students shall be three weeks from the first date of the orientation week. For continuing students, the course registration will be finalized two weeks after the commencement of studies.

- (i) Candidates in Semester 1 shall be required to register for all courses in Semester 1. The deadline for registration for Semester 1 candidates shall be three weeks from the first date of the orientation week.

- (ii) For semesters 2-8, prospective candidates, the deadline for conditional registration for courses in a subsequent semester shall be **four weeks before the end of the ongoing semester**. The registration will be finalized two weeks after the commencement of studies for semesters 2-8
- (iii) A candidate failing within the prescribed period to register with the College/Department/ School offering a course shall be deemed to have his/her registration status withdrawn.
- (iv) A candidate who does not register for an elective course required in a given semester shall have lost the opportunity, but may be allowed to register for such a course when next offered. In case of failure to register again without compelling reasons, the candidate shall be **discontinued**.

2.5 Deregistration

- (i) Deregistration refers to a withdrawal of the registration initiated by a student or by the University under conditions provided under these regulations.
- (ii) For any reason and at any stage of the studies, a student may deregister from MNUAT.
- (iii) A student who wishes to deregister him/herself shall write a letter to DVC-ARC under the first signature of the Head of Department and Dean of the School.
- (iv) A student who deregistered him/herself withdraws his/her registration and ceases henceforth to be a bona fide student of MNUAT.
- (v) Permission for deregistration from studies shall be granted after approval by the DVC-ARC and a completed clearance form.
- (vi) Deregistered students may apply for re-admission in the next academic year (except those with disciplinary offences)
- (vii) The University shall deregister a student under the following conditions:
 - If a student has applied for deregistration based on various compelling reasons (e.g., financial constraints, health challenges)

- If a student has been admitted/registered based on false information or incorrect details,
 - If a student did not adhere to the deadline for the registration period without valid reasons,
 - If a student has been expelled from the study programme for disciplinary reasons,
 - If a student has been discontinued from studies on academic grounds,
 - Successfully graduated from studies,
 - Deceased students, and
 - If the student has been transferred to another Higher Education Institution.
- (viii) All fees paid to the University by a deregistered candidate shall not be reimbursed.

2.6 Dropping courses:

- (i) A candidate who drops a course after registering for the course must de-register.
- (ii) The deadline for dropping a course or courses shall be **TWO** weeks after the start of teaching.
- (iii) Dropping is allowed only for elective and not core courses.
- (iv) For an elective course to be offered, **the minimum number of candidates pursuing the course shall be 10 students.**

2.7 Intra-University Transfer

- (i) Intra-university transfer shall mean transfer from one degree programme to another within the University provided the applicant meets minimum entry criteria of such programmes.
- (ii) A student will not be allowed to transfer a degree programme he/she admitted to unless the following conditions are met:
 - He/she is a registered student at MNUAT,

- student has submitted an online internal transfer application through MNUAT SR-MS <https://srms.mnuat.ac.tz/auth>
- Availability of a vacancy in the preferred programme,
- Meet the minimum admission requirements for the sought programme,
- Payment of a non-refundable fee of Tsh. 50,000/= or as may be reviewed from time to time,
- The transfer shall be effective after the approval of the DVC-ARC.
- No candidate shall be allowed to start a transferred degree programme before approval of the DVC-ARC.
- Transfers shall be verified by TCU,
- The candidate shall be required to pay all prescribed fees and other related costs of the transferred new programme.

(iii) Other related TCU regulations to Intra-university Transfer shall apply *mutatis mutandis*.

2.8 Inter-University Transfer

- Inter-University transfer shall mean transfer from one University to the other within the same or different programme, provided the applicant meets the minimum entry criteria of such programmes.
- The transfer from one institution to MNUAT shall be permissible under the following conditions:
 - Must be an admitted applicant in other universities during that particular academic year.
 - The programme to which transfer is sought must have empty slots to accommodate students;
 - The applicant must possess the minimum entry requirements for that particular degree programme,
 - The candidate submits an online application through his/her admission account available at the Online Application System (MNUAT-OAS) which can be accessed at

<https://admission.mnuat.ac.tz> or as may be determined by the Senate from time to time.

- Before completing an application for Inter-University Transfer, a candidate shall be required to pay TZS 50,000.00 non-refundable or as shall be determined by the University Council.

- (iii) The University shall approve transfers in writing and submit to TCU for validation within the set deadline.
- (iv) Other related TCU regulations to Inter University Transfer shall apply *mutatis mutandis*.

2.9 Regulations on Student Credit Transfer

- (i) Student credit transfer is allowed between universities only.
- (ii) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (iii) Students discontinued from other universities are not allowed to transfer credits to MNUAT.
- (iv) Students will be required to undertake at least 2/3 of the degree programme credits at MNUAT.
- (v) Maximum credits allowable for transfer, therefore, are 1/3 of the required credits of the MNUAT degree programme.
- (vi) Students under exchange programmes on study-abroad programmes shall be allowed to transfer credits obtained from the other university to MNUAT.
- (vii) Applications for credit transfer shall be channeled to the Senate for approval.
- (viii) The applications for credit transfer shall be allowed within a specified period of time as shall be determined by TCU.
- (ix) Application for credit transfer shall be accompanied by a nonrefundable fee of Tshs. 50,000/= and as may be reviewed from time to time by the Council. However, MNUAT students on study-abroad programmes need not pay such fees as they had already paid the fee when applying for admission into the University.

2.9.1 Rules for Conversion of Grades

- (i) Conversion of grades shall be done by anchoring the pass mark of the other university to that of MNUAT and accordingly determining the range of marks in the other University for the MNUAT grades.
- (ii) In the case where only grades (and not scored marks) are available, the lower equivalent score shall be assumed.

2.9.2 Procedures and Administration of Student Credit Transfer

- (i) Applications for credit transfer shall be submitted to the Vice Chancellor, in writing, and attach copies of all required supporting documents.
- (ii) All applications shall be scrutinized by relevant committees responsible for admission at the Department, College/School, and the Directorate of Undergraduate Studies levels before reaching the Senate for approval.
- (iii) Students seeking to transfer credits from other Universities to MNUAT shall apply for credit transfer at least three (3) months before the beginning of the semester they want to join.1A

2.9.3 Supporting Documents for the Credit Transfer Application shall include the following:

- (i) Certified copy of official transcript;
- (ii) Letter of recommendation from the previous university;
- (iii) Course description, catalogue, or syllabus (to include a number of teaching hours, method of assessment, and grading system);
- (iv) An official English translation of the original documents (in case of non-English documents);
- (v) Photo-attached personal identification documents, e.g., Birth certificate, passport, or ID;
- (vi) Certified copies of the original certificates used to gain admission into the previous university.

2.9.4 Foreign Students must also obtain a resident permit and/or Visa from the nearest Tanzania Embassy or High Commission before they arrive.

2.9.5 Any student admitted under credit transfer shall be required to complete the registration process at MNUAT.

2.9.6 Reasons for credit transfer

An application for credit transfer may be allowed for the following reasons, provided that an applicant has met credit transfer criteria:

- (i) Courses not offered at the University of registration (applies only for short-term transfers);
- (ii) Illness (to be certified by the University Medical Officer In-Charge);
- (iii) Exchange programmes;
- (iv) Refugee situation;
- (v) Returning residents; and
- (vi) Any other genuine reason as may be determined by the senate.

2.10 Teaching Timetable

- (i) Studies shall be conducted as per the teaching timetable approved by the DVC-ARC.
- (ii) Instructors/Lecturers may mutually agree with students to have classes/sessions/examinations during weekends and public holidays.
- (iii) Heads of Departments shall submit to the Director of Undergraduate Studies the requirements for the teaching timetable, 60 days before the commencement of the semester.
- (iv) The University timetable Master shall design the teaching timetable after receiving the requirements from the Director of Undergraduate Studies and the University Examinations Officer.
- (v) The final teaching timetable shall be approved by the DVC-ARC, 28 days before the commencement of the Semester.
- (vi) No change of the approved teaching timetable shall be instituted without the approval of the DVC-ARC.

2.11 Attendance of Lectures/ Seminars/ Tutorials/ Practical Sessions/Field Practical Training

- (i) A candidate must attend all lectures/ seminars/ tutorials/ practical sessions/field practical training

- (ii) A candidate shall be required to attend all sessions of Field Practical Training (FPT) at the stations assigned by their respective Colleges/Schools/Directorates/ Institutes/ /Departments.
- (iii) Depending on the programme requirements a candidate shall be required to participate in the assigned small business projects as part of practical training on entrepreneurship.
- (iv) A candidate seeking permission for absence from attending classes shall be required to seek permission from the DVC-ARC
- (v) The Dean of Students shall grant permission for absence from attending classes, for a period not exceeding two days, to a candidate with genuine social or medical reasons after consultation with the Resident Medical Officer (RMO).
- (vi) Permission sought based on academic reasons and for a period exceeding two days (for social and medical reasons) up to a maximum of seven days shall be granted by the **Principal of the College/Dean of the School** hosting the degree programme.
- (vii) Permission of absence for a period exceeding seven days shall be granted by the **Office of the Deputy Vice Chancellor – Academic, Research and Consultancy**
- (viii) Permission for absence from Field Practical sessions shall be granted by the Principal of the College or Dean of School/Director or Head of Department, or his appointee (i.e., FPT supervisor).

2.12 Permission to Absent Classes

- (i) No student shall be allowed to be absent from classes unless he/she has:
 - Proved ill-health supported by MNUAT Medical Officer In-charge,
 - Genuine social grounds,
 - Any other reasons recognized or authorized by the University
- (ii) A student meeting the requirements of Regulation 14.1 shall be required to submit a formal request by filling the online form through his/her MNUAT Students Records and Management System available at <https://srms.mnuat.ac.tz/auth>
- (iii) Permission of absence from classes for a student travelling outside Tanzania shall be granted by the Vice Chancellor.

- (iv) Students' permissions for absence from classes shall not exceed 25% of the total number of days of studies cumulatively in a semester. Otherwise, the student shall be advised to postpone studies.
- (v) Upon returning, a student shall be required to complete all assessments done during his/her absence.

2.13 Postponement and Resumption of Studies

- (i) A candidate requesting for postponement of studies for compelling reasons including inability to pay fees shall write a letter to the Deputy Vice-Chancellor (ARC), **a reply to such request shall be expected within two weeks of submission.**
- (ii) Postponement of studies shall be for one semester or one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic year. Such extension shall only be provided when supported by relevant documents. A candidate staying out of the University beyond two years or without permission after the first postponement of studies shall cease to be a bona fide MNUAT student and can only rejoin the University after re-admission as a fresh candidate.
- (iii) A candidate shall be allowed to resume studies after submitting his/her application, which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Deputy Vice Chancellor (ARC) or any other authority as appointed by the Vice Chancellor.
- (iv) A candidate shall be allowed to resume studies in the semester for which permission was granted.
- (v) A candidate permitted to postpone studies shall retain his/her registration and hence registration number, but shall be required to pay appropriate fees and meet the costs of production of identity card and any other documents which relate to the re-admission process.
- (vi) A candidate permitted to postpone studies shall be required to hand in the identity card and other University properties to the relevant authorities within two weeks from the date of granting of permission. A candidate who would not have fulfilled the condition shall have his/her registration withdrawn.

2.14 Fate of Discontinued Students

- (i) A candidate who ceases to be a bona fide student of MNUAT shall be required to fill in the clearance form and return all University properties, including the identity card, to the relevant authorities. A candidate who fails to return university property shall be liable for legal action and shall not be eligible for admission to undergraduate and/or postgraduate studies at MNUAT.
- (ii) A candidate who is discontinued based on having failed to meet the minimum requirements for continuing with studies may be admitted as a fresh candidate into a programme other than the one he/she failed. Re-admission into the degree or non-degree programme from which the candidate had initially been discontinued shall only be after submitting evidence of having undertaken additional training in the form of a certificate/diploma or short courses in the relevant discipline.
- (iii) A candidate discontinued from studies based on examination irregularities at MNUAT or in any other institution of higher learning shall not be eligible for re-admission/admission into any study programme at MNUAT.

PART 3: GENERAL UNIVERSITY EXAMINATION REGULATIONS AND GUIDELINES FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES

3.1 REGULATIONS FOR UNIVERSITY EXAMINATIONS

3.1.1 University Examinations

- (i) University examinations shall consist of various forms of assessment, including **Continuous Assessment Tests (CATs), quizzes, assignments, seminar presentations, practical examinations, oral tests, and end-of-semester examinations, including oral examinations where applicable.**
- (ii) There shall be written university examinations at the end of each semester for each course taught. There shall also be practical and oral examinations, where applicable.
- (iii) There shall be probation examinations before the beginning of the academic year for the failed core and elective courses which are required for a candidate to attain minimum credits (60 for each semester and 120 for each academic year).
- (iv) A candidate may be allowed to resit failed courses in Supplementary Examinations if he or she has attained an overall GPA of 2 or above in the First Sitting, calculated by the credit weighting of individual courses.
- (v) The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade, i.e., 'C', which will incorporate the previous marks of the coursework.
- (vi) No candidate shall be allowed to repeat any year of study, except with special permission or approval of the Senate upon recommendation of a College, School, and SUGSC.
- (vii) For ordinary diploma, the assessment shall be as per methods indicated in Ordinary Diploma in Agriculture Production curriculum, including assignments, competence tests, written test, semester examination, project works and field practicum operations.

3.1.2 Eligibility for Examinations

- (i) No candidate shall be eligible for any examination in any subject unless the Instructor and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture/seminar/practical shall be maintained by the instructor for one academic year.
- (ii) Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- (iii) A candidate will be eligible to sit for the scheduled university examination(s) only if they have attended at least 75% of the course's lectures, seminars, and tutorials, including online attendance through video conferencing facilities. Online attendance will be recorded through system-generated logs, participation tracking, and instructor verification. However, for practical sessions, 100% attendance is mandatory. Failure to meet the minimum attendance requirement—75% for lectures, seminars, and tutorials, and 100% for practical sessions—will result in the candidate being disqualified from sitting for the examination. In such cases, the candidate must retake the entire course when it is next offered to fulfill the attendance requirement and be eligible for assessment.
- (iv) Where a candidate who has been barred by paragraph (ii) or (iii) enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void. In addition, where a candidate who has not registered for studies or a course sits for an examination, the examination results shall be nullified.
- (v) A candidate shall be required to attend all sessions of Field Practical Training (FPT). A candidate who misses any session without the permission of the College Principal or Dean or Director, or Head of Department, or his appointee (i.e., FPT supervisor) shall be discontinued from studies. In case permission to be absent from FPT is granted, the candidate shall be required to complete the training session using own resources.

3.1.3 Registration for Examination

There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.

3.1.4 Postponement of University Examinations (PEX)

- (i) Only students registered in that respective semester shall be allowed to apply for postponement of university examinations. No registered student shall be allowed to postpone examinations unless he/she has established the following grounds:
 - Approved sickness verified by an MNUAT Medical Officer in charge, or
 - Financial constraints, or
 - Failure to complete registration for conditional registered students
 - Death of a close relative, or
 - Serious social problems (each case to be considered on its merit), or
 - Any other reason(s) recognized or authorized by the University, which is considered strong enough to prevent one from doing examinations effectively.
- (ii) A candidate who intends to postpone examination(s) shall submit a formal request by filling the online form through his/her MNUAT Students Records and Management System available at <https://srms.mnuat.ac.tz/auth> to the DVC-ARC. Any postponement of the examination(s) must be within the student's candidature.
- (iii) A candidate shall not have secured permission for postponement of examination(s) until he/she has received a formal communication on the decision by the DVC-ARC. The Director of Undergraduate Studies is to be notified.
- (iv) Once the student has been approved for postponement of his/her examination(s), the accumulated coursework shall be maintained.

- (v) A candidate who has been granted permission to postpone examination(s) shall be required to sit for special examination(s) when next offered, as shall be determined by the Senate during that particular academic year.
- (vi) A candidate who is required to sit for a special examination shall be assigned a “PEX” (Postponed Exam) status, and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an “I” (Incomplete) status in the MNUAT SRMS.
- (vii) A student who has a “PEX” or “I” status in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective College/School, a student who will not clear any “PEX” or “I” status at the time of special examinations will be considered to have absconded and shall be discontinued from studies.
- (viii) Any candidate who PEX in semester I and further POS in semester II of an academic year shall be required to sit for special examination (postponed exams) at the end of the respective academic year, as shall be determined by the Senate.

3.1.5 Absence from Examination

- (i) A candidate who absents oneself from an **end-of-semester examination**, including probation examination(s), without compelling reasons shall be deemed to have absconded from examinations and shall be **discontinued** from studies.
- (ii) A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be **awarded a “zero” mark**.
- (iii) A candidate who fails to submit an **assignment on time** without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by the instructor(s).
- (iv) A candidate who fails to sit for a continuous assessment test(s) or submit assignment(s) **because of compelling reasons** shall be required to complete the same before attempting the end-of-semester examination(s) of the

respective course. Such a candidate shall be responsible for **initiating a request** for the continuous assessment test or assignment.

- (v) A candidate allowed to be absent from the end-of-semester examination (s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the **subsequent probation examination session**.
- (vi) Permission for postponement of end-of-semester examination(s) shall be granted by the College Principal/Dean/Director after consultation with the Head of Department, Director of Student Services, and, where applicable, the Resident Medical Officer.
- (vii) Postponement of course assessment tests shall be granted by the course instructor and reported to the Head of Department/Dean/Director of Institute/Directorate/Centre in writing.
- (viii) Request for postponement of end of semester examination(s) or course work assessment tests shall be made by writing a letter to the DVC-ARC.

3.1.6 Assessment Criteria for Various Components of Examinations

Course instructors must make sure that students are made aware of all required evaluation procedures at the beginning of the course. A candidate at any examination may, at the discretion of the respective course instructor, be required to attend an oral examination in addition to written and practical examinations. The percentages of the total marks awarded for written, practical, and oral examinations in any subject or course shall be determined by the Senate, on the recommendations of the appropriate College or School.

3.1.7 Pass Mark:

- (i) The pass mark shall be 50% for practical and theory.
- (ii) There shall be no compensation of marks scored in one paper for another paper, for example, practical marks to compensate those in theory, and vice versa.

- a. Assessment of courses that have formal practical components examinable during coursework and at the end of the semester shall be done as follows:**
- (i) Students' reports on practical work shall carry 5% of the assessment
 - (ii) Practical tests [s] conducted each semester shall carry 20% of the assessment
 - (iii) Take-home essays and assignments, which will be given at appropriate stages during the semester session will carry 5% of the assessment.
 - (iv) Tests and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tool will be proportional to time allocated to it.
 - (v) The end-of-semester written theory examination shall carry 25% of the semester final mark.
 - (vi) The end of semester practical and oral examination shall account for 25% of the semester final mark for the subject.
- b. Assessment of courses that have a formal practical during the course, but no end-of-semester practical examination shall be done as follows:**
- (i) Students' reports on practical work shall carry 10% of the assessment
 - (ii) Practical test(s) conducted each semester shall carry 30 % of the assessment
 - (iii) Take-home essays, assignments, which will be given at appropriate stages during the semester session, will carry a maximum of 5% of the assessment.
 - (iv) Tests and quizzes which will be given at appropriate stages during the semester will carry 15% of the assessment and the weighting of individual assessment tool will be proportional to time allocated for the test/quiz.
 - (v) The end-of-semester written theory examination shall account for 40% of the semester final mark for the subject.
- c. Assessment of courses that have no practical components shall be done as follows:**
- (i) Take-home essays and/or assignments shall account for 10% of the end of semester marks for the course.
 - (ii) Seminar reports and presentations, where applicable, shall account for 10% of the end-of-semester marks for the course

- (iii) Tests/quizzes during the semester shall account for 20% of the marks or 30% of the marks for courses without assessed seminar reports and/or presentations, with weighting of each test/quiz being proportional to time allocated for the test/quiz.
- (iv) The final written paper shall account for 60% of the end of semester final mark for the course.
- (v) **Notwithstanding the above-mentioned apportionment of marks**, there may be **course-dependent variation** that shall be spelt out in the approved course curriculum.
- (vi) **A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.**
- (vii) At the designated semester for each degree or non-degree programme, each candidate will present a **research project proposal** to constitute examinable subject “Research Project I”, which must be passed.
- (viii) A candidate who fails in Research Project I shall be required to re-submit the research project proposal within one month of the release of the results.
- (ix) Each finalist candidate shall be required to undertake a Research Project (to constitute the examinable subject “Research Project II”) being the execution of research project proposal developed in Research Project I and shall, before the start of the end- of- semester study break, be required to submit a **Research Project report** (in printed and electronic form) to the Head of Department in which the Research Project was conducted.
- (x) The Research Project report shall be marked. Passing in Research Project report is a requirement for the award of a degree or non-degree.
- (xi) A candidate who will not have submitted the Research Project report in time and without compelling reasons will be deemed to have failed in Research Project II (hence awarded zero marks).

- (xii) In deciding whether or not to accept a Research Project report which has been submitted late, circumstances leading to late submission of the Research Project report would have to be taken into consideration by the respective Department.
- (xiii) A candidate who fails in Research Project II will be allowed to resubmit the report within six months from the date of the release of examination results or within such period as shall be recommended to the Senate by the board of the relevant college/Institute/ Directorate/Centre.
- (xiv) **Field practical training** is an essential requirement of all programmes and shall be conducted and assessed as spelt out in the respective curricula. A pass grade in the field practical training shall be required before a candidate is allowed to proceed to the next academic year of study or to graduate in the case of a final year candidate.
- (xv) **For the Undergraduate Engineering Programmes, the following special regulations shall apply:**
- (xvi) Every Industrial Practical training shall be treated as a subject of the succeeding Semester and the results shall contribute to the particular academic year.
- (xvii) Practical Training reports shall be handed in for assessment before the end of the second week of the succeeding semester.

3.1.8 Progression between Academic Years

- (i) A candidate shall be allowed to proceed to the next academic year under a continuing status after passing the examinations in all core and elective courses that make a minimum of 120 credits. Such a candidate shall have passed a minimum of 60 credits per semester.
- (ii) A candidate failing to get a total of 80 credits and a GPA of 2.0, and for unclassified degree programmes, a candidate that fails to get a weighted average of 50%, based on the best 120 credits including all core and elective courses in that academic year, shall be discontinued from studies.

- (iii) A candidate failing in one or more paper(s) and having passed at least 80 credits with the GPA of at least 2.0 and for unclassified degrees a weighted average of more than 50% in that academic year shall be required to sit for probation examination(s) offered before the start of the subsequent academic year. The maximum grade obtainable in a probation/Supplementary Examination shall be the minimum passing grade, i.e. 'C'.

3.1.9 Progression of candidates who fail probation examinations shall be as follows:

- (i) Except for the special case of the unclassified degrees, where subsequent courses require passing prerequisite courses as indicated below, a candidate who fails probation examinations shall be allowed to proceed to the next academic year as a probation candidate.
- (ii) A candidate who fails to graduate after failing probation examination(s) shall be required to sit for the respective examination as a third attempt when next offered, except where, upon request on account of extenuating circumstances, a written permission to postpone the third attempt to the probation session has been granted.
- (iii) **Carrying-over of courses shall be guided by the following conditions:**
- (iv) Carryover of any course shall require a student to carry over the course flexibly to the subsequent years within his/her registration period.
- (v) A candidate who scored an overall GPA of 2.0 or above in the First Sitting but failed the Supplementary Examination(s), shall be allowed to carry over flexibly into the subsequent academic years within his/her registration period, such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme.
- (vi) Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the courses.
- (vii) The maximum grade for a carried-over course shall be the minimum pass grade, i.e. 'C'.

- (viii) Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to meet the minimum number of credits required to fulfill requirements for the undergraduate programme award.
- (ix) All carried-over courses shall be cleared within the maximum allowable period of registration; otherwise, the student will be **discontinued** from studies.
- (x) The maximum period of registration is five years for a programme that takes three years and six years for a four-year programme.
- (xi) Each carryover course shall be charged on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits, with or without direct cost as the case may be and as shall be determined by the Council from time to time.
- (xii) A candidate with incomplete results for courses which could not be completed by the end of the year for acceptable reasons must complete the courses before he/she can be allowed to continue with studies of the following year.

3.1.10 For unclassified degrees, progression from one academic year to another shall be as follows:

- (i) A candidate shall be allowed to proceed to academic years 2, 3, 4, etc. after passing all examinations for core courses and electives that make at least 24 credits for the academic year, except semesters that may be practical-based.
- (ii) A candidate who fails the core course first sitting examination (s) done during the probation examination session shall not be allowed to proceed to the next academic year and shall be required to retake the examination(s) when next offered.
- (iii) A candidate who fails probation examinations for core courses shall not be allowed to proceed to the next academic year. Such a candidate shall be required to retake the respective course(s) and examination(s) as a third attempt when next offered.
- (iv) A candidate pursuing non classified degree who fails in examination(s) for an elective or electives which is/are required to make the minimum pass credits for any academic year after three attempts shall be **BARRED** from continuing into subsequent academic year but shall be allowed to retake the course(s) and examinations when next offered, as last attempt.

- (v) A candidate failing in electives over and above the required credits shall be allowed to continue to the next academic year, but the results of the failed course(s) shall be recorded in the transcript unless the candidate retakes and passes the examination(s) during the second or third attempt.
- (vi) The maximum grade to be awarded for a course which was responsible for a candidate to retake the course and/or the examination shall be “C”, with a pass mark of 50%.
- (vii) A candidate who fails in the theory component of the examination shall be on probation for the theory component of the examination only. But, a candidate failing the practical component of the examination shall be on probation for both the theory and practical components in the failed course. However, the maximum grade obtained for the course after sitting for the probation examination in all cases shall be C with a maximum pass mark of 50%.
- (viii) There shall be an option of oral examination **instead of** practical in courses with practical coursework assessment, but no formal end-of-semester practical University examinations.

3.1.11 Examination Irregularities

- (i) All cases of Examination irregularities shall be handled by the office of the DVC-ARC.
- (ii) Candidates are not allowed to enter examination venues without the approval/permission of the Invigilator(s). A candidate found to have done so shall be reported to the DVC-ARC, and the fate of such a candidate may include being barred from sitting for the examination.
- (iii) All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.
- (iv) No candidate shall be admitted to an examination room 30 minutes after the commencement of the examination.
- (v) A candidate reporting late (more than 30 minutes after the start of the examination) shall be barred from sitting for the examination and his/her case reported to the DVC-ARC.
- (vi) A candidate who is barred from sitting for the scheduled end-of-semester/probation examination for reporting late shall, upon the Senate

being satisfied with justifying reasons, be allowed to sit for the examination in the first sitting category during the subsequent probation examination period.

- (vii) In the case of a continuous assessment test, a candidate barred from sitting for a test for reporting more than 30 minutes after the start of the test for compelling reasons may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have attempted and failed the examination (hence awarded zero mark).
- (viii) A candidate must carry both the identity and examination number cards, which must be shown to the Invigilator(s) before entering the examination room. A candidate failing to show the two cards shall not be allowed to sit for the examination, and the case shall immediately be reported to the DVC-ARC. Such a candidate shall be considered to have attempted and failed the respective examination (hence awarded zero marks).
- (ix) A candidate must present oneself to the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with the identity and examination number cards. A candidate failing to present oneself in a manner that allows his/her identity to be determined shall not be allowed to sit for the scheduled examination, and the case shall then be reported to the DVC-ARC. Such a candidate shall be considered to have attempted and failed the respective examination(s) **(hence awarded zero marks)**.
- (x) No candidate shall be allowed to enter an examination venue while wearing a cap or hat except under special circumstances, such as medical grounds, where, upon request, the DVC-ARC has granted permission for a candidate to put on such attire during the examination(s). A candidate found wearing unpermitted attire during examinations without permission shall be required to surrender the piece(s) of garments and the case reported to the DVC-ARC for investigation by SUSC. However, a candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation.

- (xi) No candidate shall be allowed to enter examination venue with unauthorized materials. In this regulation, unauthorized materials include, but are not limited to, **suspicious wrist watches, cell phones, handbags, purses, books, written and another form of papers or materials as determined and notified from time to time by the University.**
- (xii) A candidate is not permitted to enter the examination venue with any inscriptions on any body part or clothing that can be construed as an aid to answering examination questions.
- (xiii) A candidate who carries any type of unauthorized material(s) into examination premises and requests to surrender such materials to the invigilators on his/her own accord before examination papers are distributed to candidates, shall be allowed to sit for the examination after formally surrendering the items. Such a candidate shall be served with a written warning by the DVC-ARC following the recommendations of the SUSC. A candidate who will be found to have committed such an offence twice shall be **discontinued** from studies.
- (xiv) A candidate found in possession of unauthorized materials or inscription(s) mentioned in 3.1.2 (x) and 3.1.2 (xi) above when already seated in the examination room and examination papers have been distributed or when the examination is in progress shall be sent out of the examination room after surrendering the unauthorized materials to the invigilator. Such a candidate shall subsequently be awarded zero marks for this particular examination paper.
- (xv) A candidate under regulation 3.1.2 (xiv) shall be reported to the DVC-ARC in writing with the exhibits of unauthorized materials attached/enclosed for further scrutiny. In case the confiscated materials (exhibit/evidence) shall be found to be related to the examination paper in question, the candidate shall be **discontinued** from studies. However, in case the confiscated materials (exhibits/evidences) are found not related to the examination paper in question, the zero mark awarded to the candidate shall be upheld for violating the regulation that restricts candidates from entering the examination venue with unauthorized materials.

- (xvi) No candidate shall be allowed to communicate with fellow candidates after entering the examination venue. Communication shall only be between the Invigilators and the candidates. A candidate found to be communicating with fellow candidates in any form shall be deemed to have committed examination irregularity, and the case shall be reported to the DVC-ARC for investigation by the SUSC. The candidate, however, will be allowed to continue with examinations during the period of investigation. Upon being found guilty, such a candidate shall be given a written warning.
- (xvii) A candidate who causes disturbances or any form of chaos during the examination shall be evicted from the examination room immediately and may be prohibited by the DVC-ARC from sitting for subsequent examinations. The fate of such a candidate shall be determined by the DVC-ARC upon investigation by the SUSC. Upon being found guilty such candidate shall be given a written warning if it is the first offence and discontinuation for the second conviction on the same offence.
- (xviii) Candidates shall not be allowed to borrow materials of any kind including calculators, rulers, statistical tables, pencils and pens among candidates during examinations. A candidate found to be involved in the act of borrowing or exchanging material(s) of any form during the examinations shall be deemed to have contravened university examination regulations and hence shall be required to surrender them to the Invigilator(s). Cases of such candidates shall be reported to the DVC-ARC for investigation by SUSC. Such a candidate shall however be allowed to continue with examinations during the period of investigation.
- (xix) Save for medical, physiological or other justifiable reasons intimated before the start of examination, no candidate will be allowed to chew anything while in the examination venue. A candidate found to be doing so and refuses to produce exhibit of the material being chewed will be guilty of attempting to destroy evidence of possession of unauthorized materials while in the examination venue and his/her case shall be reported to the DVC-ARC for investigation by SUSC.

- (xx) A candidate who starts to write before the official start of the examination as declared by the Invigilator(s) as well as one who continues to write after the official end of the examination as declared by the Invigilators(s) shall be reported to the Examination Officer. Such a candidate shall be served with a letter of warning by the Examinations Officer. A candidate found to have committed a similar offence and who had been served with a letter of warning before shall be discontinued from studies.
- (xxi) Save for known medical, physiological or other justifiable reasons, no candidate shall be allowed to go out of the examination room **within 30 minutes after the commencement of the examination** or leave the room within **the last 30 minutes** into the end of the said examinations. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.
- (xxii) In some examinations, the rubric may indicate that the question paper shall be collected together with the answer book. In such cases no candidate will be allowed to go out of the examination room with the examination paper. Candidates who do not submit the question paper shall be deemed to have contravened a University Examination regulation and a valid penalty (such as non-marking of the answer book) as spelt out on the rubric shall apply.
- (xxiii) No candidate will be allowed to go out of the examination room with a used or unused answer book. Possession of used or unused MNUAT examination answer book(s) shall be deemed to be commission of examination irregularity. Possession of these materials by other unauthorized people who are not students shall be dealt with in accordance with the law and MNUAT work regulations.
- (xxiv) Bodily search of a candidate suspected of carrying unauthorized materials shall be done by member(s) of staff of the same sex.
- (xxv) Candidates have the responsibility of reporting any alleged examination irregularities to the DVC-ARC for investigation by the SUSC .

- (xxvi) In general, any candidate who will be proven to have cheated in any examination shall be discontinued from studies.
- (xxvii) All cases of examination irregularities shall be concluded within three (3) months of being reported to the DVC-ARC.

3.1.12 Plagiarism

- (i) A candidate who submits or presents the work of another person, including AI-generated content, as their own without proper citation or acknowledgment is considered to have committed plagiarism.
- (ii) A candidate who pays or otherwise engages a third party to complete a research project, assignment, or academic task, either partially or fully, including excessive reliance on Generative AI without critical oversight, analysis, or citation, is violating academic honesty policies.
- (iii) A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:
 - (iv) The candidate has submitted or presented the work of another person as his or her own
 - (v) The candidate has used or presented the work of another person as his or her own in support of research grant application without owner's written consent or for application of intellectual property right
 - (vi) The candidate has submitted the same, or substantially the same work more than once at the same or another institution.
 - (vii) The candidate has fabricated or falsified results/data.
 - (viii) The candidate has submitted false records, information or documents.
 - (ix) The candidate has omitted due acknowledgement of the work of another person.
 - (x) There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
 - (xi) The candidate has used, by payment or otherwise, a third party to produce a Research Project report or any assignment write-up in whole or in part.

- (xii) A candidate who uses AI-generated content in a research project, dissertation, or assignment without proper citation, critical evaluation, or independent intellectual contribution is failing to uphold scholarly standards.
- (xiii) All cases of alleged plagiarism shall be reported to the DVC-ARC who shall refer them to the EIC for investigation.
- (xiv) Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:
- (xv) REJECTION of the Research Project proposal, report or part thereof and therefore the candidate being required to re-write or re-take the research work.
- (xvi) DISCONTINUATION from studies.
- (xvii) DEPRIVATION of a degree, non-degree award or any other academic credentials already awarded by the university.

PART 4: GUIDELINES PERTAINING TO UNIVERSITY EXAMINATIONS

4.1 Dates of Examinations

- (i) Dates and times of conducting continuous assessment tests shall be indicated by the respective instructor(s) in the course schedules, and shall, as far as possible, be respected by both parties (instructors and students).
- (ii) All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester examinations
- (iii) Dates for the end of semester and probation examination shall be published in the University Almanac.

4.2 Conduct of the University Examinations

- (i) Overall coordination and control of the University Examinations shall be the responsibility of the office of the Deputy Vice Chancellor-ARC
- (ii) End of semester examinations shall be coordinated and conducted under the control of the Principal or Dean of the respective college/school in collaboration with the Head of Department.
- (iii) All end of semester theory examinations shall be examined for three hours. Duration of practical examinations (where applicable) shall be course-dependent as recommended by the examiners. As far as possible no end of semester examination shall be conducted by the course instructor as a sole internal examiner.

4.3 Board of Examiners and Departmental Examination Committees

- (i) There shall be Departmental/Institute/Center Examination Moderation Committees responsible for moderating end of semester examinations.
- (ii) Moderation of examinations shall also involve External Examiners who shall be invited to examination marking and overall assessment at the end of the academic year.
- (iii) Moderation shall include evaluating the quality of semester course assessment tests, copies of which shall have been deposited at the office of the Principal/Dean/Department hosting the degree or non-degree programme for easy availability to moderation committee and the external examiner

- (iv) There shall be a Board of Examiners at Departmental level that shall consider and recommend results for presentation at college/school Board of Examiners meeting.

4.4 Examination Preparations

- (i) To avoid leakage of University Examinations, all Heads of Department in liaison with the Directorate of Undergraduate Studies, Examinations Officer, and Head of Quality Assurance Unit shall ensure that:
- Members of staff involved in handling University Examinations are of high integrity and that their number is kept at a minimum without compromising efficiency.
 - All operations are at all times under a confidential environment.
 - With exception to the authorized officers in the relevant office responsible for the Senate and examinations, non-academic members of staff shall not be allowed to handle University Examination papers.
 - All University Examination answer booklets shall be processed and coded centrally.
- (ii) All University Examinations set using the approved University format shall be subjected to internal and external examination moderation processes.
- (iii) To ensure that University Examination questions are of an acceptable standard, clear and error-free, internal moderation shall be undertaken where:
- Departments shall be responsible to ensure that all University Examinations are moderated using teams of at least four (4) competent senior academic members of staff, including the Head of Department.
 - Instructors of the courses being moderated should not be part of the moderation team, however, they may be called in to clarify some ambiguous questions. The moderation panel should be provided with course curriculum or content and examination guide or scheme.
 - The names of moderation teams shall be proposed by the Head of Department and approved by the Director of Undergraduate Studies at least two (2) months before the examination date.
 - The University Examinations shall be set in accordance with the approved University Examinations format.

- The Head of Department in liaison with the relevant office responsible for the Senate and Examinations 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 environment.
- (iv) Deans of Schools must ensure that external examiners are proposed and approved by the Senate through College/School, at least one (1) Semester in advance. The terms of service for external examiners shall be a period equal to that of a degree programme in which he/she examines.
- (v) After completion of university examination moderation, the Head of Department shall submit an internal moderation report to the Deans of Schools.
- (vi) The Department shall submit the answer scripts in descending order, attendance list, coursework, course content, continuous assessments and results, marking guidelines, university examination papers, CA and UE uploading remarks reports, signed print-out of the university examination results from MNUAT SR-MS to an external examiner during moderation.
- (vii) External examiners reports shall be submitted to the Senate through College/School and Directorate of Undergraduate Studies.
- (viii) All University Examination papers shall be packed in envelopes with security seals and stored in secured cabinets.
- (ix) **Basic step-by-step procedures in handling examinations**
- The course Instructor should set the examination paper him/herself and type it in a password-protected computer file which is not connected to the internet.
 - The course Instructor should hand over in person the examination questions (sealed in a paper envelope) to the Head of Department for internal moderation.
 - The Head of Department should convene and chair the meeting of a Moderation Panel (MOP) involving 4 senior/experienced academicians of unquestionable integrity.
 - After moderation, the Head of Department should send back the examination papers (sealed in paper envelopes) to the course

Instructors for corrections. The course Instructor shall keep the examination papers in a secured place.

- Where a secured environment is not guaranteed, after correction the Instructor should hand over in person the sealed examination papers back to the Head of Department for safe custody.
- The HoD is duty bound to check and ensure that all MOP's suggestions have been implemented.
- Before the examination time, the course Instructor, in cooperation with the Head of Department should oversee the duplication of the examination papers.
- Under no circumstances should non-academic staff such as administrative officers, secretaries, and office attendants be directly involved in handling examination papers. In a special circumstance where such staff is obliged to participate, the safety of the duplicated papers is still the responsibility of the Course Instructor/Head of Department, as the case may dictate.
- Under no circumstances should examinations be duplicated outside the University compound.
- It is the responsibility of the Head of Department to nominate examination Invigilators.
- On the examination day, the course Instructors and Heads of Departments should be around to oversee the conduct of their unit's examinations.
- Preparation of examination rooms, reporting time and identification of examinees, and overall conduct of the examinations shall be in accordance with the University's Examination Regulations.

4.5 Invigilation and Marking of Examinations

Deans of Schools in consultation with Heads of Departments shall appoint the chief and assistant invigilators for each examination session.

4.5.1 Duties of Chief Invigilators

- (i) They shall oversee the collection by invigilators of all examination materials, question papers in sealed envelopes, answer booklets, attendance sheets

and examination invigilation routine forms from the examination office before the start of the examination.

- (ii) They shall ensure that all such materials sent to examination halls are properly and judiciously used.
- (iii) They shall ensure that all invigilators under them invigilate properly. Any lateness, absenteeism, careless behavior, etc., should be reported in writing to the Deans.
- (iv) The Chief invigilator shall ensure that order and good invigilation prevail in all examination halls.
- (v) They shall ensure that persons who do not have anything to do with the examination in progress do not enter the examination hall(s).
- (vi) The Chief Invigilator shall make an immediate report in writing to the Dean on any strange happenings (examination misconduct/irregularity, illness, unruly behavior, etc.) in the hall during the examination.
- (vii) They should assist in verifying that students submit their answer scripts to the invigilators and sign off properly at the end of each paper.
- (viii) They must countersign the attendance register and ensure that the number of answer scripts submitted agrees with the number of students on the attendance register.
- (ix) They shall receive all answer scripts from invigilators at the school examinations office, cross check them against the attendance register and submit the same to the examination officers.
- (x) They shall complete a form on the conduct of the examination at the examination's office at the end of every paper.
- (xi) Other duties of both chief and assistant invigilators are as described in section 33 below.
- (xii) Invigilators (both chief and assistant) who fail to invigilate without compelling reasons shall be reported to the DVC-ARC for disciplinary actions.
- (xiii) Marking of University examinations shall be done on campus.
- (xiv) Save for natural disasters or wars, loss of examination scripts issued to a course instructor shall be charged with disciplinary measures and all costs associated with the conduct of the lost examination shall be borne by the instructor.

4.6 Handling of Examination Irregularities

- (i) All cases of examination irregularities shall be handled by the Senate Undergraduate Studies Committee (SUSC), which shall present its recommendations to the Senate.
- (ii) SUSC shall have powers to:
 - Summon any invigilator, candidate, or any person, or officer in relation to an alleged examination irregularity that took place during the examinations;
 - Question or interrogate any candidate, invigilator, or any person in relation to the examination irregularity; and
 - Recommend to the Senate on the candidate(s) or officer or invigilator involved and found guilty of such irregularity.
- (iii) Under special circumstances, SUSC may conduct an ex parte hearing to the alleged students if she/he has failed to appear before the committee for reasons related to:
 - Financial constraints,
 - Health related problems,
 - Failure to honor summons.
- (iv) SUSC shall be mandated:
 - To deliberate, make findings, and recommendations on any examination irregularity reported in the College/School;
 - To prepare a report of the proceedings and submit the report containing the findings and recommendations to the Senate;
 - To determine or propose action in cases of unforeseen events; and
 - To recommend a disciplinary action to be taken against any person, officer, or invigilator involved in such irregularity;
 - In case the Committee has deliberated on an appeal against a decision on examination irregularity, the committee shall give recommendations to the respective Senate.
- (v) When a candidate is suspected to engage in conduct(s) amounting to examination irregularity during an examination, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

- A suspect should be handled appropriately to ensure that the privacy and bodily integrity of a person are not violated. Body searches should be done by the invigilator of the same sex as the suspect and in the presence of another person of the same sex,
 - The collected evidence in the examination room should be taken away as soon as they are found and kept as exhibits,
 - In a case of inscriptions on the body parts or cloth, an invigilator of the same sex should make inspection and document the observation;
 - The identity card of the suspect and possible witnesses should be recorded immediately using the MNUAT University Examination Irregularity Form;
 - A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proven guilty.
- (vi) All cases of alleged examination irregularities, including the designated forms and collected evidence shall be reported to DUS by the invigilator through the Head of Department, Principal/ Dean/ Director of the teaching unit within forty eight (48) hours from the time of the respective University examination irregularity.
- (vii) University examination irregularity cases unreported or reported beyond prescribed time shall require the respective officer to state the reasons as to why disciplinary measures should not be instituted against him/her.
- (viii) The accused candidate shall be served with a summons to appear before SUSC for his/her defense at least seven (7) days before the date set for hearing by SUSC.
- (ix) The accused candidate shall have the right to: Be accompanied by a representative who shall not be an Advocate of the High Court and Subordinate Courts. Express his/her opinions against any member of the committee, and the Chairperson shall decide on that opinion.
- (x) A candidate will be informed of the Senate decision in writing.
- (xi) In discharging its mandates under this regulation, SUSC shall form a subcommittee of five (5) senators and one University legal officer.

4.7 Instructions to Candidates

- (i) All students sitting for examinations shall have a **valid Student ID card**, which is to be placed on the top right-hand corner of the desk throughout the examinations for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room. In case of loss of ID card, students shall apply for a new one at the ID Office before the examination period at a charge rate of Tsh 10,000 for local students (i.e., Tanzanians) and 5 USD for international students. However, in cases where the candidate has applied and failed to get the ID Card in time from the examination ID Office, the ID office should issue such a student with a letter identifying him/her as a student and the reasons for not getting such ID Card in time. In addition, all students shall have a **valid Examination Number** provided by the Examination Officer or any other relevant examination personnel **after paying tuition fees and other direct costs**. Ensure that the Examination Number has the MNUAT stamp.
- (ii) Candidates must acquaint themselves with the examination timetable and seating arrangement for their respective examinations in advance.
- (iii) Candidates are advised to be at the examination centre at least **thirty** minutes before the commencement of the examinations.
- (iv) The seating arrangement shall be determined by the invigilators of the respective examination room
- (v) Candidates will be admitted by the invigilator(s) to the examination room **ten minutes** before the time the examination begins. Papers will be placed ready on the desks before they enter. Candidates must not begin writing before they are told to do so by the Chief Invigilator. Where large numbers of candidates are affected, invigilators may admit candidates to the examination room **fifteen minutes** in advance. During these ten minutes, the Chief Invigilator will:
 - Announce the effect that all unauthorized materials should be removed from the examination room.
 - announce the effect that candidates should satisfy themselves that they have the correct paper;

- Call attention to any rubric at the head of the paper which seems to require attention, and announce that both sides of the paper must be used
 - Give the candidates five minutes to read the paper.
 - He/she will then tell students when they may begin writing.
 - No unauthorized materials should be taken by candidates into the examination room. Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- (vi) Candidates are permitted to do rough work on the scripts on the understanding that this is **crossed through** at the end of the examination.
- Students who wish to leave the venue during an examination session must:
- First, ensure that the answer book(s) or booklets and papers bear their Examination Numbers, **degree programme**, and **course code** (even if no attempt has been made to answer any question); and
 - Raise a hand and wait for an invigilator; and leave only when the invigilator has signified his/her assent and accompanies the student.
- (vii) No books, bags, or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. Candidates' attention is specifically drawn to General University Examination Regulation No. 3.1.12 (x) Students should bring only permitted items to the examination, the University assumes no responsibility for personal property lost in or near any examination room.
- (viii) Once a student is found with unauthorized materials, he/she **should sign the materials to confirm they are his or hers**.
- (ix) No candidate will be permitted to enter the examination room after the lapse of **thirty (30) minutes** from the commencement of the examination, and no candidate will be permitted to leave the examination room until **thirty minutes** have expired.
- (x) A candidate who is allowed to leave the examination on medical grounds before the expiration of 30 minutes from the commencement of a particular end-of-semester university examination shall not be allowed to continue with that particular university examination.

- (xi) A student denied admission to the examination under regulations 4.7 (x) and 4.7 (xi) may apply to the school for a special university examination; such application shall, however, be subject to scrutiny of the veracity of the claim.
- (xii) At the end of the examination period, and on instructions from the Invigilator(s), candidates must stop writing and assemble their scripts, which they should personally hand to the invigilators unless instructed otherwise.
- (xiii) Candidates must remain seated till the Invigilator tells them to leave the room. Candidates are not allowed to take any examination material out of the examination room. A candidate in violation of this regulation shall be deemed to have committed an examination irregularity.

4.8 Instructions to Invigilators before the Examination

- (i) University Examinations shall be invigilated by academic members of staff (other than the course instructor) or any other persons as shall be approved by the DVC-ARC.
- (ii) Course instructors shall only be allowed in the examination room in the first ten minutes to provide clarifications on the examination questions, if any.
- (iii) Invigilators should be present in the examination room at **least twenty (20) minutes** before the commencement of the examination.
- (iv) Invigilators will be provided with the following items by the Head of Department:
 - The question papers to be attempted by candidates. Note: Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examination Officer **at least thirty (30) minutes** before the examination. All invigilators who have reported to the Examination Officer within this period should immediately proceed to their respective examination rooms.
 - A list showing the names of the papers to be attempted in the room (This will be distributed to invigilators in advance).
 - Answer books (booklets).
 - Candidates' examination attendance sheet.
 - Examination invigilation report form/sheet.
 - Candidates' restroom frequency form/sheet.

- (v) Invigilators must ensure that **ONLY ONE** answer book (booklet) is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book (booklet) must be filled out before any additional paper is provided.
- (vi) Question papers and any other material prescribed in the rubric (e.g., log-tables, charts, etc.) should be set out by the invigilators.
- (vii) Candidates must write their **examination numbers** and **degree programmes** on the cover page of the answer book (booklet) before they start to write the examination.
- (viii) Food, drinks (except where water is permitted - see below), cigarettes, laptops, recording or playback devices, and other electronic communication devices such as a cell or smart phones, smart watches, bags, purses, hats, sweaters/jackets/coats, books attached cases, papers and other related items are not permitted in the examination room. The University assumes no responsibility for personal property lost in or near any examination room.
- (ix) Students with approved health conditions may bring (transparent) bottled Water into the examination room. Such students will have to be seated away from other students to avoid accidental spillage.
- (x) Invigilators should admit candidates to the examination room **ten minutes** before the commencement of the examination, and they should ensure that they take the right places. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room **fifteen minutes** in advance. Invigilators are requested to stick to this arrangement. During these ten minutes, the invigilator should:
 - Announce the effect that unauthorized materials are not allowed in the examination room;
 - announce the effect that candidates should satisfy themselves that they have the correct paper;
 - Call attention to any rubric at the head of the paper which seems to require attention; and announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing.

- Candidates will normally be allowed a **maximum of five minutes** to read the paper.
- (xi) It is mandatory for all students sitting examinations to have a **valid Student ID card and Examination Number**, which are to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check.
 - (xii) Invigilators should not admit candidates to the examination room after **half an hour (i.e., 30 minutes)** from the commencement of the examination and should not permit them to leave the room until **thirty minutes** have expired.
 - (xiii) The invigilator shall inspect the candidates before and at any time during the examination period to ensure that they do not bring to the examination venue unauthorized materials.
 - (xiv) All invigilators must ensure that they seriously and solely invigilate the examinations rather than engaging in other activities unrelated to examinations.
 - (xv) An invigilator who breaches these instructions shall be required to explain in writing to the DVC–ARC through his/her Head of Department and Principal/Dean, and Director of Undergraduate Studies, why disciplinary measures should not be instituted against him/her.

4.9 During the Examination

- (i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper and that they should write their examination number on the booklets and question papers.
- (ii) At the end of **the first half hour**, the total number of students present should be noted down. Invigilators should then collect the blank answer books (booklets) from all vacant places. Spare question papers should be returned to the correct envelopes. It is at this time that candidates should start to sign the examination attendance sheet. During the exercise, invigilators should also make sure that **the photo on the candidate's ID card** matches the candidate's face.
- (iii) Invigilators should announce the time remaining **after every sixty (60) minutes (i.e., 1 hour)**. However, Invigilators should minimize announcements during the examination.

- (iv) An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils, and calculators during the examination.
- (v) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g., scripts, blotting paper, log-tables, etc.). **All rough work must be done in the Answer Book (booklet) and crossed through.**
- (vi) No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- (vii) A candidate may, with the permission of the Invigilator, leave the examination room briefly only if accompanied by an assigned assistant Invigilator. Candidates will not be readmitted to the examination room after they have left the examination room unless, during the full period of their absence, they have been under approved supervision.
- (viii) Permission to leave the examination room shall be granted in exceptional cases circumstances, as invigilators are expected to remind candidates to go for short calls before they enter the examination room.
- (ix) A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates shall be reported immediately to the Examinations Officer.
- (x) Once a student is found with unauthorized materials, the invigilator should ask the student to sign the materials to confirm that they are his/her. PROVIDED that where a candidate/student refuses to sign the material, the examination officer shall request another invigilator to witness and countersign stating the candidate has refused to sign the material.
- (xi) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Head of Department, through the Examination Officer, including full details of the contravention. **It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.**
- (xii) Invigilators shall have the power to confiscate any unauthorized book, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall

report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have the power to take any further steps he/she may consider necessary. He/she shall then report the matter to the DVC-ARC.

- (xiii) Cases of illness during examination should be reported to the Examination Officer as soon as possible for assistance.

4.10 At the End of the Examination

- (i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room. However, candidates shall not be allowed to leave the room **within the last 30 minutes** into the end of the said examinations (except in case of emergency) until all papers have been collected. At ten minutes before the conclusion of the examination period, the Invigilator shall announce the time remaining. At the end of the examination period, invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- (ii) Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers. Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Examinations Officer. The attendance sheets and other forms/materials must be handed to the Examinations Officer at the end of each session.
- (iii) Invigilators shall hand over all examination papers and answer books (booklets) to the Examination Officer.

4.11 Release of End-of-Semester Examination Results

- (i) Provisional examination results as recommended by the Examiners Board shall be approved by the College/School.
- (ii) Release of “provisional” examination results (as approved by the College/School) shall be the responsibility of the respective Principal/Dean.

- (iii) Examination results having been recommended by the college or school board to the SUSC, the Committee shall approve the results, and such approval shall have to be confirmed by the Senate.
- (iv) Final approval of examination results is the mandate of the Senate.
- (v) Publication and custody of the final approved examination results, as approved by Senate, shall be the responsibility of the DVC –ARC
- (vi) Examination results shall be posted on notice boards at MNUAT and published in the MNUAT website or any other means as deemed appropriate. In publishing the results, the anonymity of the student must be protected.
- (vii) The final Senate-approved results for each semester and for each academic year shall be archived in hard-bound booklet with a serial number and date and in a PDF soft copy of the same number and date.
- (viii) Feedback on coursework assessment (CA) must be continuously provided to students, and the cumulative CA marks must be shown to students before they sit for University examinations. A copy of the students' marks must be submitted to the Head of Department at the same time.

4.12 Procedure for Appeals

- (i) Students' appeals shall be lodged to respective College/Deans/Directors, within one academic year from the date of publication of results.
- (ii) Except where unfair marking, wrongful computation of marks or grades, or other irregularity committed in the conduct of any examination is alleged, no appeal shall be accepted on any other ground.
- (iii) All appeals must be accompanied by a non-refundable appeal fee of twenty thousand shillings (Tsh. 20,000/=) only, which shall be subject to revision from time to time.
- (iv) Appeals shall initially be considered by the College/Institute Undergraduate Studies Committees.
- (v) The Senate Undergraduate Studies Committee (SUSC) shall consider recommendations of the College/School and shall advise the Senate accordingly.
- (vi) Any member of the appellant's School/College who participated in the making of the decision against which the appeal is lodged shall not have a voting right in the senate over such an appeal and may participate therein only in

terms of presentation of finding and recommendations of the appellant's College/School or answering queries, as the case may be, and shall otherwise be absent from the senate session considering any such appeal.

- (vii) Senate may consider a maximum of two appeals for the same results. These two appeals must be made within one year of publication of the results.
- (viii) All appeals in the academic year shall be lodged soon after the senate approves of results at the end of the academic year and shall be decided upon only once at the senate's schedule for appeals.
- (ix) No appeal shall be considered where:
 - The candidate appeals for 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;
 - It raises for the first time issues concerning the supervision, teaching, or coursework assessment. Such matters will only be considered if they have been raised by the student promptly and in writing, at the first arose; or
 - A student alleges illness or other factors, but where he/she had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
 - False claims of illness and/or submission of false supporting medical or other documentation constitute an academic offense that will result in discontinuation from studies.

4.13 Answer Books and Preservation of Examination Scripts

- (i) On the cover of the MNUAT answer books there shall be a space for entry of the date of examination.
- (ii) To forestall illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate-signed examination list.

- (iii) Examination scripts are sensitive university property and therefore all instructors/ invigilators shall have full responsibility for safe custody and care to forestall loss or fall into the hands of unauthorized persons, and any case of loss or mishandling of examination scripts shall be dealt with by MNUAT staff regulations or any other guidelines.
- (iv) The University shall preserve examination scripts, for the purpose of reference, for a period of at least two academic years after the end of the respective examinations.

4.14 Disposal of Examination Answer Books and Other Scripts

- (i) Unless otherwise retained by MNUAT Library for archival purposes, all used examination answer books can be destroyed after the expiry of 36 months following final decision of Senate on the examination concerned.
- (ii) Heads of Departments concerned shall, concerning examination answer books falling under their departments:
 - Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - Initiate the disposal procedures of those examination answer books for which there is no further need;
 - Initiate the disposal of used examination answer books that have been stored by their departments for more than 36 months following the respective Senate decision;
 - Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
 - Assist the MNUAT Library in selecting examination answer books designated for archiving purposes;
 - Seek expertise from MNUAT Library to assist in the sampling of answer books earmarked for archiving;
 - Designate a place or room as a storage area for examination answer books awaiting appeals or final disposal;
 - Seek permission from the Vice Chancellor to dispose of the examination answer books through the Deans of the school or the

Coordinator of Undergraduate Studies and DVC-ARC. The request shall indicate the courses (including the SAT session and academic year) whose scripts are to be destroyed; and

- Witness and keep close control over the final disposal of examination answer books to ensure the confidential nature of the contents of answer books remains inviolate.
- (iii) Pending final disposal, Heads of Departments shall ensure all information contained in examination answer books remains inviolate and is protected from misuse or abuse.
- (iv) (a) The respective College/School shall be responsible for prescribing, under their special regulations, clear guidelines for returning to the students graded courses, assignments, course essays, term papers, and timed essays.
- (b) Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, Laboratory works, models, studio papers or drawings that have been in retention or storage for the previous 36 months.
- (v) (a) The DVC-ARC shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions which shall be used by Heads of Departments for 36 months' storage of examination answer books pending final disposal.
- (b) The cartons prescribed under sub-paragraph (a) above shall be so marked or labelled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator, and date when final disposal shall be due.
- (vi) The MNUAT Library shall keep; maintain in any format, including electronic, all answer books selected by departments and sent to the Library for archival purposes.
- (vii) (a) The DVC-ARC shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- (b) Depending on such pertaining circumstances as privacy of information contained, cost involved, and environmental considerations, the DVC-ARC may, concerning any batch due for disposal, direct:

- The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
 - Used examination papers should be entirely burnt to completion.
- (viii) The Vice Chancellor on recommendation of the DVC-ARC shall be the principal executive officer responsible to order final disposal of any batch of examination answer books.
- Heads of Departments shall witness the final disposal of itemized examination answer books and signify the disposal.
 - The report of Heads of Departments to the DVC-ARC through respective Deans on disposal of examination answer books shall be accompanied with list of courses (including the sat session and academic year) whose scripts were destroyed.

4.15 Classification of Degrees and Non-Degree Awards

- (i) For classification of degree and non-degree awards, a Five-Point System shall be used in averaging the final grades.
- (ii) Letter grades shall be assigned points based on equations, which take into account the candidate's raw marks in calculating the Grade Point (GP) for individual subjects. For all degree and non-degree programmes, except the BVM degree, the grading system shall be as follows:

Table 5: Grade Range (Marks) and Equation for Grade Point Calculation

A: 70 – 100%	$Y = 0.02x + 3$	(4.4 – 5.0)
B+: 65 – 69.9%	$Y = 0.08x - 1.2$	(4.0 – 4.39)
B: 60 – 64.9%	$Y = 0.2x - 9$	(3.0 – 3.99)
C: 50 – 59.9%	$Y = 0.1x - 3$	(2.0 – 2.99)
D: 40 – 49.9%	$Y = 0.1x - 3$	(1.0 – 1.99)

E: 0 – 39.9%	$Y = (0.025)x$	(0.0 – 0.99)
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Where Y = Grade point; X = Raw marks

- (iii) Regarding the Grade Point Average (GPA), this shall be calculated (as shown below) on the basis of weight (credits) of the courses taken.
- (iv) The Bachelor of Veterinary Medicine (BVM) degree shall be awarded following a successful completion of the degree programme, and this degree shall not be classified.
- (v) The BVM course grading system shall be as hereunder, save for the cases where a course is offered by College/Department/School where the grading system is different. In that case, the course grading system of the College/Department/School offering the course shall be used.

A	75 - 100%
B+	70 - 74.9%
B	60 – 69.9%
C	50 – 59.9%
D	0 – 49.9%

- (vi) For ordinary diploma, all assessed work will be marked according to the following grading system which specifies range of scores for different grades, grade points and their definitions, as shown in the table.

Table 6: Grading system which specifies range of score for different grades

S/N	Score Range	Grade	Grade Points	Definition
1	80 - 100	A	4	Excellent
2	65 – 79	B	3	Good

3	50 – 64	C	2	Average
4	40 – 49	D	1	Poor
5	0 – 39	F	0	Failure
6	–	I	-	Incomplete
7	0	Q	-	Disqualification

4.16 MNUAT Undergraduate and Non-Degree Awards

- (i) A candidate shall be eligible for a degree or non-degree award after the fulfillment of all the requirements for the award of a degree or non-degree qualification.
- (ii) A candidate, who had been admitted into a MNUAT degree programme under credit transfer system from equivalent degree programme in another university shall only be granted MNUAT degree award if in the sum of credits acquired for the award of the degree, is not less than 65% of total credits for core courses were acquired from MNUAT.
- (iii) For each specific degree programme, there may be specified exit awards for candidates who failed to complete the programme but acquired sufficient pass credits to merit the specific exit award for the specific period of exit as approved by Senate.
- (iv) A deceased candidate who had fulfilled all the requirements for the award of a degree or non-degree qualification shall be eligible for posthumous award of the same.
- (v) A candidate shall be deprived of a degree, diploma, or certificate or any other academic award granted to him or her by MNUAT on what the Council and Senate deem as “good cause”. For this regulation, “good cause” means conclusive evidence of cheating in an examination, plagiarism, and fabrication of examination results

4.17 Posthumous Award

- (i) MNUAT shall award a posthumous qualification to a student who died when close to completion of a programme.

- (ii) The Head of Department in which the deceased student was registered shall formally request the relevant examination body for the award of a posthumous degree to the student in question.
- (iii) MNUAT shall award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate.
- (iv) The request for a posthumous degree shall be directed to the Chairperson of the University Senate through the Principal/Dean/Director of Undergraduate Studies and Deputy Vice Chancellor – Academic, Research and Consultancy.
- (v) Posthumous degrees shall be awarded in the name of the deceased student and shall be announced at the next relevant graduation ceremony if the next of kin so desires.
- (vi) MNUAT shall ensure that the word “posthumous” is endorsed on all official documents associated with the award of a posthumous qualification, which shall include transcripts, testimonial statements, and other student academic records.

4.18 Aegrotat Award

- (i) An Aegrotat award of MNUAT shall be awarded to a student who left the University on the established medical reasons when close to completion of a degree programme after the University having satisfied that the student’s prior performance shows a balance of probabilities that he/she would have passed the respective examinations but the illness which occurred prevented him/her to sit for the examinations.
- (ii) MNUAT Aegrotat award shall be considered as a terminal award which does not entitle the holder to practice a profession or to pursue postgraduate studies although it may be used for nonprofessional related employment.
- (iii) The request for MNUAT Aegrotat award shall be directed to the Chairperson of the University Senate by the student or representative through the head of Department, Principal/Dean/Director of Undergraduate Studies, and the Deputy Vice Chancellor – Academic, Research, and Consultancy.
- (iv) An aegrotat award shall be unclassified and in all other respects, ungraded.

4.19 Procedure for Calculating Overall Grade Point Average (GPA) and Classification of Degrees

- (i) In calculating the GPA, credits for all core courses shall be used as well as the credits from electives, making the minimum required for the degree programme. However, where a candidate takes electives over and above the minimum required, credits from electives with the highest scores, adding to the minimum degree requirement, shall be used in calculating the GPA. The scores for the remaining electives shall be entered into the transcript.
- (ii) The total credits for each course taken by a candidate shall have to be obtained in order to get the weight for courses.
- (iii) To get a score for each course, multiply the points obtained by its corresponding credits.
- (iv) The total score for the degree shall be the sum of scores for all courses.
- (v) Grade Point Average (GPA) score for the degree shall be computed by dividing the Total Score by the total credits.
- (vi) For ordinary diploma, the GPA shall be computed from credits and grade weights as indicated in Ordinary Diploma in Agriculture Production curriculum.

4.20 Classification of Award

Table 7: The final degree classification for a classifiable degree and diploma programme

Class	Grade	GPA Range
First Class	A	4.4 – 5.00
Upper Second	B+	3.5 – 4.39
Lower Second	B	2.7 – 3.49
Pass	C	2.0 – 2.69

Table 8: The final degree classification for a classifiable ordinary diploma programme

Class of Award	Cumulative GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9
Fail	< 2

4.21 Issuance of Transcripts and Certificates

- (i) A certificate shall be issued only once for the same degree or award. The University shall issue transcripts as shown here, under (subject to revision):
 - Partial transcripts will cost Tsh. 10,000/=
 - Full transcript will cost Tsh 20,000/=
 - Certification of transcripts and certificates will be charged a minimum of TAS 3000/= for five copies and Tsh. 500/= for each extra copy. These rates are subject to revision from time to time.
- (ii) Any finalist student desirous of obtaining a transcript(s) shall submit an application for transcript(s), a clearance form, and one passport photograph for the preparation of a transcript(s).
- (iii) The final grades of all courses taken by a student shall be entered in the transcript. A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for corrections.

4.22 Replacement of Lost Academic Certificates

- (i) The University may issue a copy of a degree/award certificate in case of loss, total or partial destruction of the original certificate or a copy thereof, the office of the DVC-ARC may authorize in writing the issuing of a copy or another copy on conditions that:
- (ii) The applicant must produce evidence that the loss had been adequately publicly announced, including a written report from the Police. The loss must also be reported and published in newspapers.

- (iii) The applicant produces an affidavit.
- (iv) The certificate or transcript so issued shall be marked “COPY” visibly
- (v) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that, such replacement may be issued within a shorter period where there has been a partial destruction of the original corticated or a copy thereof.
- (vi) A non-refundable fee of Tsh. 30,000/= or equivalent (US\$ 30) shall be charged, for the copy of the certificate or transcript issued.

4.23 Responsibility of Course Instructors

- (i) The Head of Department shall ensure all course instructors discharge their responsibilities as per regulations, guidelines, policies and directives of the University and Laws of the United Republic of Tanzania (URT).
- (ii) Responsibilities of course instructors shall include:
 - Keeping records of all students.
 - Keeping course files appropriately.
 - Given that University Examinations, including the conduct and results are documents and data of the URT, any breach of these regulations by an instructor shall call for application of rules, regulations, guidelines and Laws of the URT.
- (iii) Any invigilator who allows any student to enter into an examination room and/or sit for an examination with an invalid Student Identity Card (ID) shall be summoned by the University regulations and/or public service regulations and any other laws of the URT.