

**ST FRANCIS UNIVERSITY COLLEGE
OF HEALTH AND ALLIED SCIENCES
(a constituent College of St. Augustin
University of Tanzania)**

**EXAMINATION GUIDELINES AND
REGULATIONS**

DIRECTORATE OF QUALITY ASSURANCE, SFUCHAS

TABLE OF CONTENTS

1.0	EXAMINATION.....	1
1.1.	General Examination Formats	1
1.2.	Examinations Seasons.....	2
1.3.	Eligibility for Examinations.....	2
2.0	SETTING, MODERATION, PROCESSING AND CONDUCTING OF UNIVERSITY EXAMINATIONS.....	3
2.1.	Setting of Examinations	3
2.2.	Moderation of Semester Examinations	3
2.3.	Functions of Departmental Examination Moderation Committee	4
2.4.	Submission of Examinations	4
2.5.	Examination Processing	5
2.6.	Conduct of Examinations	5
2.7.	Examination Zone	6
2.8.	Venue of Examinations	6
2.9.	Authorized Materials	6
2.10.	Invigilation of Examinations.....	7
3.0	MARKING AND GRADING.....	10
4.0	PROCESSING AND PUBLICATION OF EXAMINATION RESULTS	10
5.0	DISPOSAL OF EXAMINATION ANSWER BOOKS AND OTHER SCRIPTS.....	11
6.0	EXAMINATION REGULATIONS.....	11
6.1.	General University Examination Regulations (The general examination regulations of SAUT will be followed except in special cases for medical courses)	11
6.2.	Registration for Examinations.....	11
6.3.	Eligibility for Examinations.....	11
6.4.	Late Assignments and Examinations	12
6.5.	Absence from Examinations	12
6.6.	Falling sick immediately before or during Examination	12
6.7.	Reporting late for Examination.....	12
6.8.	Dates of Examinations	13
6.9.	Supplementary Examination.....	13
6.10.	Repeating the year.....	13
6.11.	Delays in Completing Research Thesis.....	13
6.12.	Conduct of Examinations	13
6.13.	Appointments of Examiners	13
6.14.	Board of Examiners.....	13
6.15.	External Examiners' Honorarium	14

6.16.	Examination Irregularities or Academic Dishonesty	14
7.0	SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES	15
8.0	COMMON ACADEMIC REGULATIONS	17
8.1.	Appeals against Academic Decisions	17
8.2.	Grading System	18
8.3.	Publication of Examination Results	18
8.4.	Withholding or Cancellation of Results	18
8.5.	Graduation	18
8.6.	Certificates and Academic Transcripts.....	18
8.7.	Loss of Certificates	19
8.8.	Carry-over Courses.....	19
9.0	SPECIFIC EXAMINATION REGULATIONS FOR THE MD PROGRAMME	19
10.0	SPECIFIC EXAMINATION REGULATIONS FOR THE BMLS PROGRAMME	22
11.0	SPECIFIC EXAMINATION REGULATIONS FOR BScN PROGRAMMES	23
12.0	SPECIFIC EXAMINATION REGULATIONS FOR MASTER PROGRAMMES	25
13.0	SPECIFIC EXAMINATION REGULATIONS FOR IAHS DIPLOMA PROGRAMMES.....	27
	APPENDIX 1: PARTICIPATION IN EXAMINATION.....	29
	APPENDIX 2: SCORING SCHEME FOR POSTGRADUATE DISSERTATIONS/THESES	30
	APPENDIX 3: EXAMINERS SUMMARY ASSESSMENT OF POSTGRADUATE DISSERTATIONS/THESIS	33
	APPENDIX 4: EXAMINERS SUMMARY ASSESSMENT OF POSTGRADUATE DISSERTATION/THESIS'S VIVA VOCE.....	34
	APPENDIX 5: GRADING SCHEME AND DISPOSAL FOR POSTGRADUATE DISSERTATIONS/THESES	35

ABBREVIATIONS

BMLS	Bachelor of Medical Laboratory Sciences
BScN	Bachelor of Science in Nursing
CAT	Continuous Assessment Test
SFUCHAS	St. Francis University College of Health and Allied Sciences
DVC-AA	Deputy Vice Chancellor for Academic Affairs
DP-AA	Deputy Principal – Academic affairs
ESE	End of Semester Examination
GPA	Grade Point Average
HOD	Head of Department
IAHS	Institute of Allied Health Sciences
MD	Doctor of Medicine
OSIM	Online Student Information Management
UE	University Examination
VC	Vice Chancellor

DEFINITIONS

Assessment: This is an evaluation of examination, dissertation/thesis, fieldwork report, and research project.

Clinical Examination: It is an examination designed to test clinical skills performance.

Continuous Assessment Test (CAT): Any examination which can be written/oral/clinical/assignment in a particular module administered in class at any period during the delivery of the module but before end of semester examination session. The contribution of CAT in final ESE is stipulated in curriculum of the respective courses.

Department Examination Officer: A person appointed by head of department (HOD) to coordinate all examination activities in the department, such person is responsible to the HOD.

End of Semester Examination (ESE): Any examination taken at the end of a semester, also called **University Examination (UE)**.

Examination Number: This is the number given to the candidate by examination office for the purpose of identification during the examination.

Examination Premises: Refers to the rooms, halls, or venues in which an examination is conducted and will include surroundings of such premises.

Examination Season: This is a period designated by SFUCHAS for conducting the end-of-semester examinations and supplementary examinations.

Final examination results: These are the results which have been officially approved by the Senate.

Oral/Viva voce examination: It is an examination conducted by spoken communication/examination expressed or conducted by means of speech.

Practical Examination: Is a form of examination aimed at assessing hands-on skills and comprehension of a course or subject.

Provisional Examination Results: These are examination results which have been approved by the School Boards/ directorates/Academic Committees pending approval by the Senate.

Special Examination: Any examination which can be written/oral/clinical/assignment in a particular module, course or subject administered to a person who missed examination when first given on genuine grounds. The contribution of this examination will be the same as the first sitting of the respective examination.

Supplementary Examination: Is an additional attempt of any examination after failing first attempt.

University Examination Officer: A person appointed by the Principal to coordinate all examination activities at the University. Such person is responsible to the Deputy Principal Academic Affairs (DP-AA) and ultimately to the Principal.

Written examination: Is an examination which involves writing rather than doing something practical or giving spoken answers.

1.0 EXAMINATION

An examination is an assessment intended to measure a test-taker's knowledge, skill, and competence. An examination may be administered verbally, on paper, on a computer, or in a predetermined area that requires a test taker to demonstrate or perform a set of skills. Therefore, for effective testing of the candidate, the examination should be able to test all levels of Blooms taxonomy (Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation)

1.1. General Examination Formats

1.1.1. Written Examination

Front page: This should be on SFUCHAS headed paper with inclusion of the following format:

- i. Candidate examination and registration number
- ii. School
- iii. Department
- iv. Subject and a code
- v. Date of examination
- vi. Duration of the examination
- vii. General instructions to the candidate

Formatting: Calibri (body) font style, font size of 12, spacing of 1.15 and the maximum of 2 columns per page. Printing on both sides is allowed.

Nature of questions of the written examination: It will be as described in the curriculum and can consist of the following:

- i. Multiple choice questions: Minimum of 5 options (A-E)
- ii. True/False questions
- iii. Short answer questions
- iv. Essay questions
- v. Matching items
- vi. Filling in questions

1.1.2. Clinical Examination

It will be as described in the curriculum and can consist of the following:

- i. Long clinical case
- ii. Short clinical case
- iii. Interpretation of Laboratory findings
- iv. Interpretation of Image findings
- v. Performing of the procedures

- vi. Demonstration of clinical methods
- vii. Objective structured clinical examination (OSCE)
- viii. Objective Structured Practical Examination (OSPE)

1.2. Examinations Seasons

Seasons: There will be three (3) examination seasons in each academic year: at the end of first semester, at the end of second semester, and supplementary examinations.

For final year MD students who missed end of semester 10 university examinations for valid reasons will be allowed to sit for the missed examinations either during supplementary examination or end of first academic year semester seasons.

Timetable:

- (1) **Continuous Assessment Test (CAT):** This will be arranged by department within a given semester, at least two (2) CATs in each semester should be administered. Teaching timetable should clearly indicate number and dates of CATs.
- (2) **End of Semester Examination (ESE)/ University Examination (UE):** This will follow University Almanac for the particular academic year. The first provisional timetable will be prepared by the University Examination Officer three (3) weeks before the commencement of ESE, and the second provisional timetable, 2 weeks before ESE. The maximum number of provisional timetables versions will be two. The final timetable must be posted one week before the commencement of ESE. All versions of provisional timetable and final timetable should be available to students, Schools, Heads of Department (HODs), Deans, and Directors
- (3) For preclinical courses, there shall be no special end of the semester or supplementary examinations. All semester and supplementary examinations will be held once as per University Almanac.
- (4) The Academic Committee will approve supplementary schedule for clinical examination as presented by the Schools

1.3. Eligibility for Examinations

- (1) A Registered student for the particular courses offered in a given semester.
- (2) A candidate who has paid all required tuition fees, and other charges as determined by SFUCHAS.
- (3) CAT: A candidate must attend at least 85% of the prescribed modules of a respective course in a given period of a semester.
- (4) ESE: A candidate must attend at least 85% of all prescribed courses in the semester and has sat for at all CATs offered in the subject.

2.0 SETTING, MODERATION, PROCESSING AND CONDUCTING OF UNIVERSITY EXAMINATIONS

2.1. Setting of Examinations

- (1) All University Examinations (UEs) shall be set by academic staff who taught the course, or such other person as may be appointed by the HOD after it has been established that the person who taught the course cannot set the respective examination due to unavoidable circumstances.
- (2) The HOD may only appoint a person other than an academic staff who taught the course to set an examination after he/she has notified the case to the Deputy Principal-Academic Affairs (DP-AA) and having obtained a written approval to that effect.

2.2. Moderation of Semester Examinations

- (1) There shall be an Examination Moderation Committee for each Department/Directorate.
- (2) Each Department/Directorate must have a Department Examination Officer who will be the Secretary of the Examination Moderation Committee.
- (3) Each academic staff member responsible for a course shall prepare and present examination questions with an acceptable format to the respective HOD for all the courses he/she teaches in the semester for internal peer moderation.
- (4) The HOD/Dean/Director, as the case may be, shall chair any examination meetings for the purposes of internal moderation of examinations.
- (5) All members of the Department/Directorate, as the case may be, shall constitute a committee for the purposes of internal moderation of examinations (examination moderator) and they shall be mandatorily required to be present during the whole exercise of moderation of examinations.
- (6) Upon satisfactory internal moderation of examinations, the Department Examination Officer shall prepare a report of the process of moderation which shall include a list of all moderators present, internally moderated examinations and examinations not internally moderated. The report shall be duly signed by the chairperson and shall be submitted to the examination office, as well as a copy to the Dean/Director and Director of Quality Assurance.
- (7) The internal moderation report shall be used by the Department Examination Officers to cross check moderated examinations from examiners. Examinations not internally moderated shall be rejected.
- (8) Any examination moderator shall be required to observe utmost confidentiality before, during and after moderation session. Failure to observe this the examination will be rejected, and moderator will be subjected to disciplinary measures.

2.3. Functions of Departmental Examination Moderation Committee

The Examination Moderation Committee shall be responsible for the following:

- (1) Ensure that the examination paper is well set, adhering to the examination format.
- (2) All examinations shall indicate categorically which materials are authorized in the examination room. Any examination having no provisions for aid materials shall be deemed to be a closed book examination and any material brought to the examination room shall be deemed unauthorized material.
- (3) Ensure that instructions for each question are unambiguous and clearly worded.
- (4) Ensure that there is fair and equitable distribution of marks subject to the weight accorded to each question.
- (5) Ensure that the nature of questions reflect allocation of time prescribed for a particular examination. That an examination should neither be unreasonably too short nor too long.
- (6) Ensure that all examination items correspond with the syllabus/course outline.
- (7) Ascertain the correctness and relevance of each specific examination item.
- (8) Provide any useful recommendations as regards the general setting of the examination.
- (9) Where the Examination Moderation Committee has given any recommendations for alteration of the examination paper, a respective examiner shall effect the recommendations prior to submission of the examination to the examination office.
- (10) Subject to the provision of sub-Regulation 9 herein, the HOD shall be responsible in ensuring that all recommendations from examination moderation committee are duly incorporated in the examination paper before it is submitted to the examination office for processing.

2.4. Submission of Examinations

- (1) The University Examination Officer or any person acting on his/her behalf shall issue a notice for submission of semester examinations.
- (2) The Officer issuing the notice of submission of examinations must take all reasonable measures to ensure that the notice is communicated to the management and all academic staff.
- (3) The notice for submission of examinations shall indicate the deadline for submission of moderated examinations to the examination office.
- (4) All examiners shall abide by deadlines. Any examiner who fails to meet the deadline for submission of examination(s) shall be deemed to have committed a disciplinary offence and his/her case shall be dealt with subject to the provisions of the University Staff Regulations. Such examiner shall in addition to any penalty prescribed by the University Staff Disciplinary Authority, be required to make good

the loss occasioned as a result of his/her delay in submission of the examination(s).

- (5) The HOD shall submit internally moderated examination paper with signed report of the moderation process to the University Examination Officer in the Examination Office and the receiving officer shall acknowledge receipt of the examination paper on a prepared sheet to be signed by both HOD and the University Examination Officer.
- (6) The printed examination papers shall be well secured, sealed and handed to the custody of the University Examination Officer.
- (7) Supplementary/special examinations should also be submitted together with ESEs.
- (8) An examiner who shall deliberately absent himself/herself from attending internal examination moderation meetings or one who submits examinations not internally moderated shall be subjected to a disciplinary action by the University Staff Disciplinary Authority.
- (9) Any officer in the examination office who deliberately receives an examination which was not internally moderated shall be reported to the University Staff Disciplinary Authority and shall be liable for gross dishonesty.

2.5. Examination Processing

- (1) The processing of examination papers in terms of printing, photocopying, packing and sealing shall strictly be done by academic staff under supervision of respective HOD in the examination office.
- (2) The processing of examination shall be made under maximum care, confidentiality and integrity, and under no circumstances will the University entertain any act of mishandling of examinations.

2.6. Conduct of Examinations

- (1) UEs shall be conducted under the control of the DP-AA, Deans of School/ Directors and HODs.
- (2) All examinations offered by the University shall be administered in accordance with these regulations or any other directives, or instructions, that may be issued from time to time by the University through the DP-AA's office.
- (3) The DP-AA shall have power to issue such instructions, notices or guidelines to candidates, invigilators and examiners of UEs, as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- (4) The instruction notes or guidelines issued by the DP-AA shall form part of and be as binding, as these regulations.
- (5) Subject to approval by the Senate, respective Directorate/School/Institute shall make such internal examination regulations as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of a particular programme or course.

- (6) Unless prevented by reasonable grounds, all academic staff shall be present at the University during the time frame when examinations are conducted. The internal examiner/course instructor/coordinator shall be available for at least 30 minutes from the commencement of the examination for the purpose of responding to any issue that may be raised by candidates in relation to the examination and of which may require clarification from him/her.
- (7) The panels of clinical examination must be submitted to the office of DP-AA through the respective Dean for approval.
- (8) The conduct of clinical examinations if deviate from the general regulations must be submitted to the office of DP-AA through respective Dean for approval before being applied.

2.7. Examination Zone

- (1) The DP-AA shall give directives concerning the area to be defined as an examination zone.
- (2) Examination zone shall include examination room, washrooms which will be used by candidates during examinations, twenty (20) meters from examination room/venue or any other area as may be defined under the DP-AA's directives.
- (3) Candidates shall strictly be barred from bringing bags or any unauthorized materials within the examination zone.
- (4) All candidates or other persons shall strictly maintain silence while in the examination zone.
- (5) Any candidate or person who violates the provisions of regulation shall be deemed to have committed a disciplinary offence and shall be dealt with under the Students By-Laws or the University Staff Regulations, as the case may be.

2.8. Venue of Examinations

- (1) All examinations shall be administered in the venues available at the University or such other places as may be determined by the DP-AA after consultation with the Principal and DVC-AA.
- (2) Before commencement of examinations, the University Examination Officer(s) shall ensure that all examination venues are well arranged and ready for examinations.

2.9. Authorized Materials

- (1) Candidates are required to show their University Identity Cards and Examination Cards/Permits to invigilators in order to be granted permission to enter into examination rooms.
- (2) Candidates may be allowed to bring into the examination rooms authorized working tools such as pens, pencils, rubber, and other working tools as the course instructor/HOD may specify and indicate in examination rubrics.

- (3) In the event specific materials are authorized by course instructor/HOD, they shall be personally responsible to arrange on the appropriate manner in which such materials will be inspected/checked.
- (4) Where mathematical tables/periodic tables/random numbers tables or any tool determined by examination requirement are needed, they shall be supplied to candidates through the invigilators
- (5) All materials that do not fall within the authorized materials/working tools shall constitute unauthorized materials. Cellular phones and smart watches shall specifically constitute unauthorized materials under these regulations.

2.10. Invigilation of Examinations

- (1) Invigilation of UEs shall be done by academic staff of the University or any other staff who have been appointed by DP-AA.
- (2) The University Examination Officer shall prepare an invigilation roster that shall be communicated to all academic staff indicating the name of Chief Invigilator and other invigilators for each venue. The roster shall also indicate time, date and venues for the UEs.
- (3) Each examination venue shall have reasonable number of invigilators depending on the number of candidates and the size of the room.
- (4) Chief Invigilators shall be personally responsible for the collection of the sealed envelopes containing examination papers and any other prescribed materials from the examination office, at least an hour before the time stipulated for commencement of the examination. Simultaneously, other invigilators shall collect answer booklets from a designated room and shall sign a special form according to the instructions. Invigilators shall sign again on returning the booklets at the end of the examination.
- (5) Invigilators collecting examination papers and answer booklets shall sign in a prescribed form indicating the time when examination papers and answer booklets are collected. Invigilators shall sign again on returning the question papers and answer booklets. The special form for signing shall be available at the examination office and invigilators may also be required to sign while in the examination rooms according to instructions or directives given.
- (6) All invigilators shall be present in the examination room at least 30 minutes before the time for commencement of the examination.
- (7) Invigilators shall place the question papers facing downwards on the desks as per seating plan and before the candidates enter the examination room.
- (8) Invigilators should ensure that only one answer booklet is provided to each candidate and an extra sheet(s) may be provided when the booklet is full.
- (9) Invigilators shall admit candidates to the examination room at least fifteen (15) minutes before the start of the examination and ensure that they take their correct seat.

- (10) Invigilators shall ensure that candidates enter the examination room by lining up (queue).
- (11) Invigilator should not admit candidates to the examination room after 30 minutes have elapsed since the start of the examination. Candidates shall not be allowed to leave the examination room during the first hour of writing the examination.
- (12) Invigilators shall ensure that candidates: -
- (a) Do not borrow materials/working tools while in the examination room.
 - (b) Sit according to the scheduled seating plan and there is reasonable distance from one desk/table to another.
 - (c) Sign the attendance register. It shall be the duty of invigilators to circulate attendance sheet where all candidates present in the examination room shall indicate their names, registration number and the serial number of the Booklet. Circulation of the attendance sheet shall be made within thirty (30) minutes from commencement of examination.
 - (d) Hand over the answer booklets as directed and sign a submission form.
- (13) Before the start of the examination, the Chief Invigilator shall: -
- (a) Announce that unauthorised materials are not allowed in the examination room and remove unauthorised materials from the examination room (if any).
 - (b) Announce that candidates should turn the paper and check if they have the correct paper.
 - (c) Inform students to seriously follow the instructions on the front page of the examination paper and the answer booklet.
 - (d) Announce that candidates should not open the question paper until instructed to do so. Candidates will usually be given **five (5) minutes** to go through the paper and note any issue that might require special attention from the course instructor/examiner.
 - (e) Announce that candidates should enter specific information into fields provided in answer booklets/sheets before being instructed to start answering examination questions.
 - (f) Inform students the time for commencing and finishing the examination.
 - (g) Inform students the time when they can be allowed to leave the examination room after completing the examination.
 - (h) Announce that candidates with questions including ones that should be addressed by course instructor or invigilator should raise their hands and wait until invigilators reach them.
 - (i) Announce that candidates shall abstain from cheating.
 - (j) Announce that no candidate can leave the examination room 30 minutes before the end of the examination.
- (14) During the examination:
- (a) Invigilators shall not leave the examination room without a replacement. Replacement should not be the use of other invigilators in the same room.

- (b) Invigilators shall not allow any candidate to leave the examination within one hour from the beginning of examination.
 - (c) Invigilators shall have the power to specify or change seating arrangements in the examination room, or to require inspection of a candidate, or to confiscate any unauthorised material and shall have power to expel from the examination room any candidate infringing any regulation stipulated herein or who creates a disturbance within the examination room.
 - (d) In the event of alleged examination irregularity, the invigilator shall require the candidate to sign an examination incident report and any other materials pertinent to the incident and confirm they are his/hers. A witness (preferably a nearby student) should also sign the incidence form. The invigilator will collect all candidate material and the candidate should leave the examination room.
 - (e) Invigilators should use examination incident forms to report each incident including student illness or examination irregularity.
 - (f) Invigilators shall report immediately to the examination office any candidate who contravenes these regulations.
 - (g) Five (5) minutes before the end of the examination, the invigilator should announce that 'you have five minutes left until the end of examination'.
- (15) At the end of examination: -
- (a) Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
 - (b) Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
 - (c) Invigilators shall enter the number of candidates' scripts collected and/or received on the examination submission sheet and sign it.
 - (d) Invigilators shall return all examination scripts to the examination office immediately after the examination.
- (16) Invigilators who will fail to appear for invigilation at the time indicated in the invigilation roster without good cause shall be deemed to have absconded and will be liable for disciplinary action.
- (17) Invigilators are not allowed to eat or drink substances other than water or soft drinks and should not engage in any distractive activities such as (but not limited to) marking papers, reading, mobile phone chatting, listening to music and unnecessary announcements.

3.0 MARKING AND GRADING

- (1) Clear marking schemes which have been properly moderated by the Examination Moderation Committee should be available for marking, and sufficient time needs to be set in the University Almanac for marking.
- (2) Marking and grading of examination will be as stipulated in the respective programme curriculum.
- (3) Each department shall invite external examiner(s) for the ESE.
- (4) Following marking and/or conduction of clinical examination, the Department must call for the Examiners Board Meeting composed of all internal examiners and external examiners.
- (5) After the Examiners Board has scrutinized all the results, the HOD and external examiner will sign the results.
- (6) The results will be under the custodian of HODs.
- (7) The minutes of Examiners Board Meeting will be prepared and signed by all faculty members and submitted to the Director, Quality Assurance through the University Examination Officer.
- (8) HODs shall fill a form indicating staff participation in examination and submitted to presented to the office of Quality Assurance within seven (7) days after Examiners Board Meeting.
- (9) HODs shall ensure that all external reports and their respective forms are submitted to the DP-AA within seven (7) days after Examiners Board Meeting.

4.0 PROCESSING AND PUBLICATION OF EXAMINATION RESULTS

- (1) All CATs results must be uploaded in the online student information management system(SIMS) within three weeks of the examination and the final CAT before commencement of ESE.
- (2) All ESE results must be uploaded in the OSIM within 3 days after the Examiners Board Meeting.
- (3) The signed results must be submitted to Schools within three (3) days from the date of Examiners Board Meeting by HODs.
- (4) Once the results are submitted to Schools, they cannot be altered unless communicated and approved by the office of DP-AA.
- (5) Once the results are submitted to Schools, the School Board meetings must convene within 7 days or as instructed otherwise depending on University Almanac.
- (6) The School Boards must publish the provisional results pending approval by the Senate within three days after the Schools Board meetings.
- (7) All provisional results published by the Schools must be uploaded in the SIMS within three days after publication.
- (8) Publication and custody of the final approved examination results as approved by the Senate shall be the responsibility of the DP-AA.

5.0 DISPOSAL OF EXAMINATION ANSWER BOOKS AND OTHER SCRIPTS

- (1) **Pending final disposal:** the Department Examination Officer in each department shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.
- (2) **For CATs:** All examination scripts/answer books should be under the custody of HODs in the department for a period of whole academic year. After the completion of supplementary examination, the scripts/answer books can be disposed except for those students with second supplementary examination. The examination results will be archived in hard copy and electronic copy under the custody of HODs.
- (3) **For ESE / UE:** All scripts/answer books will be under the custody of HODs and should be disposed only after the student has completed his/her diploma/degree course.

6.0 EXAMINATION REGULATIONS

6.1. General University Examination Regulations (The general examination regulations of SAUT will be followed except in special cases for medical courses)

6.1.1. Form of Examination

The form of examinations shall include written, practical and oral examinations. The weighting of each shall be as determined under School/Departmental specific Examination Regulations approved by the Senate upon recommendation of the School Board.

6.1.2. Time of Examinations

University Examinations (UEs) shall be conducted at the end of every semester in accordance with the University Regulations. Students must bring their examination cards and identity cards with them to the examination room.

6.2. Registration for Examinations

Bona fide students shall be entitled to sit for the UEs for the courses in which they are registered unless advised otherwise in writing by the DP-AA. If a candidate sits for examinations for courses for which he/she is not registered, his/her results in that examination shall be nullified.

6.3. Eligibility for Examinations

No candidate shall be allowed to sit for an examination in any subject if he/she has not completed the requirements of the course by attendance or otherwise as stipulated by the specific School Regulations governing a course of study. If such a candidate enters the examination room and sits for the paper, his/her results in that paper shall be nullified. A student must have been **present for at least 85% of the classes** to be allowed to sit for ESE in each subject.

Unless otherwise specified a candidate must do CAT for each specified module before the ESE in the respective subject.

A candidate whose course work or progress is considered unsatisfactory may be required by Senate, on recommendation of the appropriate School Board, to withdraw from studies or to repeat any part of the course before admission to an examination.

6.4. Late Assignments and Examinations

Each School is asked to state in the course outline policy concerning acceptance of late assignments and examinations in the course. Normally, such work can be made up only for a good reason (e.g., serious illness, death of the immediate family, etc.). In no case will examinations be given early.

If circumstances warrant, they may be given late, and the student may be charged a grade penalty and/or a late examination fee which will be determined by the University Council.

6.5. Absence from Examinations

Absconding from examination includes not reporting for a scheduled examination at the time, day and place specified without prior permission. It also includes going out of the examination room, temporarily or otherwise without authorization or permission of the invigilator or one of the invigilators for the examination in question. It also includes staying out of the examination room for a longer period than the one specified by the invigilator or one of the invigilators for the examination in question.

A candidate who absconds a scheduled examination deliberately or without a just reason to be determined by the Senate shall be discontinued from studies. When a just reason is admitted, a written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations.

6.6. Falling sick immediately before or during Examination

If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e., as certified by the authorized medical officer), he/she will be advised by the School Dean to postpone the examination until an appropriate time to be arranged by respective Department through the School or Institute. Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results of the examination.

6.7. Reporting late for Examination

A candidate who reports late for an examination (more than 30 minutes) will not be allowed to sit for the examination. His/her case will be referred to the Examination Committee by Chief Invigilator through the University Examination Officer. The Examination Committee will forward recommendation to the Senate.

A candidate without a valid reason shall be regarded as having failed in that examination but will be allowed to do a supplementary examination. And will be awarded a maximum grade of “C”.

A candidate with a valid reason will be allowed to sit for a special examination when next offered.

6.8. Dates of Examinations

UE in all Schools/Institutes shall be held at a time to be determined by the Senate, which shall normally be during the last week(s) of a semester, and/or last month of the academic year.

6.9. Supplementary Examination

Candidates who are permitted to take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the School Board. A Pass in supplementary shall be recorded as a minimum passing grade of “C” . Examination Regulations from specific programme shall also apply.

6.10. Repeating the year

A candidate may be allowed to repeat a year if she or he has attained a Grade Point Average (GPA) specified by the respective programme curriculum. GPA calculation should base on subject weights. No candidate will be allowed to repeat any year of study more than once.

6.11. Delays in Completing Research Thesis

A student who fails to complete the research thesis by the specified date shall be given an additional time to complete it following the recommendation of School/Directorate. If the candidate fails to complete the thesis after the additional year, then they shall be required to do a different research provided his/her registration limit will not be exceeded. Examination Regulations from specific programme shall also apply.

6.12. Conduct of Examinations

University Examinations shall be conducted under the control of the DP-AA, Deans of Schools, and HODs, or such other officer of the University as the DP-AA shall appoint.

6.13. Appointments of Examiners

The examiners for the University Examinations shall be appointed by the Academic Committee or DP-AA, upon recommendation of the Schools.

6.14. Board of Examiners

Every University Examination shall be conducted by a Board of Examiners, consisting of:

- (1) One or more external examiners appointed from outside the University by the Senate together with teachers who participated in teaching the candidates in the subjects under examination.
- (2) Examiners may be appointed from within the University for the supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subjects(s) under examination.

6.15. External Examiners' Honorarium

External Examiners shall receive such honoraria as the University Council shall prescribe.

6.16. Examination Irregularities or Academic Dishonesty

This also applies to CATs.

- (1) All cases of examination irregularities on the part of students or invigilators or any member of staff shall be referred to the Examinations Committee through the HOD and the respective School Dean. The Committee shall have power to summon students and members of staff, as it deems necessary. The chairman shall submit a report of its findings and recommendations to the Senate, which shall decide what further action to take.
- (2) For avoidance of doubt, examination irregularities shall include, but are not limited to, the following:
 - (a) A candidate found with unauthorized material/information in any part of the examination process in the premises surrounding the examination room. The premises surrounding the examination room include the examination room, toilets and areas within 20 meters.
 - (b) A candidate with written or drawn examination related materials on his or her body, shoes and clothes.
 - (c) A candidate copying from another candidate's work.
 - (d) A candidate cheating by using or copying from unauthorized material.
 - (e) A candidate cheating or plagiarizing in research dissertation/thesis or report (e.g. elective field report, case study report, etc.).
 - (f) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
 - (g) A candidate doing or attempting to do an examination on behalf of another candidate.
 - (h) A candidate requesting or buying or stealing examination questions from examiners or from the examination office or fellow students or attempting to do so. In clinical examinations, this includes getting to know cases or patients set for examination.

- (i) A candidate colluding with another candidate who is involved in examination irregularities. This includes refusing to disclose the irregularity incident he or she witnessed (e.g., refusing to sign the incidence form).
 - (j) A candidate refusing to obey a lawful order by an invigilator.
 - (k) A candidate or member of staff who behaves or acts in such manner as would disrupt the examination process.
 - (l) Submitting or attempting to submit answer sheet(s) or booklet(s) which were not written in the examination room.
 - (m) An invigilator or examiner violating Examination Regulations.
 - (n) Evidence identified by closed circuit television (CCTV)
- (3) Any candidate who is found guilty of deliberately involved in examination irregularities or dishonest shall be discontinued from studies.
 - (4) A member of staff alleged of examination dishonest shall be referred to the University Staff Disciplinary Authority for further measures. Any staff who discloses or cause leakage of examinations shall be terminated from the services of the University and shall in addition thereto be required to make good any loss that may result from such leakage.
 - (5) In the event of leakage of examination, the University shall nullify the examination results and require candidates to re-sit the examination.
 - (6) In all cases of examination irregularity, provisions of natural justice as prescribed in rule 85 of the first Schedule of the Charter of Incorporation are to be adhered to.

7.0 SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES

These instructions should be read together with the above University General Examination Regulations.

- 7.1. Candidates should make sure that they have been issued Examination Numbers before examinations begin.
- 7.2. Candidate shall be responsible for consulting the final version of Examination Timetables for any changes. Failure to sit examination(s) for a reason of changes in timetable will not be entertained.
- 7.3. Candidates shall be seated 30 minutes before starting time, and no student shall be allowed into the examination room 30 minutes after the starting time, except for a compelling reason, without prejudice to Regulation to 7.16 below.
- 7.4. Candidates must not begin writing before they are told to do so by the invigilator.

- 7.5. Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department.
- 7.6. Candidates are **not allowed to enter the examination room**, with books, cellular or mobile phone, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, digital watches, computers, soft and any other material as may be specified from time to time by the Senate.
- 7.7. In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations except with invigilator's permission. Items allowed into the examination room shall be liable to inspection by the invigilator.
 - 7.7.1. No food shall be allowed into the examination room, except soft drinks not exceeding 500 mls.
- 7.8. Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklets.
- 7.9. All candidates shall observe silence in the examination room.
- 7.10. Invigilators shall have power to specify or change the sitting arrangement in the examination room, or to require inspection of a candidate, or to confiscate an unauthorized material brought into the examination room, and shall have power to expel and report from the examination room any candidate who creates disturbance and record the incident to the examination office and HOD.
- 7.11. In case of alleged cheating, the candidate and one or more invigilators shall be required to sign an examination incident form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the HOD.
- 7.12. A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is scheduled.
- 7.13. Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the University General Examination Regulations and leads to discontinuation from studies.
- 7.14. All candidates shall sign the attendance form at the beginning and the submission form at the end of every examination.
- 7.15. No candidate will be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below (7.16).
- 7.16. A candidate wishing to use the toilets may, by permission of the invigilator and under escort, leave the examination room for a reasonable period.
- 7.17. A candidate who walks out of an examination in protest shall be disqualified from that examination.

- 7.18. At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 7.19. Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator of the respective examination. (This also applies to CATs)
- 7.20. Detailed instructions on the question papers should be followed.
- 7.21. Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the University's notice board and website www.bugando.ac.tz or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or e-mails to facilitate communication.
- 7.22. Students must understand that the ultimate responsibility for taking the supplementary examination precisely at the time when they are given rests with the student.

8.0 COMMON ACADEMIC REGULATIONS

The common academic regulations cover Appeals, Grading System, Certificates and Transcripts, Carry over Courses, and Graduation Requirements.

8.1. Appeals against Academic Decisions

- 8.1.1. Well-grounded appeals, supported with substantive and documented evidence against any academic decision or recommendation, shall first be lodged with the appellant's School Dean, who shall forward it to the Academic Committee and Senate with the School Board's observations and recommendations. The appeal by the student should be submitted within seven (7) days from the day the results were posted, or a decision was communicated to the affected student. The decision of Senate shall be final.
- 8.1.2. In case of examinations scores and grades, the Board of Examiner's recommendation shall be final except where well-authenticated claim for unfair marking or disregard for Examination Regulations is raised by the affected student. In such a case, findings and observations should be forwarded to the Examinations Committee for detailed discussion. The Examinations Committee makes recommendation to the Senate, whose decision shall be final.
- 8.1.3. A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the HOD in which the course was offered. The application should be made not less than one week after the release of the examination grades by the DP-AA or the individual instructor. A valid

justification for the request must be given in writing. The HOD and members of the faculty will then review the case to see if remarking is warranted. An examiner other than the one who initially marked the script will remark the paper. The grade after remarking the paper will be final regardless of whether it is lower or the same as the first grade. The student may not request for a second remarking of the same script. The grade will be communicated to the student by the DP-AA or the HOD.

8.1.4. No appeal whatsoever pertaining to the conduct of any University Examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged with the appropriate University authorities within seven days of the date of publication of the results by or under the authority of the Senate.

8.1.5. All appeals regarding semester examination should be accompanied by a fee of ten thousand shillings (10,000 TSh) for Diploma students, and of twenty thousand shillings (20,000 TSh) for undergraduate and postgraduate students. The fee is non-refundable.

8.2. Grading System

As appears under the specific regulations for each programme.

8.3. Publication of Examination Results

8.3.1. The Dean/Directors may, after the School Board meeting, publish the examination results provisionally subject to confirmation of the results by the Senate upon the recommendation of the School Board.

8.3.2. Publication and custody of the final approved examination results as approved by the Senate shall be the responsibility of the DP-AA.

8.4. Withholding or Cancellation of Results

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

8.4.2. The Senate may cancel results of student(s) where there is evidence of fraud or examination leakage.

8.5. Graduation

With the approval of the Senate, students who complete and fulfil the requirements of the programme will graduate on the day determined by the Senate. Graduation attire will be hired for three days at fifty thousand shillings (50,000 TSh) for degree and for diploma graduands. Any late return of the graduation attire shall be charged at ten thousand shillings (10,000 TSh) a day.

8.6. Certificates and Academic Transcripts

Persons applying to the DVC-ARC for academic transcript shall be charged a fee of twenty thousand shillings (20,000 TSh). A dully completed clearance form and

original transcript fee receipt must be submitted along with a passport size photograph for preparation of transcripts.

8.7. Loss of Certificates

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

- (1) The applicant produces a sworn affidavit testifying to the loss or destruction.
- (2) The applicant must produce evidence that the loss has been adequately publicly announced.
- (3) The replacement certificate will not be issued until 12 months from the date of loss.
- (4) A fee of fifty thousand shillings (50,000 TSh) shall be charged for the copy of the certificate issued.

8.8. Carry-over Courses

Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year by fulfilling all the requirements of the course. Carryover of elective courses will be allowed only in exceptional circumstances, normally only when those units are needed to comply with regulations. All carried over courses shall be cleared within the allowable maximum period of registration, otherwise, the student is discontinued from studies. The maximum period of registration is as specified under the specific programmes.

9.0 SPECIFIC EXAMINATION REGULATIONS FOR THE MD PROGRAMME

The General University Examination Regulations (6.0) also apply.

9.1. MD Programme Examinations

- 9.1.1. The Doctor of Medicine (MD) programme is a 10-semester programme and the maximum allowable period for registration shall be 14 semesters.
- 9.1.2. Registration of full-time students shall be done yearly at the beginning of each academic audit year.
- 9.1.3. For every course taught there shall be at least one CAT and an ESE. The continuous assessment shall constitute 50% of the end of semester examination grade.
- 9.1.4. A candidate who obtains a “C” grade or higher in all courses examined in an audit year shall be declared to have passed the examination and will be allowed to proceed to the next year of study.
- 9.1.5. A candidate who for any reason does not appear for any regular examination wholly or partly shall be allowed by the Senate to sit for special examination as first sitting on the recommendation of School Board.

- 9.1.6. No special examination will be given for students who did not do examinations due to fees debts. These students will do examinations when next offered during the respective semester.
- 9.1.7. A candidate who fails in one or more subjects shall be allowed to sit for a supplementary examination during the long vacation if he/she obtained an overall GPA of 1.6 or higher.
- 9.1.8. A candidate who obtains an overall GPA of 1.5 at the end of an audit year shall be allowed to repeat a year.
- 9.1.9. A candidate who obtains an overall GPA of less than 1.5 at the end of an audit year shall be discontinued from studies.
- 9.1.10. A candidate who fails the first supplementary shall be allowed to proceed to the next year of study and sit for a second supplementary provided he/she obtains an overall GPA of 1.8 or higher.
- 9.1.11. A candidate who fails the first supplementary with an overall GPA of less than 1.8 shall be discontinued from studies.
- 9.1.12. A candidate failing two consecutive Supplementary Examinations in the same subject with an overall GPA of 1.8 or higher will automatically be required to re-take the course.
- 9.1.13. A candidate re-taking a course or courses will not pair them with other concurrent courses in the same semester but will concentrate on re-take courses only.
- 9.1.14. Re-take involves registration and paying appropriate course/subject fees.
- 9.1.15. There will be no supplementary examination in a respective subject after re-take. A candidate who fails a course after re-take means automatic discontinuation from the University.
- 9.1.16. The highest grade a candidate can obtain after a supplementary examination or after re-take or repeating a year in academic grounds shall be a "C" in the respective subject(s).

9.2. Examination Regulations Specific to MD in the Clinical Years

- 9.2.1. No candidate shall be allowed to proceed to semester VI (Clinical rotations) unless and until he/she has passed all subjects from semester I to semester IV.
- 9.2.2. No candidate shall be allowed to continue to semester VII if he/she has failed the first supplementary in Management of Diseases (MD300).
- 9.2.3. At the end of a junior rotation, candidates shall sit for an examination, a clinical component of which will constitute 20% of the final year grade of the respective course.
- 9.2.4. The candidate will be considered to have passed his/her clinical rotation if he/she will have demonstrated during the rotation that he/she:
 - (1) Has acquired a satisfactory level of clinical skills in eliciting a history and physical findings from a patient.

- (2) Has clerked the required number of patients and submitted detailed write-up of the history, physical findings, lab results and a plan of management of each patient for evaluation.
 - (3) Has followed closely the patient's daily progress.
 - (4) Has observe and assisted or executed the prescribed number of procedures.
 - (5) Has passed an end of junior rotation examination.
- 9.2.5. A candidate will be required to pass ALL the junior rotations before he/she can proceed to the senior rotation.
 - 9.2.6. A candidate who fails the junior clinical rotation shall be required to do a supplementary rotation of not less than 4 weeks in the failed rotation during the long vacation, provided that the maximum tenure of the MD program of 14 semesters is not exceeded.
 - 9.2.7. At the end of the senior rotations the candidate will appear for a final examination comprising of written, **clinical and oral** components.
 - 9.2.8. No candidate shall be allowed to sit for the final (exit) examination unless and until he/she has completed all senior rotations.
 - 9.2.9. A candidate will not pass the final examination in any clinical subject unless and until he/she has passed the clinical part, which will consist of 40% clinical continuous assessment and 60% of the final clinical examination.
 - 9.2.10. A candidate failing the final/exit examination will be required to sit for a supplementary examination after repeating the senior rotation in the respective subject(s).
 - 9.2.11. A candidate in the final year failing a supplementary examination after he/she has attended all prescribed courses shall sit for a second supplementary at the next opportunity of the same course.
 - 9.2.12. A student shall be awarded the MD degree after passing all prescribed courses including an Elective Field Project.
 - 9.2.13. The MD degree shall not be classified.
 - 9.2.14. **GRADING OF THE MD DEGREE**

The grading system shall be as follows:

Numeric Mark	Letter Grade	GPA
75-100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
< 44	E	0

10.0 SPECIFIC EXAMINATION REGULATIONS FOR THE BMLS PROGRAMME

The General University Examination Regulations (6.0) also apply.

- 10.1. The Bachelor of Medical Laboratory Sciences (BMLS) programme is a 6-semester programme and the maximum allowable period for registration shall be 10 semesters.
- 10.2. The Examination Regulation and disposal of students will follow SFUCHAS Examination Regulations. The BMLS degree will be classified.
- 10.3. The registration of students shall be once at the beginning of each academic year.
- 10.4. For every course/subject taught in a semester there shall be at least one CAT and an ESE. The continuous assessment shall constitute 50% of the end of semester examination grade.
- 10.5. A candidate who obtains a “C” grade or higher in all courses/subjects examined in an audit year shall be declared to have passed the examination and will be allowed to proceed to the next year of study.
- 10.6. A candidate who for compelling reasons does not appear for any regular examination, wholly or partly, shall be allowed by the Senate to sit for a special examination as first sitting on the recommendation of School Board.
- 10.7. A candidate who fails in one or more subjects shall be allowed to sit for a supplementary examination during the long vacation if he/she obtained an overall GPA of 1.6 or higher.
- 10.8. A candidate who obtains an overall GPA of 1.5 at the end of an audit year shall be allowed to repeat a year.
- 10.9. A candidate who obtains an overall GPA of less than 1.5 at the end of an audit year shall be discontinued from studies.
- 10.10. Supplementary in any clinical subject will include a laboratory rotation of at least 4 weeks.
- 10.11. A candidate who fails the first supplementary examination with an overall GPA of less than 1.8 shall be discontinued from studies.
- 10.12. A candidate who fails the first supplementary examination shall be allowed to proceed to the next year of study and sit for a second supplementary provided he/she obtains an overall GPA of 1.8 or higher.
- 10.13. No candidate shall be allowed to proceed to the clinical year of study unless and until he/she has passed all basic science courses.
- 10.14. A candidate failing two consecutive supplementary examinations in the same subject with an overall GPA of 1.8 or higher will automatically be required to re-take the course.
- 10.15. A candidate re-taking a course or courses will not pair them with other concurrent courses in the same semester but will concentrate on re-take courses only.
- 10.16. Re-take involves registration and paying appropriate course/subject fees.

- 10.17. There will be no supplementary examination in a respective subject after re-take. A candidate who fails a course after re-take means automatic discontinuation from the University.
- 10.18. The highest grade a candidate can obtain after a supplementary examination or after repeating a year on academic grounds shall be a “C” in the respective subject(s).
- 10.19. **GRADING OF THE BMLS DEGREE**

The grading system shall be as follows:

Numeric Mark	Letter Grade	GPA
75-100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
< 44	E	0

The BMLS degree shall be classified as follows:

Class	Letter Grade	GPA	Numeric Mark
First Class	A	4.4 – 5.0	75-100
Upper Second	B+	3.5 – 4.3	70-74
Lower Second	B	2.7 – 3.4	60-69
Pass	C	2.0 – 2.6	50-59

11.0 SPECIFIC EXAMINATION REGULATIONS FOR BScN PROGRAMMES

The General University Examination Regulations (6.0) also apply.

- 11.1. The Bachelor of Science in Nursing (BScN) are provided as 2 to 4 years programmes. This is stipulated in the respective curricula. The maximum allowable period since registration shall be an additional 2 years to any of the registered programme.
- 11.2. Registration of full-time students shall be done at the beginning of each academic audit year.
- 11.3. For every course taught there shall be at least two CATs and an ESE. The continuous assessment shall constitute 50% of the end of semester examination grade.
- 11.4. For clinical subjects, a candidate shall be eligible for examination after completion of at least 85% of the clinical practice schedules allocated in that semester.
- 11.5. A candidate who obtains a “C” grade or higher in all courses examined in an audit year shall be declared to have passed the examination and shall be allowed to proceed to the next year of study.

- 11.6. A candidate who for compelling reasons does not appear for any regular examination wholly or partly shall be allowed by the Senate to sit for a special examination as first sitting on the recommendation of the School Board.
- 11.7. A candidate who fails in one or more subjects shall be allowed to sit for a supplementary examination during the long vacation if he/she obtained an overall GPA of 1.6 or higher.
- 11.8. A candidate who obtains an overall GPA of 1.5 at the end of an audit year shall repeat a year.
- 11.9. A candidate who obtains an overall GPA of less than 1.5 at the end of an audit year shall be discontinued from studies.
- 11.10. No candidate shall be allowed to proceed to the clinical year of study unless and until he/she has passed all basic science courses.
- 11.11. A candidate who fails the first supplementary shall be allowed to proceed to the next year of study and sit for a second supplementary provided he/she obtains an overall GPA of 1.8 or higher.
- 11.12. A candidate who fails the first supplementary with an overall GPA of less than 1.8 shall be discontinued from studies.
- 11.13. A candidate failing two consecutive supplementary examinations in the same subject with an overall GPA of 1.8 or higher will automatically be required to Re-take the course.
- 11.14. A candidate re-taking a course or courses will not pair them with other concurrent courses in the same semester but will concentrate on re-take courses only.
- 11.15. Re-take involves registration and paying appropriate course/subject fees.
- 11.16. There will be no supplementary examination in a respective subject after re-take. A candidate who fails a course after re-take means automatic discontinuation from the University.
- 11.17. The highest grade a candidate can obtain after a supplementary examination or after repeating a year on academic grounds shall be a "C" in the respective subject(s).
- 11.18. A candidate will not pass the final examination in any clinical subject unless and until he/she has passed the clinical part.
- 11.19. A candidate failing the end of the year clinical examination will be required to sit for a supplementary examination after repeating four weeks rotation in the respective subject(s).
- 11.20. A candidate in the final year failing a supplementary examination after he/she has attended all prescribed courses shall sit for a second supplementary at the next opportunity of the same course.
- 11.21. No candidate shall be allowed to graduate without passing a research project.
- 11.22. BScNE and BScN degrees shall not be classified.
- 11.23. **GRADING OF THE BScNE AND BScN DEGREES**

The grading system shall be as follows:

Numeric Mark	Letter Grade	GPA
75-100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
< 44	E	0

12.0 SPECIFIC EXAMINATION REGULATIONS FOR MASTER PROGRAMMES

The General University Examination Regulations (6.0) also apply.

12.1. Master Programme Examinations

- 12.1.1. The master's degree programmes offered at SFUCHAS are by course work and dissertation. Evaluation of candidates will include course work, and clinical assessment, dissertation and viva voce defence of the dissertation.
- 12.1.2. During each semester, there will be at least two CATs and an ESE consisting of a written paper and clinical/practical examination.
- 12.1.3. The mode and manner of the clinical examination will be determined by the departments concerned, vetted by the respective School Board and Higher Degree Committee prior to be approved by the Senate.
- 12.1.4. The continuous assessment will constitute 50% of the end of semester examination grade.
- 12.1.5. Written component shall carry 40%, and the clinical/practical component shall carry 60% of the total mark for continuous assessment and the ESE.

12.1.6. GRADING OF THE MASTER DEGREE

The grading system shall be as follows:

Numeric Mark	Letter Grade	GPA
75-100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
< 44	E	0

The PASS mark shall be B grade.

12.2. Disposal of Students

12.2.1. Biomedical Subjects

- (1) A candidate who fails in one or two biomedical subjects during Semester I will continue to Semester II and sit for a supplementary examination after the end of Semester II.
- (2) A candidate who fails three or more subjects shall stop proceeding with other subject(s) and re-take these subjects in the semester(s) when next offered.
- (3) A candidate who fails the supplementary examination shall stop proceeding with other subject(s) and re-take the failed subject(s) in the semester when next offered.
- (4) A candidate who fails examination after re-retaking the subject(s) shall be discontinued from studies.

12.2.2. Clinical Subjects

- (1) A candidate who fails any clinical subject shall sit for supplementary examination after rotating for a minimum of 4 weeks and maximum of 12 weeks.
- (2) A candidate who fails three or more subjects shall stop proceeding with other subject(s) and re-take the respective subjects in the semester(s) when next offered.
- (3) A candidate who fails the supplementary examination(s) shall be allowed to sit for 2nd supplementary examination(s) after rotating for a minimum of 4 additional weeks and maximum of 12 additional weeks.
- (4) A candidate who fails the 2nd supplementary examination(s) shall be required to re-take the subject(s) while stop all other subjects in the respective semester and concentrate on the failed subject(s) in a semester when the subject is next offered.
- (5) A candidate who fails examination after re-retaking the subject(s) shall be discontinued from studies.
- (6) The highest grade a candidate can obtain after a supplementary examination or after re-taking the subject(s) on academic grounds shall be a 60% ("B") in the respective subject(s).
- (7) The exact duration for supplementary clinical rotation will be discussed and agreed in the Department Meeting based on the content of the respective subject and the strength/weakness of a supplementing student. The proceedings/minutes from the meeting MUST be submitted to the respective School Board and to the Higher Degree Committee (in that order) for vetting prior to be submitted to the Senate for approval.
- (8) Any corrections of the dissertations will have to be done within the stipulated timeframe as indicated in the *"The Grading Scheme and Disposal for Master's Dissertation or Doctor of Philosophy's Thesis."* An error free dissertation must be submitted before a candidate is awarded the degree.

12.3. Final Score and Grade for Dissertation/Thesis

- 12.3.1. Dissertation book score (Part I, Appendix 3) and Viva voce score (Part II, Appendix 4) will proportionately constitute 60% and 40% of the final score, respectively. A candidate must pass in both components by 60%.
- 12.3.2. The final score will be given to the candidate during the verdict session (where the candidate will leave the room). The average scores from all examiners (i.e., internal and external examiners) will be computed, and the candidate will be awarded a final score and grade. In an event where the scores from examiners cannot guide final decision, the verdict of the external examiner will determine the fate of the candidate.
- 12.3.3. Other critical issues may result into disciplinary action including (but not limited to) the REJECTION of the dissertation/thesis irrespective of the scores obtained above. These include evidence of plagiarism, falsification of data, research and ethical misconducts. In an event any of these occur, the matter will be discussed on a case-by-case basis.

13.0 SPECIFIC EXAMINATION REGULATIONS FOR IAHS DIPLOMA PROGRAMMES

The General University Examination Regulations (6.0) also apply.

- 13.1. The Institute of Allied Health Sciences (IAHS) programmes are 6-semester programmes and the maximum allowable period for registration shall be 10 semesters.
- 13.2. To pass any subject candidates must have obtained at least “C” grade which will consist of 50% contribution from continuous assessment and 50% from the ESE.
- 13.3. Candidates who obtain “C” grade and above in all subjects will be deemed to have passed the examination.
- 13.4. Final year candidates who pass all semester examinations will be recommended for the award of the Diploma in Pharmaceutical Sciences (DPS), Diploma in Diagnostic Radiography (DDR), and Diploma in Medical Laboratory Sciences (DMLS) of the SFUCHAS.
- 13.5. A candidate who fails in one or more subjects shall be allowed to sit for a supplementary examination during the long vacation if he/she obtained an overall GPA of 1.6 or higher.
- 13.6. A candidate who obtains an overall GPA of less than 1.6 at the end of an audit year during the first year shall be discontinued from studies.
- 13.7. During the second or third year of study, a candidate who obtains an overall GPA of less than 1.6 but greater or equal to 1.5 shall be allowed to repeat a year. A candidate who obtains an overall GPA of less than 1.5 shall be discontinued from studies.

- 13.8. A candidate who fails the supplementary with an overall GPA of less than 1.8 shall be discontinued from studies.
- 13.9. A candidate who fails the first supplementary shall be allowed to proceed to the next year of study and sit for a second supplementary provided he/she obtains an overall GPA of 1.8 or higher.
- 13.10. A candidate failing two consecutive Supplementary Examinations in the same subject with an overall GPA of 1.8 or higher will automatically be required to re-take the course.
- 13.11. A candidate re-taking a course or courses will not pair them with other concurrent courses in the same semester but will concentrate on re-take courses only.
- 13.12. Re-take involves registration and paying appropriate course/subject fees.
- 13.13. There will be no supplementary examination in a respective subject after re-take. A candidate who fails a course after re-take means automatic discontinuation from the University.
- 13.14. The highest grade a candidate can obtain after a supplementary examination or after repeating a year on academic grounds shall be a "C" in the respective subject(s).
- 13.15. **GRADING OF THE DIPLOMA PROGRAMMES**

The grading system shall be as follows:

Numeric Mark	Letter Grade	GPA
75-100	A	4.4 – 5.0
70-74	B+	3.5 – 4.3
60-69	B	2.7 – 3.4
50-59	C	2.0 – 2.6
45-49	D	1.5 – 1.9
< 44	E	0

The Diplomas shall be classified as follows:

Class	Letter Grade	GPA	Numeric Mark
First Class	A	4.4 – 5.0	75-100
Upper Second	B+	3.5 – 4.3	70-74
Lower Second	B	2.7 – 3.4	60-69
Pass	C	2.0 – 2.6	50-59

APPENDIX 1: PARTICIPATION IN EXAMINATION

PARTICIPATION IN UNIVERSITY EXAMINATIONS, month..... year.....

DEPARTMENT _____

NAME _____

ACADEMIC POSITION _____

Please check (✓) where applicable

SN	ACTIVITY	
1	Preparation of questions including cases for clinical examinations	
2	Compiling, editing and Printing examinations	
3	Invigilation of written examinations	
4	Panels for clinical examinations Panels for Oral/ /Practical's/Elective research, other specify.....	
5	Marking / Grading of written examination papers	
6	Compilation of examination results	
7	Involvement as Internal examiner for M.MED	
8	Involvement in Viva Voce M.MED	
9	Discussion of examination results at Departmental level	
10	Presentation of results to the School Board	
11	Involvement as the internal examiner for PhD	
12	Involvement in the viva voce panels for PhD	
13	Others, Specify.....	

Head of Department

Name.....**Signature**.....**Date**.....

APPENDIX 2: SCORING SCHEME FOR POSTGRADUATE DISSERTATIONS/THESES

Both internal and external examiners are supposed to use this guideline as a benchmarking tool to objectively evaluate candidates. Examiners' evaluation will play a major role in our decision as to whether the Dissertation/Thesis worthy DEGREE AWARD or NOT.

Therefore, examiners are urged to provide comments and criticism to the candidate by identifying the major contributions of the dissertation, major strengths and weaknesses, and its suitability for the degree award. Examiners must include both general and specific comments under the following key points:

1.0 PREAMBLE SUBSECTIONS (TOTAL = 5 marks)

1.1 Topic and title (2 marks)

- Is the topic of interest and relevant for the discipline the student is specializing?
- Does the title reflect the whole content of the dissertation?

1.2 Operational definitions (1 mark).

- Does the dissertation contain all relevant operations definitions, and are they in line with the topic?

1.3 Abstract (2 marks)

- Is it well-structured and summarizing concisely all essential information of the dissertation: background, objective, methods, results and conclusion?

2.0 BACKGROUND AND LITERATURE REVIEW (TOTAL = 15 MARKS)

2.1 Background (10 marks)

- Is the study background adequately and chronologically described? (2 marks).
- Is the nature, magnitude and research gap(s) related to the research problem clearly stated using global, regional and local literatures in context? (2 marks).
- Is the rationale for the proposed research made clear? Does it justify utilization and/or translation of the findings in the local settings, regionally or globally? (2 marks).
- Is the research question(s) and/or hypothesis clearly stated? Are they also reflected in the conceptual framework stated? (2 marks).
- Are the objectives reflecting the problem statement and rationale? Are the specific objectives SMART? (2 marks).

2.2 Literature review (5 marks)

- Is the literature relevant to the dissertation well reviewed, organized and presented from Global, Africa, East Africa, Tanzania and/or to the locality where the study was conducted? (3 marks).
- Does the candidate show ability to critically evaluate and synthesize relevant literature information? (2 marks).

3.0 METHODOLOGY (TOTAL = 25 marks)

3.1 Study design, sample size, sampling procedures and data collection (8 marks)

- Is the study design appropriate for the objectives? (1 mark)
- Is the sample size appropriate and adequately justified? (2 marks)
- Is the sampling technique appropriate and adequately described? (2 mark)
- Are the methods and instruments of data collection appropriate, are they described and supported by appropriate references and/or tools? (2 marks)
- Are the techniques to minimize bias/errors documented? (1 mark)

3.2 Data management and analysis (14 marks)

- Are appropriate statistical methods and tests used? And are they in line with the specific objectives? (4 marks)
- Are the point estimates (prevalence, incidence, strength of association, etc) well and correctly described? Are the statistical significance cut-off values well documented, correct and appropriate (e.g., Odds Ratio, Relative Risk, Confidence intervals, p-values or Correlation coefficient)? (10 marks)

3.3 Research approval, permissions and ethical considerations (3 marks)

- For studies including human or animal subjects, is there a section delineating that the study been approved by the relevant research and ethics committee? (1 mark).
- Is there description on how information sheet was given to participants? and how consent (or assent where applicable) was obtained? (1 mark).
- Is there description on the permissions obtained from all relevant local authorities? (1 mark).
- Have any conflicts of interest (financial or other) been clearly stated? (if any).

4.0 RESULTS (20 marks)

- Is the work scientifically interesting, rigorous, accurate and correct? (3 marks).
- Did the study test the hypothesis? (3 marks)
- Are the findings covering all objectives and presented logically? (4 marks).
- Are the diagrams, tables, figures and captions correct, appropriate and clear (clearly labelled, well summarized, readily interpretable, with appropriate and consistent formats)? (6 marks).
- Are the statistical tests calculated, presented and interpreted correctly and appropriately? (6 marks)
- When results are stated in the text of the dissertation, can you easily verify them by examining tables and figures? (3 marks).

5.0 DISCUSSION (15 marks)

- Is the discussion relevant to the study findings? (2 marks)
- Is it easy to understand read? (1 mark)
- Is the work set well in the context of the previous work? How well are the key findings and objectives discussed? (4 marks)
- To what extent have differences or similarities with other studies been discussed and scientific reasons (or plausible explanations) given? Are the implications of the findings clearly articulated? (6 marks)

- To what extent have limitations been discussed? (2 marks)

6.0 CONCLUSIONS AND RECOMMENDATIONS (5 marks)

- Is the conclusion justified by results and discussion? Does the conclusion reflect the primary goals of the study? Is the conclusion carefully written, summarizing what has been learnt and why it is interesting and useful? (2 marks)
- Are the recommendations presented emanating from the results, discussion and conclusions? Are there feasible measures pinpointed for future actions to improve local or regional settings at individual/hospital/community/ or system levels (2 marks)
- Are the areas for future research well-articulated from the findings in the dissertation? (1 mark)

7.0 REFERENCES (5 marks)

- Are they appropriate, relevant and pertinent to the current study? (2 marks)
- Are the references following Vancouver Style recommended by the SFUCHAS? (1 mark)
- Are they up to date? Are there any errors? Are the references in the reference section matching to the cited references in the text? (2 marks)

8.0 APPENDICES (7 marks)

- Are all supporting appendices supporting documents included? E.g., Data collection tools/questionnaires in both English and Kiswahili versions (and/or other local languages where necessary), Is the information sheet and consent (or assent) form both in English and Kiswahili versions (and/or other local languages where necessary) included. (1 mark)
- Is the research and ethical approval certificate (and amendments where necessary) included? (1 mark)
- A manuscript to be submitted to a peer reviewed journal OR published manuscript(s) attached (5 marks)

9.0 OVERALL WRITING STYLE (3 marks)

- Is the overall balance and structure of the dissertation good? (1 mark).
- Is the length of the dissertation appropriate for the content? Is the dissertation presented logically (e.g., correct information in each section and subsections, logical flow of arguments, and well organization)? (1 mark).
- Are there any errors in language, technique, fact, calculation, interpretation, or style? (1 mark).

APPENDIX 3: EXAMINERS SUMMARY ASSESSMENT OF POSTGRADUATE DISSERTATIONS/THESIS

(PART I)

Name of the candidate:.....

Candidate's registration number.....

Degree registered for:.....

Department/School/Institute:.....

Dissertation title:.....

.....

.....

The scoring scheme for Dissertation or Thesis

S/NO	PART OF THE DISSERTATION/THESIS ASSESSED	MAXIMUM SCORE	ACTUAL SCORE
1.	PREAMBLE SUBSECTIONS	5	
2.	BACKGROUND AND LITERATURE REVIEW	15	
3.	METHODOLOGY	25	
4.	RESULTS	20	
5.	DISCUSSION	15	
6.	CONCLUSIONS AND RECOMMENDATIONS	5	
7.	REFERENCES	5	
8.	APPENDICES	7	
9.	OVERALL WRITING STYLE	3	
	TOTAL MAXIMUM SCORE	100	

NAME OF EXAMINER & DESIGNATION:.....

AFFILIATION.....

SIGNATURE:.....DATE:.....

APPENDIX 4: EXAMINERS SUMMARY ASSESSMENT OF POSTGRADUATE DISSERTATION/THESIS'S VIVA VOCE

(PART II)

Name of the candidate:.....

Candidate's registration number.....

Degree registered for:.....

Department/School/Institute:.....

Dissertation title:.....

.....

The scoring scheme for Dissertation or Thesis' Viva Voce

S/NO	PART OF THE DISSERTATION/THESIS ASSESSED	MAXIMUM SCORE	ACTUAL SCORE
1.	Organization of slides, quality of slides, recommended number of slides and use of visual aids/illustrations.	10	
2.	Presentation style and communication skills (mannerism, voice, ownership of the work, chronological flow from one slide to another, candidate largely facing the audience as opposed to the slides).	20	
3.	Logical flow justifying execution of the study (critical presentation of the background, problem statement, rationale and methodology in context).	10	
4.	Response to questions and challenges from examiners (evidence of mastering the subject: sound clinical arguments /scientific reasoning/ comprehension of the principles underpinning the methods/techniques used etc)	30	
5.	Knowledge translation (ability to extrapolating his/her findings in the local, regional or global context)	30	
	TOTAL MAXIMUM SCORE	100	

NAME OF EXAMINER & DESIGNATION:.....

AFFILIATION:.....

SIGNATURE:.....DATE:.....

APPENDIX 5: GRADING SCHEME AND DISPOSAL FOR POSTGRADUATE DISSERTATIONS/THESES

Score	Grade and Interpretation	Description of Recommendation	Decision
75 – 100	A (Excellent)	The Dissertation is adequate and satisfactory in form and content, and reflects a sound understanding of the subject and the degree should be awarded OR the degree can be awarded after addressing minor grammatical and typographical errors.	Accept without changes or Minor changes within one week
70 - 74	B+ (Very good)	The Dissertation is adequate and satisfactory in form and content and reflects an adequate understanding of subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified, and may include minor grammatical, typographical, bibliographic errors, and editorial corrections.	Minor changes within one month
60 - 69	B (Good)	The Dissertation is adequate and satisfactory in form and content and reflects an adequate understanding of subject, but the degree should be awarded only after minor changes have been made. Such changes should be specified, and may include minor grammatical, typographical, bibliographic errors, editorial corrections, slight reorganization of sections, and minor modifications of tables, figures, paragraphs or sentences	Minor changes within 3 months
50 - 59	C (Fail)	The Dissertation is inadequate and unsatisfactory in form and content and the degree should be awarded only after major changes have been made. Such changes should be specified in examiners reports, and may include extensive grammatical and typographical errors, minor additional data analysis, errors in data interpretation, more extensive changes involving revision of specified sections, or chapters	Major changes between 3 to 6 months
40 - 49	D (Fail)	The Dissertation is inadequate and unsatisfactory in form and content, but upon improvement will contain substantial contribution to knowledge. To remove these defects, it should be substantially revised and re-submitted for examination by a Board of Examiners. Changes needed may include additional data collection or further research, in depth additional analysis, in depth synthesis of information and literature review, and re-writing.	Re-examination between 9 to 12 months
≤ 39	E (Fail)	The Dissertation is grossly inadequate and unsatisfactory and offers no scope for improvement does not reflect a clear understanding of the subject and should be rejected. The degree should not be awarded	Rejected