



**ST. FRANCIS UNIVERSITY  
COLLEGE OF  
HEALTH AND ALLIED  
SCIENCES (SFUCHAS)**

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**SFUCHAS  
STUDENTS'  
HANDBOOK**

## **WELCOME NOTE**

**Dear Student,**

### **Welcome to SFUCHAS!**

Congratulations on opting to pursue your non-degree, undergraduate, and postgraduate studies at this University College which is envisioned to foster the holistic development of a person and respect for human dignity. The university College is committed to providing you with the best services to achieving a harmonious equilibrium between your academic and social life.

### **LOCATION**

Founded in 2010, SFUCHAS is one of East Africa's finest affordable university located in Ifakara town about 110 Kilometers from Mikumi town. The good road infrastructure makes it easy to travel by bus from up-country while viewing the beautiful Green natural landscapes. Other neighboring attractions include The Udzungwa national Park and forest

Reserve, Mikumi national Park, Sanje waterfalls, Kilombero Natural Forest Reserve and Nyerere National Park.

SFUCHAS joined by five other partner health institutions in the area form the **Ifakara Cluster**. These include, St. Francis Referral Hospital (SFRH), Edgar Maranda School of Nursing (EMSU), Tanzania Training Centre for International Health (TTCIH), Ifakara Health Institute (IHI) and Good Samaritan Cancer Hospital (GSCH).

### **SFUCHAS FACILITIES**

SFUCHAS is enriched with campus facilities which include; Bishop Agapit Ndorobo complex, St. Patrick Iteka complex, St. Rita Administration Block and six well-equipped medical laboratories. Other facilities include one computer lab and a library furnished with up-to-date reading resources. Accommodation services are available for students on and off campus. Other services include academic matters, ICT

services, sports, and games.

## **STUDENT LIFE**

### **Recreational Facilities**

SFUCHAS unites different cultures, religions, values and morals. Recreational facilities available close to the campus are The Paris Restaurant, Kilombero Mbega Resort, Mountain Peak Hotel, and Verona Gardens, bars, sporting and fishing facilities.

### **Transportation**

There are several options when it comes to public transport. The easiest and cheapest means of transportation within and around the campus is by bicycle. Motorcycle (Boda-boda) rides are available at affordable cost.

### **Banking Services**

There are available banking services that students can access near the campus such as National Micro Finance Bank (NMB), National Bank of Commerce (NBC), Cooperative

Rural Development Bank (CRDB), and Tanzania Commercial Bank (TCB). Other financial services include forex bureau and agency banking services.

**Communication** SFUCHAS is digitalized with fast and reliable internet network. Students can access free WiFi within the campus and library. Available local telecom networks include Tigo, Vodacom, Halotel, TTCL and Zantel.

### **Students' Welfare**

Your welfare encompasses the wellbeing and sense of belonging to the institution. SFUCHAS creates an environment for students to have health insurance and access health services in reputable hospitals very close to the campus. The responsible Directorate of Student Affairs supports the welfare of students' life at the University.

On that note, I would like to call upon each one of you to have a personal

copy of the Student Handbook and read it closely to be acquainted with information about our university. You are expected to abide by the policies and the highest standards of personal ethics and behaviour expected of SFUCHAS.

The Student Handbook is a simplified essential and useful tool that will ensure a successful graduation if you make it handy. Finally, I congratulate you once again for choosing to study at SFUCHAS.

**Prof. Albino Kalolo**  
**Principal**  
**SFUCHAS**

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**ACRONYMS**

<b>ACSEE</b>	ADVANCED CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
<b>AIDS</b>	ACQUIRED IMMUNODEFICI ENCY SYNDROME
<b>ARIS</b>	ACADEMIC REGISTRATION INFORMATION SYSTEM
<b>CAT</b>	CONTINUOUS ASSESSMENT TEST
<b>CCTV</b>	CLOSED CIRCUIT TELEVISION
<b>CSEE</b>	CERTIFICATE OF SECONDARY

	EDUCATION EXAMINATION
<b>CUHAS</b>	CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES
<b>DP-ARC</b>	DEPUTY PRINCIPAL ACADEMIC, RESEARCH AND CONSULTANCY
<b>ESE</b>	END OF SEMESTER EXAMINATION
<b>GE</b>	GENDER EQUALITY
<b>GPA</b>	GRADE POINT AVERAGE
<b>HESLB</b>	HIGHER EDUCATION STUDENTS' LOANS BOARD

<b>HIV</b>	HUMAN IMMUNODEFICIEN CY VIRUS
<b>HoD</b>	HEAD OF DEPARTMENT
<b>IAHS</b>	INSTITUTE OF ALLIED HEALTH SCIENCES
<b>ICT</b>	INFORMATION AND COMMUNICATION TECHNOLOGIES
<b>IMEI</b>	INTERNATIONAL MOBILE EQUIPMENT IDENTITY
<b>MD</b>	DOCTOR OF MEDICINE
<b>MLT</b>	MEDICAL LABORATORY TECHNICIAN

<b>MLS</b>	MILLILITERS
<b>MoH</b>	MINISTRY OF HEALTH
<b>MoHSW</b>	MINISTRY OF HEALTH AND SOCIAL WELFARE
<b>MoU</b>	MEMORANDUM OF UNDERSTANDING
<b>NACTVET</b>	THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
<b>NTA</b>	NATIONAL TECHNICAL AWARD
<b>O' LEVEL</b>	ORDINARY LEVEL
<b>OSIM</b>	ONLINE REGISTRATION INFORMATION SYSTEM

<b>OSPE</b>	OBJECTIVE STRUCTURED PRACTICAL EXAMINATION
<b>PST</b>	PHARMACEUTICAL SOCIETY OF TANZANIA
<b>SAUT</b>	ST. AUGUSTINE UNIVERSITY OF TANZANIA
<b>SFUCHAS</b>	ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES
<b>SFUCSO</b>	ST. FRANCIS UNIVERSITY COLLEGE STUDENTS' ORGANIZATION
<b>SIMS</b>	STUDENTS INFORMATION MANAGEMENT SYSTEM

<b>TCU</b>	TANZANIA COMMISSION FOR UNIVERSITIES
<b>UE</b>	UNIVERSITY EXAMINATION



## **PART I**

### **SECTION ONE**

#### **1.0 PRACTICAL GUIDELINES**

##### **1.1 Introduction**

This section outlines the practical guidelines appropriate for matters related to students' affairs to streamline services offered. Having such several documents requires students to have them all for their references. This is practically difficult for the students. This document, therefore, synchronizes the existing policies and guidelines in to one document for easy reference. Part one of the document outlines our vision, mission, motto and functions. The following sections include students' by-laws, students' government, communication guidelines, students and neighbouring community relations, University Dress Code, HIV and AIDS Policy, Students' Worship

and Chaplaincy, Sports and Games, Alumni Association, Equal Opportunity and Gender Policy, Health Insurance and handling of students' complaints.

## **SECTION TWO**

### **2.0 SFUCHAS VISION, MISSION, MOTTO AND FUNCTIONS**

#### **2.1 Vision**

To be an outstanding Catholic University by setting standards of excellence in Health Training, Research, and health care for the Rural Community.

#### **2.2 Mission**

St. Francis University College of Health and Allied Sciences strive to:

- i) Transfer knowledge from one generation to another through teaching, advancing, and frontier of knowledge through research in Tanzania.
  
- ii) To create a competent human resource force with moral, spiritual, and ethical values in Rural Tanzania.

- iii) Delivery of quality services to the rural community in Tanzania.

### **2.3 Motto**

St. Francis University College of Health and Allied Sciences is dedicated to St. Francis of Assisi (1181/82-1226) with the Motto “Discipline, Diligence and Excellence”

### **2.4 University College desires to be**

The university has the following functions:

- i. Well-organized, managed, and culturally acceptable institution.
- ii. Effective teaching and learning processes implemented.
- iii. Credible research and publication initiative undertaken and sustained.
- iv. Quality consultancy and prompt service provision to the community provided

- v. Strong international and National linkages and networking established.
- vi. Clear and transparent marketing and public relationships strengthened.
- vii. Human resources development and management strengthened.
- viii. Facilities and support services expanded and improved.
- ix. Financial resources mobilized and effectively utilized and managed.
- x. Expanded ICT encouraged and promoted

## **SECTION THREE**

### **3.0 STUDENTS' BY-LAWS**

#### **3.1 Introduction**

Students' by-laws are made under the St. Augustine University of Tanzania, Charter Amendment 2020 described as general conducts, disciplinary offenses, procedures, penalties, and appeals. Misconduct refers to an action that could be referred to as poor performance due to drunkenness, drug use, fighting, assault on fellow student(s)/staff or any other person in the society, harassing people, willful property damage, subjecting people to racial, gender or religious abuse, cursing/swearing, truancy, behavior not conforming to prevailing standards or laws, the act or an insistence of fornication, gross dishonest or bad management and deliberate doing.

### **3.2 General Conduct**

- i. Students are required to conduct themselves at all times and in a manner suitable for the reputation of their status as students.
- ii. Students are expected to treat each other, members of staff, and the members of the community in general, with courtesy and consideration and in particular, by observing moral and ethical norms at all times.
- iii. Any proved sexual harassment involving students of the same or opposite sex calls for immediate expulsion of both students. Any proved sexual harassment involving a student and an outside visitor or a member of staff leads to immediate dismissal of the student concerned.

- iv. Students are required to sign a declaration form that they shall respect the Catholic goals of SFUCHAS.

### **3.3 Accommodation Regulations**

- i. Students may opt to live in the university hostel if accommodation is available, or opt to live outside the university campus. The by-laws for the university residence within the campus *mutatis mutandis* apply to such students living off-campus.
- ii. Students who opt to live in the university hostels must comply with the regulations as established by the university. Failure to adhere to the regulations will make the student to lose the privilege of staying in the hostels.



- iii. Students of the opposite sex are not allowed to share a room in the university hostels.
- iv. All students are required to be in their rooms or residences by midnight except where permission is granted by the Dean of Students Hall warden or any other authorized university official. For an approved social function an extension of up to 2:00 a.m. is allowed.

### **3.4 Regulations Relating to Students and Staff Relations**

*(1) Enquiries of general discipline*

In the overall sense, the Dean of Students is the one to whom most inquiries and complaints of general discipline are directed.

- (2) *Enquiries of academic matters*  
For matters of a purely academic nature Class Advisors and/or heads of departments are the ones to be consulted.
- (3) *Consultations*  
Unless otherwise stated, all consultations with staff must be made in their respective offices.
- (4) *Services of university staff*  
The services of the university staff such as secretarial work, photocopy, emails, etc. cannot be used by students in a private or official capacity without prior authorization of the officer in charge of the section or department as the case may be.
- (5) *Abuse and harassment*

- (i) No student is allowed to abuse or harass any member of staff of the university. Members of families of the university or the visitors of staff members at or outside the university campus.
- (6) *Offer or money, gift or inducement*
- (ii) No student may offer any money, gift, or any inducement of any kind to anyone, any staff members of the university under any circumstances whatsoever. Contravention of this regulation is construed as an attempt to offer a bribe punishable under the by-laws and maybe death through legal proceedings as established by the law of the country.
- (iii) Where a student is facing charges before the court of

law, may be suspended if in the opinion of the university management. It appears right to do so until his/her case has been determined by the court of law in which he/she stands charged.

### **3.5 Disciplinary Proceedings**

Disciplinary offenses committed by students are dealt with by the Students' Disciplinary Committee.

#### *Penalties*

Upon finding that a student is guilty of a disciplinary offence, the Students' Disciplinary Committee imposes punishment as it may consider appropriate. The Students Disciplinary Committee may impose such penalties including warning, reprimand, fine, compensation or expulsion depending on the gravity of the offence.

Appeal by an aggrieved party against a decision of the Students'

Disciplinary Committee is done to the Students Disciplinary Appeals Committee as provided under rule 57 of the University Charter Amendment.

The organization upholds and pursues the mission and objectives of the University. It promotes among its members values of civic and social learning and responsible citizenship.

## **SECTION FOUR**

### **4.0 STUDENTS' GOVERNMENT**

#### **4.1 Introduction**

The university administration provides an extension for the establishment of the students' government. This is an organization representing university students and students are expected to co-operate with it in channeling their communication of general nature to higher authorities. The students' organization is known as the St Francis University College Students Organization. (SFUCSO). The organization creates, fosters, and maintains harmonious relations among and between students, academic staff, the university management, the university community, the public, and other student organizations inside and outside Tanzania. It is run democratically by students themselves

is responsible to the students and serves their interests to the best level.

The said organization upholds and pursues the mission and objectives of SFUCHAS. It further promotes among its members the values of civic and social learning and responsible citizenship:

SFUCSO in consultation with SFUCHAS management is always ready to join any umbrella organization catering for students at the national or international level and makes sure that she participates effectively in all youth activities as it deems appropriate as per the interests of the members.

SFUCSO always advocates for transparency, democracy, the rule of law, good governance, and active community participation in all possible levels of leadership within and outside Tanzania and further supports voluntary self-discipline and a sense of social responsibility.

SFUCSO always fights against social economic segregation, apartheid, poverty, ignorance, corruption, and disease to save her members at large. It always defends and advocates for humanity and human health within and outside Tanzania.

#### **4.1 Principal Organs**

The principal organs of SFUCSO are:

##### **4.1.1 SFUCSO Government**

There is the University Students' Government which is the central executive committee of SFUCSO, and in the rules of the constitution, carries out the daily functions of SFUCSO. The SFUCSO government is the executive arm of SFUCSO and its office bearers include the President (who presides over all meetings), the Vice President, the Prime Minister (who is the Chief Executive Officer), Ministers, Deputy Ministers, the General Secretary in the President's office, Principal Secretaries, the Chief



Advisor of the President, class representatives and hostel representatives. The functions of each office bearer are outlined in the SFUCSO constitution.

#### **4.1.2 Bunge**

The Bunge is composed of the Speaker/Deputy Speaker, members of the SFUCSO Government (Ministers and Deputy Ministers), the Bunge Secretary, and elected members of Bunge from classes, hostels, and off-campus zones. The members of Bunge from off-campus are appointed by the SFUCSO President as per acceptable allocations of off-campus zones. Members of the Bunge including the office bearers perform their duties and carry out their functions diligently in the interest of SFUCSO and in so doing they do not seek or receive direction from any person, body or authority which are at variance or controversy to SFUCSO constitution. The functions of the Bunge are outlined in the SFUCSO constitution.

### **4.1.3 Electoral Committee**

The Electoral Committee is the overall supervisory organ of the SFUCSO General Election. The Electoral Committee is composed of the Chairperson, Vice Chairperson, the Secretary and other members of the committee not exceeding 30. It is a mandatory requirement for the committee to have at least two-, third- and fourth-year students taking MD and at least two and three-year students taking DMLS and DPS to form part of the members of the committee. Any member appointed to hold office in the Electoral Committee is an independent and an impartial figure, person of high moral standards who is not appointed to hold any office in the elected SFUCSO government to which he/she conducted the election. The Electoral Committee members are elected by the BUNGE from the BUNGE and other SFUCSO members. Any member of SFUCSO Bunge has the right to propose any member from outside the Bunge to be a member of the Electoral Committee.

## **SECTION FIVE**

### **5.0 COMMUNICATION GUIDELINES**

#### **5.1 Introduction**

##### **5.1.1 Guidelines to observe**

While studying at college, students are expected to adhere to certain communication guidelines and regulations. These guidelines and regulations are put in place to ensure effective communication between students, faculty, and staff members. Students should use appropriate language and tone when communicating with their peers, instructors, and other college personnel. Additionally, they should be respectful and considerate of others' opinions and beliefs, avoiding any form of discrimination or harassment. Students should also be mindful of the medium they use for communication, such as email, social media, or phone, and ensure that their messages are

clear and concise. Finally, students should be aware of the college's policies regarding communication, including rules on privacy, confidentiality, and academic integrity. The following are the guidelines for students to adhere:

- i) It is important for students to effectively communicate with the higher authorities of the university by following the chain of communication. Students should initiate the communication process with the Head of Department or the Dean of Students based on the nature of the problem.
- ii) Online/ICT means of communication should be used to access information related to registration, examination results, important announcements, school fee payments, and more. It is also important to provide immediate feedback

- to the university through these same means of communication.
- iii) To avoid delays, distortions, and withholding of information, student leaders, especially SFUCSO leaders, must promptly communicate information from university meetings to their fellow students. They should avoid retaining information.
- iv) Any external communication should be channeled through the head of the unit such as HoD or Dean of Students. SFUCSO leaders should also abide by this rule. The Principal and Deputy Principal's must be aware of all official communication matters at the university.
- v) Students are advised to stay updated about university matters by visiting the

university's website. The website has the latest information on various issues. To avoid missing out on important updates, it is important to cultivate a habit of reading announcements and other forms of information posted on university notice boards and other platforms.

- vi) It is imperative to attend meetings and public lectures whenever called upon as they provide an excellent platform for communication and feedback.
  
- vii) Communication should be clear, concise, objective, and free of slang, obscene, offensive, and discriminatory remarks. It should also be timely and accurate. For instance, timelines for appeals must be observed as

appeals submitted after the deadline will not be accepted.

- viii) In the event of a crisis, the Vice-Chancellor should provide relevant, appropriate, and verifiable information to students and the internal and external public. Additionally, The Principal should have mechanisms in place to monitor media coverage and respond accordingly.
- ix) Students are encouraged to utilize available suggestion boxes effectively. However, the university logo should not be misused in communication.
- x) SFUCHAS is an international college that recruits staff and students from all over the world. The languages of communication in matters related to administration and academics are English and

Kiswahili. The choice between the two depends on the target audience. The medium of instruction for teaching is English.



## **SECTION SIX**

### **6.0 STUDENTS AND NEIGHBORING COMMUNITY RELATIONS**

#### **6.1 Guidelines**

- (i) Off-campus students should observe the following principles, guidelines, or advice: To strive to cooperate with the community where they live during social eventualities, especially bereavements.
- (ii) To listen to community leaders, elders, and dwellers of their community whenever they guide, instruct, or advise them on how to behave and live according to the community norms.
- (iii) To take precaution when walking at night. Not to

walk alone but in groups of two, three, and so forth. To be exemplary by dressing properly.

- (iv) To avoid wearing unacceptable kind of dresses in the streets. Children and youngsters in the community where they live usually copy such kind of dresses.
- (v) To avoid truancy. Not to miss classes unnecessarily by simply remaining in the streets playing cards, pool-table, and wandering around the whole day. They may be construed as a jobless or gangster.
- (vi) To avoid smoking marijuana and other drugs such as snuff.
- (vii) To avoid unofficial/ contract marriages among students during their stay at

SFUCHAS because such practices result into frequent abortions, and psychological torture when the partners are unfaithful. Such practices definitely affect their academic performance.

- (viii) Some female university students should avoid engaging themselves in love affairs with motorcycle drivers and shopkeepers in the streets whose level of education is merely standard seven. Such students shame themselves in particular and the university in general.
- (ix) To participate in the community development and security activities like attending community meetings whenever possible, community policing, cleanliness in the streets and so forth.

- (x) After their graduation, students should plan to go back home immediately instead of remaining in the community doing illegal businesses.
  
- (xi) In case they have in problems out there, they should report to the Dean of Students or any other university official immediately.

## **SECTION SEVEN**

### **7.0 UNIVERSITY DRESS CODE**

#### **7.1 Dress Code**

The dress code is applicable to all students and is part of the university policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The dress code must be adhered to by every university student from Monday to Saturday, even if casual attire is allowed on Saturday. Students should wear clean and decent attire while on campus and/or official university functions. The students should adhere to guidelines provided below.

#### **7.2 Female students should NOT wear:**

- (i) Dresses/skirts that are above the knee line;
- (ii) Dresses/skirts with slits extending above the knee;

- (iii) Dresses/blouses with open necklines that are four inches below the shoulders;
- (iv) Body-hugging/tight trousers;
- (v) Dirty, torn jeans that reveal parts of the body;
- (vi) Bare-backs;
- (vii) Navel-gazers, commonly known as “tumbo-cuts”;
- (viii) See-through/transparent;
- (ix) Trousers;
- (x) Clothes that expose and/or show inner wear;
- (xi) Shirts, and T-shirts with obscene wordings and/or expressions;
- (xii) Hats/caps in class, chapel, offices, and at university functions.

**7.3 Male students should NOT wear:**

- (i) Earrings and studs on one or both ears and other parts of the body;

- (ii) Hats/caps in class, chapel, offices and at university Functions;
- (iii) Headscarves;
- (iv) Clothes that expose the chest and/or tattoos on any part of the body;
- (v) Shirts, T-shirts, and trousers with obscene wordings and/or expressions;
- (vi) Jewelry, necklaces, and rings on ears and/or
- (vii) Eyebrows.

**7.4 Both MALE and FEMALE students should observe the following:**

- (i) Modest use and application of lipstick;
- (ii) No jewelry on eyebrows, belly, lips, tongue and nose;
- (iii) No exposed tattoos and wordings on any part of the body;

- (iv) No wearing of “shades” (sunglasses) in class, chapel, and offices;
- (v) Hairstyles should be neat and clean.



## **SECTION EIGHT**

### **8.0 HIV AND AIDS POLICY**

#### **8.1 Introduction**

HIV and AIDS is not only a national but also a global concern. It takes away lives of people of all ages, but the youth are the mostly affected. This puts the future of SFUCHAS Families, graduates, the community and the nation at risk. It has become imperative for every nation and organization to develop strategies aimed at preventing new infections and taking care of those who are already infected.

#### **8.2 Policy Statement**

The University shall mainstream HIV and AIDS issues in its internal policies and rules to ensure that students have correct information on matters related to the prevention of transmission and care for those infected. Students who are suffering from opportunistic

diseases shall receive care from SFUCHAS medical services facilities and where necessary the facilities shall refer them to referral hospitals.

### **8.3 Strategies**

#### **8.3.1 The University shall:**

Provide regular education and information on HIV and AIDS to students;

Take action against any person who will discriminate against a student based on HIV status;

Discourage and dispel all myths relating to HIV and AIDS; and

Provide care and treatment to HIV-positive students living suffering from opportunistic infections in line with the existing University policies and other relevant national policies and laws.

#### **8.3.2 Students will:**

- (i) Seek knowledge and information (on prevention

- and care) about HIV and AIDS;
- (ii) Avoid intentional transmission of HIV;
- (iii) Avoid discriminating fellow students based on HIV status; and
- (iv) Form a club on HIV and AIDS issues.

## **SECTION NINE**

### **9.0 STUDENTS' WORSHIP AND CHAPLAINCY**

#### **9.1 Chaplaincy**

SFUCHAS recognizes the individual right to worship. Students are advised to use facilities available for religious services within and outside the campus without interfering academic activities. Worship related matters are handled through the university chaplaincy.

SFUCHAS Chaplaincy is charged with coordinating various religious activities conducted on campus and off campus. As the university community consists of members from different religious denominations, such activities need to be organized in such a way that they don't interfere with the university timetable and the general harmony of the SFUCHAS community.

Students can approach the Chaplaincy office for the following concerns:

- (i) Stress and anxiety
- (ii) Relationship problems and peer pressure
- (iii) Trouble in adjusting to university environment
- (iv) Feeling unmotivated, sad, or having trouble concentrating
- (v) Sexual abuse
- (vi) Sexual identity concerns
- (vii) Lack of defined goals
- (viii) Choosing specialization and career-related concerns
- (ix) Alcohol/drug abuse
- (x) Suicidal signs

## **SECTION TEN**

### **10.0 SPORTS AND GAMES**

#### **10.1 Sports Services**

Sport means all forms of physical activities which through casual or organized participation, aim at expressing or improving physical fitness and mental wellbeing, forming social relationships, or obtaining results in competition at all levels. A game is a physical or mental activity or contest that has rules and that people do for pleasure. Sports and games are very similar in meaning because they involve physical and mental activities but the difference is that in sports certain physical activities are done by people according to a specific set of rules and usually compete against each other.

SFUCHAS as a part and parcel of the community participates fully in different activities that involve sports and games internally and outside of

the University. The University participates in different competitions such as Tanzania Catholic Universities Students' Union (TACUSU) through different sports and games such as Netball, basketball, football, volleyball, and symposium. Students are advised to participate in these sports and games in and out of university premises.

## **SECTION ELEVEN**

### **11.0 ALUMNI ASSOCIATION**

#### **11.1 Introduction**

The SFUCHAS Alumni Association aims to foster an academic and social reputation of St. Francis University College of Health and Allied Sciences with the international community. The association supports strengthening, shaping, and reinforcing a lasting bond with active networks such as students, professional resources, programs, social events, and more.

#### **11.2 ALUMNI ENGAGEMENT**

SFUCHAS continues to build and maintain mutual relationships with graduates, educational institutions, and partner networks to build long-term partnerships and contribute to the institutions, reputation, fundraising potential, networking opportunities, and support academic goals.



To be part of the community, we create a platform to engage with the institution and its alumni through:

1. Guest presentations, lectures/projects, or being up to date on the latest news.
2. Connecting with students-leading to mentorships, job placements, and professional collaborations.
3. To ensure diverse alumni engagement efforts are inclusive and representative giving a range of experiences, identities, and perspectives

## **SECTION TWELVE**

### **12.0 EQUAL OPPORTUNITY AND GENDER POLICY**

#### **12.1 Introduction**

Gender equality (GE) is a burning issue all the time affecting almost every nation in any society worldwide. Therefore, equality between men and women is seen as a human rights issue and as a pre-condition for and indicator of people-centered development. Although SFUCHAS has already taken steps toward addressing gender concerns, the Gender Policy needs to be consolidated and formalized to monitor and evaluate progress made so far.

SFUCHAS being an institution of higher learning with a large number of students, and academic and non-academic staff has in place an Equal Opportunity and Gender Policy that aims at improving the quality of life of

men and women by developing a conducive environment for dialogue, partnership and a gender balance at all levels.

## **12.2 Responsibility/Accountability /Ownership**

Given the cross-cutting nature of gender equality, SFUCHAS Management through the Equal Employment and Gender Committee shall advocate this Policy and shall be accountable for effective gender mainstreaming. In this respect, the Committee shall elaborate an action plan which will identify indicators, monitoring mechanisms, targets, time frame, and resources required for effective implementation. For successful implementation of the proposed strategies and to establish a common ground on gender awareness of the staff at all levels, Gender training shall be designed to cater to the different needs and levels of staff to enhance their level of gender awareness, provide specific

competencies and to enable staff play an effective advocacy role.

### **12.3 Functions of the Gender Desk**

In ensuring that the learning environment is friendly and safe for employees and students, as well as various service providers at SFUCHAS, the Gender desk, will carry out the following responsibilities:

Receive and process all reports of sexual violence at SFUCHAS;

- (i) Provide counseling and psychological protection to victims of sexual violence;
- (ii) Eradication of sexual violence in collaboration with other stakeholders; Designing a friendly and safe reporting system for acts of violence;
- (iii) Advising the Management regarding the consideration and implementation of gender

- issues about strategies plans, guidelines, and the institutional budgets;
- (iv) Educating the university community about Gender Violence;
- (v) Prepare and keep records of gender issues reported; Provide counseling to victims of sexual violence that are reported; Facilitate the establishment of clubs on gender issues and gender-based violence.

## **12.4 Reporting Sexual Violence**

Anyone is responsible for reporting sexual violence to the Gender desk. In addition, the Gender desk has a friendly procedure for receiving information on Sexual Violence which is done in the following manner:

- (i) The employee, student, service provider, or any person is responsible for reporting to the office to provide information about

violence or indicators of violence promptly;

- (ii) In circumstances where an employee/student or service provider cannot provide information, a close relative/friend/anyone can provide relevant information through a confidential procedure;
- (iii) The complainant/victim or whistle-blower of acts of sexual violence must provide information at the desk about any indicators related to threats or restrictions imposed on him/her by the accused, friends/relatives of the accused;
- (iv) In the context of providing justice to the victim and suspect of sexual violence; detailed information and investigation is done to avoid unfair treatment.

## **SECTION THIRTEEN**

### **13.0 HEALTH INSURANCE**

#### **13.1 Introduction**

Health insurance is a type of insurance that covers medical expenses that arise due to an illness. For example, these expenses are related to hospitalization costs, the cost of medicines, or doctor consultation fees. No one plans to fall ill or get hurt, but a severe illness can strike anyone at any time. The cost of treating the illness can cause severe financial strain on the savings you have accumulated over time. This means that you might have to compromise on providing your child with the best quality education or default on your home loan payments. Today, the cost of medical treatment is continuously rising.

These costs, which are already very high, are increasing every year. Most smart people have taken the necessary precautions to ensure their health

immediately. Health insurance is a living benefit for which you would need money in dire need. Taking a health insurance policy when you are young and healthy is beneficial. As you get older, your premium increases, and you also stand a chance of being denied health coverage by the insurance company.

St Francis University College of Health and Allied Sciences (SFUCHAS) has set a health policy for staff and students. Due to that, all students and staff are required to be enrolled in the National Health and Insurance Fund (NHIF). All students must register every academic year and activate health membership by paying a health insurance fee of Tsh 50,400. Insurance payments for students will be part of the student's registration, so every student will pay for the insurance during registration to activate their membership and prevent them from escaping the payment. In case of any challenge with registrations, students can contact the



office of the Dean of Students for assistance. Students can only be allowed to register or attend classes if the required health insurance fee has been paid.

## **SECTION FOURTEEN**

### **14.0 HANDLING OF STUDENTS' COMPLAINTS**

#### **14.1 Introduction**

If students have any questions about the applicable procedure to follow for a particular complaint, they may at any time consult with the College's Dean of Student Affairs, who shall advise a student of the procedure that applies to the type of complaint the student has brought forward.

#### **Informal Resolution**

Students are encouraged to attempt to resolve complaints informally with the correspondence authority/body or seek the assistance of the Dean of Student Affairs to facilitate informal resolution.

#### **15.1 Formal complaint**

If informal resolution is unsuccessful, or if the student does not wish to

pursue informal resolution, the student may file a written complaint about their issues or concerns with the following offices:

Complaint about a violation of a written campus policy or procedure, college services such as food services, campus life, counseling, sports, and/or health and wellness	Office of the Dean of Student Affairs
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<p>Complaint against another student(s), sexual harassment, or discrimination based on race, creed, color, religion, sexual preference, national origin, age, marital status, pregnancy, or disabling condition.</p>	<p>Office of the Dean of Student Affairs</p>
<p>Complaints about financial services such as billing (invoices, payments, receipts, statements), and financial aid decisions,</p>	<p>Office of Accounting</p>

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rules, and/or regulations	
Complaints about facilities and/or teaching environment	Office of Real Estate
Complaints about Information and Communication Technology such as computer equipment, internet access, systems usage e.g. SIMS, technical advice and problem troubleshooting, etc	Office of ICT
Complaints about admissions, registration	Office of Admissions

status, and profile information.	
Complaints against College/School/faculty in academic settings such as course results, grades, teaching content, etc.	Office of Director/Dean/Coordinator of School/Faculty/Institution
Complaints concerning accommodation services and welfare.	Office of Warden
Complaint against employee(s) for misconduct or unprofessional behavior	Office of Human Resources

**16.1 Emergency Contacts for  
ONLY HEALTH RELATED  
Issues:**

<b>Dean of Students</b>	<b>0754 260690</b>
<b>Associate Dean of Students</b>	<b>0679 786702</b>
<b>Warden</b>	<b>0767 970397</b>

**PART II**

**ACADEMIC GUIDELINES**

This part outlines guidelines appropriate for matters related to students' academics to enable their successful completion in academics. The following sections include the academic policies and procedures relating to admission guidelines, general academic regulations, students' award guidelines, Information and Communication Technology, guidelines for research, plagiarism statement and Higher Education Students Loans Board (HESLB).

## **SECTION ONE**

### **1.0 ADMISSION GUIDELINES**

#### **1.1 Introduction**

College admission is a pivotal step in the life of a student, as it opens up a world of opportunities for them. It is the process by which a person applies and is approved by the University Senate for entry to the University for a degree, diploma, or certificate programme.

At SFUCHAS, the process of admission is managed by the SFUCHAS admissions office. As an aspirant, you must fulfill the admission conditions mentioned in the admissions guidelines to secure your place in the college.

SFUCHAS offers a diverse range of programmes for non-degree, bachelors, and postgraduate degrees. However, to be eligible for enrollment, you must meet the minimum



requirements for the programme you wish to pursue in line with the Tanzania Commission for Universities' minimum entry and specific admission requirements set for the programme. These requirements ensure that you have the necessary skills, knowledge, and aptitude to complete the programme.

Gone are the days when you had to stand in long queues to submit your application form. If you want to apply to SFUCHAS programmes, you can do so through the online admission system available on the application platform at

<https://oas.sfuchas.ac.tz/index.php/login/>.

The online application process is fast, secure, and convenient, allowing you to complete your application from the comfort of your home.

## **1.2 Entry Schemes into Degree Programmes**

There are four schemes approved by the **college in** line with the Tanzania Commission for University (TCU) for entry into undergraduate degree programmes. These are as follows:

- i) The direct qualifications for holders of form six qualifications.
- ii) The equivalent qualifications for holders of ordinary diplomas or equivalent qualifications.

## **1.3 Entry Schemes into Non-Degree Programmes**

There are two schemes approved by the college in line with National Council for Technical and Vocational Education and Training (NACTVET) for entry into non-degree programmes. These are as follows:

- (i) The direct qualifications for holders of form four qualifications with at least
- (ii) NTA Level 5 or professional technician certificate level II AND at least four passes (D's and above) at O'Level excluding religious subjects.

**General Minimum Entry Requirements for Non - Degree, Degree, and Postgraduate programmes.**

<b>Programme</b>	<b>Entry requirements</b>
Master of Science in Public Health	Holders of bachelor's degree from any recognized University in the fields of medicine, Dentistry, Laboratory Sciences, Veterinary

Sciences, Pharmacy, Environmental Health Sciences, Nutrition, Nursing, and any other relevant health-related sciences with a pass of B grade or above.

Graduates with bachelor's degrees in other disciplines such as sociology, psychology, anthropology, statistics, political science, economics, Management, Information and communication technology with at least lower second class and two years of working experience in a field relevant to Public Health.

	<p> Holders of master's Degree in health-related disciplines with at least one year of working experience.</p>
<p> Doctor of Medicine</p>	<p><b>Direct Applicants:</b> Holders of the Advanced Certificate of Secondary Education Examination (ACSEE) with three principal passes in PHYSICS, CHEMISTRY, and BIOLOGY. The minimum entry of 6.0 points is required whereby one <b>must</b> have at least “<b>D</b>” grade in <b>Physics, Chemistry, and Biology.</b></p>

**Equivalent applicants:**

All equivalent applicants **must** have a Diploma in Clinical Medicine with an average grade of “B” or a minimum GPA of 3.0. In addition, an applicant **must** have a minimum of a “D” grade in any **five (5) non-religious subjects at O-Level.**

SFUCHAS admits a maximum of 15% equivalent applicants.

Bachelor of  
Medical  
Laboratory  
Sciences

**Direct applicants**

Three principal passes in Physics, Chemistry, and Biology with a minimum of 6 points: A minimum of “C” grade in Chemistry, and “D” grade in Biology, and at least an “E” grade in Physics

**Equivalent**

**qualification:**

Diploma in Medical Laboratory Sciences with an average of “B” or a minimum GPA of 3.0. In

addition, an applicant **must** have a minimum of a “D” grade in the following subjects:

Mathematics, Chemistry, Biology, Physics, and English at O-Level.

<p>Diploma in Pharmaceutic al Sciences</p>	<p><b>Direct applicants</b></p> <p> Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects including Chemistry and Biology.</p> <p><b>Equivalent qualification:</b></p> <p> Holders of technician certificate in pharmaceutical sciences with a GPA of not less than 2.0.</p>
<p>Diploma in Medical Laboratory Sciences</p>	<p><b>Direct applicant</b></p> <p> Holders of Certificate of Secondary Education Examination</p>



(CSEE) with at least four (4) passes in non-religious subjects including Chemistry, Biology and Physics/Engineering Sciences. A pass in Basic Mathematics and English Language is an added advantage.

**Equivalent applicant**

Holders of Technician Certificate in Medical Laboratory Sciences with a GPA of not less than 2.0.

## **1.4 Admission Procedures**

Prospective applicants are required to thoroughly read and comprehend the procedures and requirements for the

program they intend to apply for, as stated in the relevant academic year. All applicants are expected to submit their applications directly through the SFUCHAS online admission system <https://oas.sfuchas.ac.tz/index.php/login/>.

Applicants who hold foreign certificates and seek admission to SFUCHAS must utilize an equivalence translation number during the application process. These equivalencies may be obtained from the National Council for Technical and Vocational Education and Training (NACTVET) for ordinary diplomas and certificates, and from the Tanzania Commission for Universities for degree applicants. All pertinent information can be accessed through the respective authorities.

Students must adhere to the following registration procedures:

- i) Registration procedures are mandatory for all SFUCHAS students.

Registration plays a significant role in managing the student admission process, and all students must adhere to these procedures. First-year students must complete registration within the first two weeks of the academic year while continuing students must register by the third week after the start of the academic year. Upon payment of tuition fees and other costs, registration is considered complete.

- ii) Fees are paid through a control number, and all students are required to create invoices through their SIMS accounts and pay the required fees. Without payment of the requisite fees, students are not permitted to attend classes.

- iii) In line with the university's fee structure, students are reminded that fees paid cannot be refunded if a student withdraws or leaves the university without permission from the Deputy Principal for Academic Affairs. Approval permission must be submitted to the Admission Office within two weeks.
  
- iv) Students who apply within two weeks from the commencement of the academic year are entitled to a refund of 50% of the fees. However, no refund is entertained after two weeks of the commencement of the academic year.
  
- v) During the registration process, students are required to submit their original academic certificates and transcripts.

These documents are kept in the student's file for future reference.

- vi) Students are registered under the names that appear on the certificates submitted with their application. A change of name is not accepted unless all requirements provided under SFUCHAS students' By-Laws have been observed.

## **1.5 Orientation**

Orientation at SFUCHAS is comprehensively executed by the respective faculty / institute, departments, and units of the college to provide a clear understanding of the learning environment and the range of support services available to new students. During orientation, students are apprised of the following issues:

- Faculties/School information and programme specialization.

- Accommodation, security, health services, and students' welfare.
- General academic rules and regulations of the college.
- Spiritual guidance.
- Student's information systems.

### **1.6 Important financial information**

- i) Information about students' loans.
- ii) College library services.
- iii) SFUCHAS Students' Organization.
- iv) Health insurance.
- v) Time/money management at SFUCHAS.

New students need to assimilate this information during orientation sessions to obtain the optimal benefit of the support services and resources available to them.

## **1.7 Student's Transfers**

When students decide to pursue higher education, they often choose a university or college that aligns with their academic goals and personal preferences. However, sometimes circumstances change, and students may find it necessary to transfer to another institution. This process, known as a university transfer, involves moving from one higher learning institution to another. University transfers can be complex, but they provide students with a chance to explore new academic environments, take advantage of different resources, and pursue different academic paths. To transfer, students must meet specific requirements, such as maintaining a certain GPA, completing specific courses, and ensuring that their credits will transfer to the new institution. Transferring to a new university can be an exciting opportunity, but it can also be stressful and challenging. Students may need to adjust to new

academic expectations, social environments, and living arrangements. Students need to research their options carefully, speak with academic advisors, and plan to ensure a smooth transition. By doing so, students can make the most of their university transfer and continue to pursue their academic dreams.

### **1.7.1 Undergraduate Transfer**

For first-year students, there are two main categories of transfers available: **inter-university transfer** and **intra-university transfer**. Inter-university transfer allows students to transfer from one institution to another, either within the same program or to a different one. This type of transfer is a great option for students who may have realized that their chosen program is not a good fit, or for those who want to explore other programs offered by different institutions.

On the other hand, **intra-university transfer** allows students to change



their program within the same institution. This type of transfer is ideal for students who have discovered a new academic interest or who want to pursue a different career path. Intra-university transfer may also be necessary for students who are struggling with their current program and need to switch to something that better aligns with their strengths and interests.

It's important to note that the transfer process can vary widely depending on the institution and program. Some programs may have specific requirements that must be met before a transfer can be approved, such as minimum GPA or course prerequisites. Additionally, the transfer process may have strict deadlines that students must adhere to be considered for transfer. Overall, whether students are looking to transfer to another institution or switch to a different program within the same institution, it's important to do thorough research and understand the

requirements and deadlines for the transfer process.

### **1.7.2 Conditions for Transfer (Undergraduate students)**

To ensure a successful transfer, students are required to observe the following guidelines:

- i) Applicants must possess the minimum entry qualifications for the intended degree programme.
- ii) Transfer requests should be made within 14 days of the opening of a registration window.
- iii) Written transfer requests should be submitted through the principal's office for the approval process.

It is crucial to note that the prospective transferee must have been previously

admitted into a degree programme during a previous academic year. We advise all students to adhere strictly to these guidelines to facilitate a seamless transfer process.

### **1.7.3 Non-Degree programme Transfer**

There are special procedures for transfers given by the National Council for Technical and Vocational Education and Training (see [www.nactvet.go.tz](http://www.nactvet.go.tz)).

### **1.7.4 Postgraduate Transfer**

Postgraduate students in transfer can do so by contacting the admissions office and following the guidelines in the TCU postgraduate admission guidebook.

### **1.7.5 Credit Transfer**

Transferring credit value(s) from one program to another is a process that allows learners to receive recognition for the knowledge, skills, or

competence they have acquired. This process can occur within the same university or between different universities, either within a single country or on an international basis. Credit transfer procedures involve the transfer of credit value(s) across a program of study, the university, or universities. To learn more about these procedures, please refer to the TCU Handbook for Standards and Guidelines for University Education in Tanzania, 3rd edition, pages 96-100. It is important to note that credit transfer is a valuable tool for learners seeking to maximize their educational opportunities. By transferring credit value(s), learners can optimize their academic progress and achieve their educational goals in a timely and efficient manner.

### **1.7.6 Deregistration and Withdrawal**

To successfully deregister a student from our institution, we have a two-step process that must be followed:

- i) Obtain a clearance form from the DP-ARC office or download it from [www.sfuchas.ac.tz](http://www.sfuchas.ac.tz). This form must be completed in full by the student seeking deregistration.
  
- ii) Once the clearance form is complete, the student must submit it, along with their student ID, to the admissions office for processing.

Please note that failure to complete either of these steps may result in a delay in processing the student's deregistration request.

### **1.7.7 Reapplication**

If a student is deregistered or discontinued from their studies, they may request to reapply for admission. To initiate this process, the student must follow the steps outlined below:

- i) Obtain a formal termination or discontinuation letter from their previous institution.
- ii) Download and complete the reapplication form, which can be found at [www.tcu.go.tz](http://www.tcu.go.tz).
- iii) Attach the completed reapplication form to the termination or discontinuation letter, and forward all documentation to [es@tcu.go.tz](mailto:es@tcu.go.tz).

It is important to note that the termination or discontinuation letter from the previous institution is a mandatory requirement for the reapplication process. Failure to

provide this documentation may result in a delay or denial of the reapplication request.

### **1.7.8 Postponement**

The term "postponement" refers to the temporary suspension of studies for a specific period, which is counted towards the student's registration time. To initiate a postponement, a student must compose a formal letter addressed to the Dean of the Faculty of Medicine. The Dean will then forward the case to the deputy principal for academic affairs for review and processing. To avoid any potential issues or delays in processing their applications, students are advised to plan their postponements well in advance.

### **1.7.9 Resumption**

This document refers to the process of resuming academic studies at a university after a period of absence. To request resumption of studies, the student must compose a formal letter to the department concerned.

Additionally, a special resumption form, available at [www.sfuchas.ac.tz](http://www.sfuchas.ac.tz) must be completed by the student and submitted to the DP-ARC.

It is important to note that the resumption form serves as evidence of the student's intention to resume studies and provides the necessary information for the university to update its records. Therefore, students are advised to complete the form accurately and legibly. Upon receipt of the resumption form, DP-ARC will review the student's academic history and determine their eligibility to resume their studies. If the student is deemed eligible, the DP-ARC will notify the relevant department and the student of their reinstatement.

In conclusion, the process of resuming academic studies at a university is a formal one that requires students to provide a formal letter and a completed resumption form to the DP-ARC. The successful completion of this process will allow students to continue their academic journey at SFUCHAS.



## **SECTION TWO**

### **2.0 GENERAL ACADEMIC REGULATIONS**

#### **2.1 Introduction**

The university college has important rules and regulations relating to academic life for students contained in the SFUCHAS Academic Regulations of 2020. In this handbook, we have selected few issues but important for students to note.

- 1) Irrespective of the reasons, students are required to attend classes at least 75% of all semester lectures for the programme in which they are reregistered;
- 2) A student may obtain leave of absence for a period not exceeding ten (10) days during the semester time;
- 3) A student leave of absence application must be accompanied by a written

approval of the Dean of Students, and respective Heads of Department.

## **2.2 Examination Regulations for Degree Programmes**

An examination is an assessment intended to measure a test-takers 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 Bloom's taxonomy (Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation).

## **2.3 Type of Examinations**

There will be two types of examinations (i) Written / Theory and (ii) Clinical or Practical Examinations.

## **2.4 Examination Seasons:**

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

For final year MD students who missed the 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 the first academic year semester seasons.

## **2.5 Timetable**

a) **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. The teaching timetable should indicate the number and dates of CATs.

- b) **End of Semester Examination (ESE)/ University Examination (UE):** This will follow the University Almanac for the particular academic year. The first provisional timetable will be prepared by the Timetabling Officer three (3) weeks before the commencement of ESE, and the second provisional timetable, 2 weeks before ESE. The maximum number of provisional timetable versions will be two. The final timetable must be posted one week before the commencement of ESE. All versions of the provisional timetable and final timetable should be available to students, Schools, Heads of Department (HODs), Deans, and Directors.

For preclinical courses, there shall be no special end-of-semester or supplementary examinations. All semester and supplementary examinations will be held once as per the University Almanac.

The Academic Committee will approve the supplementary schedule for clinical examination as presented by the Schools / Faculties.

## **2.6 Registration and Eligibility for Examinations**

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

## **2.7 Examination Zone**

- a) The DP-ARC or designated person shall give directives concerning the area to be defined as an examination zone.
- b) Examination zone shall include an examination room, washrooms which will be used by candidates during examinations, and twenty (20) meters from the examination room/venue or any other area as may be defined under the DP-ARC's directives.
- c) Candidates shall strictly be barred from bringing bags or any unauthorized materials within the examination zone.
- d) All candidates or other persons shall strictly maintain silence while in the examination zone.

- e) Any candidate or person who violates the provisions of regulation shall be deemed to have committed a disciplinary offense and shall be dealt with under the Students' By-Laws or the University Staff Regulations, as the case may be.

## **2.8 Authorized Materials**

- 1) Candidates are required to show their University Identity Cards and Examination Cards/Permits to invigilators to be granted permission to enter 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 the course instructor/HoD, they shall be personally responsible for arranging 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 requirements 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.

**2.9 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 a reasonable distance from one desk/table to another.
- (c) Sign the attendance register. It shall be the duty of invigilators to circulate an 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 the

commencement of the examination.

- (d) Hand over the answer booklets as directed and sign a submission form.

**2.10 Before the start of the examination, the Chief Invigilator shall: -**

- (a) Announce that unauthorized materials are not allowed in the examination room and remove unauthorized materials from the examination room (if any).
- (b) Announce that candidates should turn in 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 of the time for commencing and finishing the examination.
  
- (g) Inform students of 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 the 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.

**2.11 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.

## **2.12 Processing and publication of examination results**

- (1) All CAT results must be uploaded to the online electronic system available (e.g. student information management system (SIMS), OSIM, or ARIS) within three weeks of the examination and the final CAT before the commencement of ESE.

## **2.13 Examination Regulations**

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

## **2.14 Form of Examination**

The form of examinations shall include written, practical, and oral examinations.

## **2.15 Time of Examinations**

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

## **2.16 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-ARC. If a candidate sits for examinations for courses for which he/she is not registered, his/her results in that examination shall be nullified. Candidate(s) who are sitting for the first or second supplementary

examination(s) should pay a fee of TZS 50,000 per examination.

### **2.17 Eligibility for Examinations**

1. 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.
2. Unless otherwise specified a candidate must do CAT for each specified module before the ESE in the respective subject.

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

## **2.18 Late Assignments and Examinations**

1. 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.
2. 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.

## **2.19 Absence from Examinations**

1. 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.

2. A candidate who absconds from 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, written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations.
  
3. 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.

4. 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.

## **2.20 Reporting Late for Examination**

1. 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 the Chief Invigilator through the University Examination Officer. The Examination Committee will forward the recommendation to the Senate.

2. 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".
3. A candidate with a valid reason will be allowed to sit for a special examination when next offered.

## **2.21 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.

## **2.22 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 the specific programme shall also apply.

### **2.23 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 be based on subject weights. No candidate will be allowed to repeat any year of study more than once.

### **2.24 Delays in Completing Research Thesis**

A student who fails to complete the research thesis by the specified date shall be given additional time to complete it following the recommendation of the School/Directorate. If the candidate fails to complete the thesis after the additional year, then they shall be required to do different research

provided his/her registration limit will not be exceeded. Examination Regulations from specific programme shall also apply.

## **2.25 Conduct of Examinations**

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

## **2.26 Examination Irregularities or Academic Dishonesty**

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. For the avoidance of doubt, examination irregularities shall include, but are not limited to, the following:

- 1) 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.

- 2) A candidate with written or drawn examination-related materials on his or her body, shoes, and clothes.
- 3) A candidate copying from another candidate's work.
- 4) A candidate cheating by using or copying from unauthorized material.
- 5) A candidate cheating or plagiarizing in a research dissertation/thesis or report (e.g. elective field report, case study report, etc.).

- 6) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
- 7) A candidate doing or attempting to examine on behalf of another candidate.
- 8) A candidate requesting buying or stealing examination questions from examiners or 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.
- 9) 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).
- 10) A candidate refusing to obey a lawful order by an invigilator.
  - 11) A candidate or member of staff who behaves or acts in such manner as would disrupt the examination process.
  - 12) Submitting or attempting to submit answer sheet(s) or booklet(s) that were not written in the examination room.
  - 13) An invigilator or examiner violating Examination Regulations.

### **2.27 Evidence identified by closed circuit television (CCTV)**

- a) Any candidate who is found guilty of deliberately involved in examination irregularities or dishonesty

shall be discontinued from studies.

- b) In the event of leakage of examination, the University shall nullify the examination results and require candidates to re-sit the examination.
- c) 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.

## **2.28 Specific Examination Regulations for Candidates**

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

- i) Candidates should make sure that they have been issued Examination Numbers before examinations begin.

- ii) The candidate shall be responsible for consulting the final version of Examination Timetables for any changes. Failure to sit the examination(s) for a reason of timetable changes will not be entertained.
  
- iii) Candidates shall be seated 30 minutes before the 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 7.16 below.
  
- iv) Candidates must not begin writing before they are told to do so by the invigilator.
  
- v) Candidates are allowed to carry only pens, pencils, or other materials explicitly prescribed by the Department.

- vi) Candidates are not allowed to enter the examination room, with books, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassettes 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.
  
- vii) 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 the invigilator's permission. Items allowed into the examination room shall be liable to inspection by the invigilator.

- viii) No food shall be allowed into the examination room, except soft drinks not exceeding 500mls.
  
- ix) 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.
  
- x) All candidates shall observe silence in the examination room.
  
- xi) Invigilators shall have the power to specify or change the sitting arrangement in the examination room, to require inspection of a candidate, or to confiscate an unauthorized material brought into the examination room, and shall have the power to expel and

- report from the examination room any candidate who creates disturbance and record the incident to the examination office and HoD.
- xii) 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.
- xiii) A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is scheduled.
- xiv) Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the

University General  
Examination Regulations and  
leads to discontinuation from  
studies.

- xv) All candidates shall sign the attendance form at the beginning and the submission form at the end of every examination.
- xvi) 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 (xvii).
- xvii) A candidate wishing to use the toilets may, by permission of the invigilator and under escort, leave the examination room for a reasonable period.

- xviii) A candidate who walks out of an examination in protest shall be disqualified from that examination.
- xix) 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.
- xx) 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).
- xxi) Detailed instructions on the question papers should be followed.



- xxii) 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](http://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.
- xxiii) Students must understand that the ultimate responsibility for taking the supplementary examination precisely at the time when they are given rests with the student.

## **2.29 Common Academic Regulations**

The common academic regulations cover Appeals, Grading System,

Certificates and Transcripts,  
Carryover Courses, and Graduation  
Requirements.

### **2.30 Appeals against Academic Decisions**

- i. 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 the Senate shall be final.

- ii. 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-ARC or the individual instructor.
  
- iii. No appeal whatsoever about 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.
  
- iv. All appeals regarding semester examinations should be accompanied by a fee of

ten thousand shillings (TZS10,000/=) for Diploma students, and twenty thousand shillings (TZS 20,000/=) for undergraduate and postgraduate students. The fee is non-refundable.

- b. Grading System, it will be as it appears under the specific regulations for each programme.

### **2.31 Withholding or Cancellation of Results**

- (i) 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 an examination or withhold examination results until he/she

discharges the obligation or is exonerated from the wrong.

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

## **2.32 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 (TZS50,000) for degree and diploma graduates. Any late return of the graduation attire shall be charged at ten thousand shillings (10,000 TZS) a day and if lost, TZS 150,000/=.

### **2.33 Certificates and Academic Transcripts**

Persons applying to the DVC-ARC for academic transcript shall be charged a fee of twenty thousand shillings (TZS 20,000). A fully completed clearance form and original transcript fee receipt must be submitted along with a passport-size photograph for preparation of transcripts.

### **2.34 Loss of Certificates**

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

- i) The applicant produces an affidavit testifying to the loss or destruction.
- ii) The applicant must produce evidence that the loss has been adequately publicly announced.

- iii) The replacement certificate will not be issued until 12 months from the date of loss.
- iv) A fee of fifty thousand shillings (TZS 50,000) shall be charged for the copy of the certificate issued.

### **2.35 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.

## **2.36 Specific Examination Regulations for the NTA 4, 5, and 6 for PST and MLT Programme**

### **2.36.1 Eligibility To Sit for Continuous Assessment Tests**

1. A candidate must be registered by NACTVET and SIMS (SFUCHAS). He/she must be issued with an examination number to sit for Continuous assessment tests.
2. A candidate must have attained a minimum attendance of 80% for MLT and 90% for PST of the taught or practical sessions before sitting for that particular component of continuous assessment.



**2.36.2 There shall be NO  
Supplementary tests during  
CA.**

A candidate will be eligible to sit for continuous assessment tests if he/she has Successfully Paid All Fees as indicated on the SFUCHAS installment plan.

**2.36.3 Eligibility To Sit for The  
End of Semester  
Examinations**

1. There shall be a minimum of two (2) individual written assignments, two (2) written tests, two (2) practical/OSPE tests For MLT & PST, and one (1) oral test for MLT depending on the nature of the module during a semester.
2. A candidate must have an aggregate average of 50% of the THEORY COMPONENT and at least 50% of the PRACTICAL COMPONENT

before appearing for the semester examination of that particular module and if fails, he/she has to REPEAT THE MODULE.

3. A student who fails to meet a minimum of 90% for PST and 80% for MLT attendance in each module in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to REPEAT MODULE when next offered otherwise, he/she shall be discontinued from studies.
4. A student who fails to meet a minimum of 90% for PST and 80% for MLT attendance in each module in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to REPEAT MODULE when next offered

otherwise, he/she shall be discontinued from studies.

5. A student who fails to meet a minimum of 90% for PST and 80% for MLT attendance in each module in a particular semester with compelling reasons as determined by the participatory organs shall be allowed to REPEAT MODULE when next offered otherwise, he/she shall be discontinued from studies.

- (i) A candidate who fails in more than 50% of modules taught in a semester during the Semester Examination and accumulated a minimum GPA of 2.0 shall be required to REPEAT THE FAILED MODULE(S) when next offered.

- (ii) Not to sit for supplementary examinations
- (iii) No candidate shall repeat a module more than once
- (iv) There shall be NO SUPPLEMENTARY EXAMINATION after repeating a module.
- (v) A candidate will be eligible to sit for the End of semester examinations if he/she has Successfully Paid All Fees as indicated on the SFUCHAS fee structure.
- (vi) A candidate shall be allowed to sit for the End of semester examinations after being assigned the

Examination number and he/she is fully registered in SIMS and NACTVET system with the NACTVET registration number.

NB: Every student must sit for the Semester Examinations.

### **2.37 Absence From Examinations**

1. A student who fails to appear for a scheduled examination with valid reason (s) shall be allowed to sit for that particular examination when next scheduled.
2. When a candidate misses an examination without a valid reason(s), as determined by participatory organs (i.e. academic committees/boards), the candidate shall be discontinued from the studies.

### **2.38 Reporting Late for Examinations**

1. A candidate shall not be allowed to enter the examination room after a lapse of thirty minutes from the commencement of the examination.
  - Will be allowed to sit for that particular examination when next offered
  
2. All cases of late arrivals for examinations shall be reported in writing by the Invigilator to the Head of Department/Supervisor.

### **2.39 Falling Sick Immediately Before or During Examination**

A candidate who falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (i.e. as certified by a medical officer) shall be

allowed to postpone the examination until the next scheduled date.

Any student, who is sick and nevertheless decides to take or proceed with an examination, does so at his/her own risk and must abide by the results of the examination.

#### **2.40 Management of Examination Irregularities During Examination**

- (i) The candidate shall be stopped by the invigilator from continuing with the examination and be required to sign an examination irregularity report (Appendix 2) and the materials pertinent to the incident to confirm that they are his/hers. However, the candidate shall be allowed to sit for the remaining examinations.
  
- (ii) The invigilator shall counter-sign and submit to the head of

the department the examination irregularity report together with the candidate's examination script and all pertinent materials immediately after the end of the examination for further transmission through appropriate participatory organs for action as stipulated in the examination offenses and penalties of the MoH and SFUCHAS Examination Regulations.

- (iii) A candidate found cheating shall sign the filled irregularity form and two candidates sitting adjacent shall witness by signing the same form appropriately.
- (iv) The candidate who was found cheating, as well as the adjacent witness, shall also write in brief declaring the



committed offense, sign, and put thumb.

- (v) If the candidate writes on the part(s) of the body, shall be taken into the private area in the presence of two witnesses and an invigilator of the same sex to witness.
  
- (vi) If the student was caught in the examination room with an electronic device, the details of the device such as device name, model/IMEI number, mobile number, as well as the phone itself shall be taken as evidence in addition to (i) above.
  
- (vii) It shall be an additional offense if the candidate responsible declines to sign the irregularity form.
  
- (viii) After the collection of all evidence, the invigilator shall allow the candidate to

continue with the examination.

- (ix) The original copies of the evidence of the irregularity shall be packaged with the scripts and stored in the strong room and later submitted to the examining authority for the final decision.

**2.41 Examination irregularities shall include but not be limited to:**

- (i) A candidate found with unauthorized materials/information at any time during the examination process. Such unauthorized materials will include written pieces of paper, mobile/cellular phones, or any other unauthorized materials.

- (ii) A candidate attempting to copy from another candidate's work or permitting another candidate to do so.
  
- (iii) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
  
- (iv) A candidate removing question papers, scripts, or any other examination materials found in the examination room.
  
- (v) A candidate starting to attempt an examination before being authorized to do so.
  
- (vi) A candidate continuing to attempt the examination after being ordered to stop.

- (vii) A candidate refusing to obey a lawful order given by an invigilator.
- (viii) A candidate destroying or attempting to destroy evidence of suspected irregularities.
- (ix) A candidate found to have committed plagiarism.
- (x) A candidate behaving in such a manner as to disrupt the examination process
- (xi) An invigilator violating examinations regulations

#### **2.42 Examination Regulations & Disposal of Candidates**

- (i) A student will be deemed to have passed the end-of-semester examination if she/he achieves a minimum of 50% marks in each examination paper; theory

and practical of end of semester examination.

- (ii) Any candidate who has a semester I GPA of 2.0 or above shall be allowed to continue to semester II. If has failed any module will be allowed to sit for a supplementary examination.
- (iii) The supplementary examination of the failed module(s) must be done within four (4) weeks from the date of declaration of the End of Semester Examination results.
- (iv) A candidate who fails the Supplementary Examination(s) shall repeat the module. A candidate who fails a repeated module shall be DISCONTINUED from studies.

- (v) A candidate who fails in more than 50% of modules taught in a semester during the semester examination and accumulated a minimum GPA of 2.0 shall be
- (vi) Required to REPEAT MODULE(S) when next offered. There shall be no supplementary examination after repeating a module
- (vii) A candidate who fails to meet a minimum of 90% for PST and 80% attendance for MLT in each module in a particular semester with acceptable grounds as determined by the participatory organs shall repeat the module.
- (viii) A candidate who fails end of semester examination with a GPA of less than 2.0 should be discontinued from studies.

- (ix) A candidate who falls seriously sick just before or during end-of-semester examinations and proves by a doctor that he/she is unable to sit/continue will be allowed to sit for the examinations when next offered.
  
- (x) A candidate with evidence of genuine reasons just before or during the end-of-semester examination should be allowed to sit for the end-of-semester examination when next offered.
  
- (xi) A candidate who is unable to attempt end of end-of-semester examination for any module for any reason, should present her/his case in writing not less than two weeks before the date of end-of-semester / supplementary examination to the head of an institution for consideration. She/he will be allowed to

attempt the examination  
when next offered.

A candidate **MUST APPEAR IN A UNIFORM WHILE WEARING AN IDENTITY CARD** with a stamp-size picture and should have an examination number.

- (i) When a candidate misses examination(s) without a valid reason(s) shall be discontinued from the studies.
  
- (ii) For PST, the student who passes a supplementary examination will be awarded a maximum of a “C” grade regardless of his/her score (equivalent to a 50% score).
  
- (iii) or MLT, the score attained during a supplementary examination or following sitting for semester examination of the repeated module(s) shall be recorded as it is (i.e. actual score) but the final grade shall NOT be



above “C” regardless of the total score attained by the candidate in that module(s).

- (iv) Any candidate who is found guilty for involving in cheating during examinations and examination malpractice will be Discontinued from studies
  
- (v) Any student who interrupts the training at any time or is absent from studies due to sickness or any other compelling reason(s) for a cumulative total of twenty-one (21) days within a semester may be allowed to repeat the semester provided the reasons for his/her absence were verified by the Head of the Institution upon submission of acceptable evidence and the verification approved by the MoH/NACTVET; provided that the failure was due to:

- (vi) Prolonged illness;
- (vii) Loss of parent or guardian or any other incident leading to absence from the institution which merits special consideration
- (viii) Any other reason of a serious nature as the Head or Principal of the institution may determine.
- (ix) Any student who interrupts the training at any time or is absent without any evidence of genuine reason for a total of twenty-one (21) days within a semester shall be Discontinued from their studies.
- (x) A discontinued student shall re-apply for admission after one year (1) from the date of publication of results (NACTVET Admission guideline,2020)

### **2.43 Summary of Candidate Disposal**

A candidate shall be discontinued from studies on the grounds of examinations when:

- (i) Has failed to achieve a minimum GPA of 2.0
- (ii) Has failed a repeated module (s)
- (iii) Found guilty for involving in cheating during examination and other examination malpractices.

### **2.44 Examination Appeals, Repeat Module Fee, Special Examination Fee and Supplementary Fee**

- (i) Any candidate who is dissatisfied with the examination results has the right to appeal.

- (ii) The appeals shall be handled by the Appeal committee at the institution level (SFUCHAS) for semester I and NACTVET for semester II.
- (iii) The appeal shall be lodged within two weeks from the date of release of the results.
- (iv) Any appeal must be accompanied by payment of a non-refundable fee as may be determined by the Awarding Authority.
- (v) NACTVET fee-TZS  
50,000/= (not fixed)  
SFUCHAS fee -TZS  
50,000/=
- (vi) A candidate shall not be allowed to re-appeal for institutional appeal results to NACTVET for semester I.

- (vii) There shall be no re-appeal for semester II appeal examination results.

## **2.45 Repeat Module Fee**

A student who has been declared to repeat the module(s) in the next academic year due to grounds of failing to attain an aggregate average of 50% in CAs failing supplementary examinations or failing to attain 90% PST or 80% MLT attendances in Class/Practical Hours will be deemed to pay Repeat Module Fee TZS 600,000/= indicated in the fee structure as to when the Repeat module fee is next offered.

## **2.46 Supplementary Fee**

- (i) The candidate who has a GPA of 2.0 in the End of Semester I & II Examination results but failed in one or more modules will have to sit for the supplementary examinations

- (ii)** The Institution (SFUCHAS) has endorsed a **supplementary fee of TZS.50, 000/=** per module to be supplemented.

## **2.47 Special Examination Fee**

Student(s) who failed to sit for any continuous assessment tests/semester examinations offered by the institution (SFUCHAS) following the failure of payment of tuition fees and other contributions will be deemed to pay TZS.50,000/= to be offered special continuous assessment tests/semester examination per all modules.

This fee does not apply to National examinations offered by NACTVET.

NB; All students should abide by all regulations relating to the disciplinary code, dressing code, and all SFUCHAS student by-laws

Students failing to abide has to be punished as stated as per respective protocols.

## **2.48 Students Transfer**

- (i) Transfer from one training institution to another is a right of any student wishing to do so.
- (ii) The transfer is allowed when both training institutions (institution sought to be transferred from and to be transferred to) are offering the same NACTVET-approved programme
- (iii) The transfer –student shall pay a fee of TZS 100,000/=.

## **2.49 Conditions For Transfer**

- (i) Any student seeking to transfer must be registered into the NACTVET Database and successfully passed the

End of Semester  
Examinations

- (ii) Student transfer shall be done online through the NACTVET Website ([www.nacte.go.tz](http://www.nacte.go.tz)).
- (iii) The head of the Institution from which the student is transferring shall approve and forward the request upon satisfaction to the head of the institution the student is seeking to transfer.
- (iv) The transferring student should have all examinations passed and results uploaded in the NACTVET Examination System.

**2.50 Transfer Procedures**

- (i) A student shall initiate an online transfer by requesting the target/receiving institution for an opportunity to transfer;



- (ii) Once the request is accepted by the receiving institution, the message will be sent back to the host institution to clear and allow the student to transfer.
- (iii) The host institution shall forward the approved request to NACTVET; and
- (iv) NACTVET shall view the request which has been approved by the host institution and then grant the transfers.

## **2.51 Postponement of Studies**

- (i) A student must be registered or enrolled in a given technical institution; and studied and completed a minimum of one semester.
- (ii) A student should submit a written request supported by

relevant documents to justify the request.

- (iii) Extension of postponement shall not be permitted beyond FOUR (4) consecutive semesters unless under exceptional circumstances.
- (iv) On resuming studies, a student must submit a letter of intention to resume studies at least ONE (1) month before the commencement of a semester.
- (v) The postponing student shall pay a fee of TZS 10,000/=.

## **2.52 Discontinuation**

- (i) A candidate who fails to meet a minimum of 90% for PST and 80% for MLT attendance in a particular semester without acceptable grounds shall be discontinued from studies.

- (ii) When a candidate misses examination(s) without a valid reason(s) shall be discontinued from the studies.
  
- (iii) A candidate who obtains a semester GPA of less than 2.0 shall be discontinued from studies.
  
- (iv) A candidate who does not appear for supplementary examination(s) without compelling reason(s) approved by participatory organs shall be discontinued from studies.
  
- (v) A candidate found guilty of an examination irregularity shall be discontinued from studies.

A candidate who has been disqualified from an examination following his/her walking out of the examination room in protest shall be discontinued from studies.

## **SECTION THREE**

### **3.0 INFORMATION AND COMMUNICATION TECHNOLOGY**

#### **3.1 Introduction**

Information and Communication Technology (ICT) is an umbrella term that encompasses a wide range of technologies, tools, and services that facilitate the creation, storage, processing, and exchange of information in digital form. It includes all kinds of communication technologies such as the internet, wireless networks, cell phones, computers, software, middleware, video-conferencing, social networking, and other media applications and services. Through ICT, users can access, retrieve, store, transmit, and manipulate information in a digital format, irrespective of time and location. The use of ICT has transformed the way we communicate, learn, work, and even entertain ourselves, and its applications are

widespread across various industries and sectors.

### **3.2 ICT Skills for Students**

In the field of Information and Communications Technology (ICT), one of the most vital aspects is the ability to search, develop, manage, and process data efficiently using the latest digital tools available. The importance of data in the ICT industry cannot be overstated, as it is a primary means of communicating outcomes, trends, and customer behaviors within a business. Furthermore, data plays a critical role in web and app development, serving as the backbone of modern digital solutions. By analyzing and interpreting data, developers can create applications that meet the needs of their target audience and deliver meaningful value to their clients. In summary, the ability to handle data effectively is a core skill in the ICT industry. It underpins the success of businesses and organizations across various sectors and is essential in the development of innovative digital

solutions that cater to the needs of modern consumers.

### ***Student Information Management System (SIMS)***

The Student Information Management System (SIMS) is an advanced digital platform that provides a comprehensive and centralized repository for all academic and personal information about students enrolled in a university setting. The system is designed to facilitate efficient access to relevant data in a secure and organized manner. All active students must create an SIMS account, which can be accessed via [www.sims.sfuchas.ac.tz](http://www.sims.sfuchas.ac.tz). Once registered, students can avail themselves of a range of features and functionalities, including payment details, academic reports (including continuous assessment, final, supplementary, special, and carry/retake results), course registration, messaging services, news updates, and online ID-related issues. By leveraging the power of SIMS,

students can streamline their academic and administrative tasks, thereby saving valuable time and effort while also ensuring that they stay up-to-date with all relevant information. With its user-friendly interface and comprehensive features, SIMS is an indispensable tool for any university student seeking to maximize their academic potential.

### **3.3 Library**

The SFUCHAS library endeavors to facilitate effective teaching, learning, research, and knowledge sharing. To this end, it provides a wide range of resources, including electronic materials such as e-books, e-journals, and databases, as well as print materials. These resources are all accessible through various databases that SFUCHAS subscribes to from time to time. The library extends its services to registered students, who are furnished with authentication credentials to access e-resources, in addition to physical books and journals. It also serves as a learning

space where students can work independently, use computers and research materials, access the internet, and utilize equipment. Furthermore, the SFUCHAS library is committed to providing the necessary resources and support to enable students to achieve their academic and research objectives.

### **3.4 Use of Library ICT Systems**

The Information and Communications Technology (ICT) department provides valuable guidance and resources to students seeking to enhance their research skills and navigate the academic library. Our team of professionals offers comprehensive instruction on the full spectrum of introductory research materials and provides expert insights into the research process. Additionally, we provide students with a range of professional knowledge necessary for success in today's academic landscape. Trust our team to support you in achieving your scholarly goals.



- i) It is important to note that the library computers are reserved solely for academic purposes. It is strictly prohibited to use them for political or business activities. We kindly request that users comply with this policy to ensure that these resources remain available for academic research and study.
  
- ii) All individuals utilizing the library's computers are accountable for securing and backing up their data.
  
- iii) Whenever the library computers are scheduled to shut down, the library staff will notify the students 15 minutes before the closing time.
  
- iv) All computers in the library are equipped with updated antivirus software, which

- allows students to use their removable storage devices without any concerns.
- v) It is expected that any issues requiring assistance or intervention be promptly reported to the designated library staff member on duty.
- vi) Access to the internet facilities within the library network is strictly reserved for authorized and approved individuals only.
- vii) Any user identified as transmitting or receiving inappropriate materials, including non-educational materials, pornography, instant messages, and phone calls, will be subject to disciplinary action following the established policies and procedures of the institution.

- viii) It is important to note that the ICT department continuously monitors internet services to ensure optimal usage by all users.

### **3.5 General Rules & Regulations for Library**

It is incumbent upon students to diligently adhere to library rules and regulations, as well as follow any guidelines issued to them by library staff. A library is a place of learning and research, and it is important to maintain an atmosphere conducive to these purposes. The cooperation of students in promoting a peaceful environment and contributing to the upkeep of the library is greatly required.

Library users are advised that the library has established the following rules and regulations for the benefit of all users:

- i) Respectful silence must be maintained at all times within the library premises.

- ii) Consumption of food, beverages, and tobacco is strictly prohibited within the library.
- iii) The use of mobile phones and other electronic devices that may cause disturbance to other users is not permitted within the library.
- iv) All students are expected to behave appropriately and maintain a decent demeanor while utilizing library resources.
- v) Unauthorized removal of library materials is strictly prohibited.
- vi) Borrowing of materials is exclusively intended for photocopying purposes and is limited to duly registered students.

- vii) The librarian holds the right to withdraw or refuse library services to any user who violates any library rules and regulations.
  
- viii) All students are responsible for any damage or defacement of library materials and are liable for the cost of replacement or repair.
  
- ix) Bags, briefcases, jackets, sweaters, and similar materials are not permitted within the library.

However, such materials may be deposited in the security section of the library. We advise students not to leave valuable items in their bags. Please ensure that you adhere to these library rules and regulations at all times to ensure a conducive and peaceful environment for all library users.

### **3.6 Financial Record**

The College provides efficient online payment services to students for various transactions such as administrative fees, tuition fees, carry-over fees, retake fees, graduation fees, hostel fees, and others. Students are required to log in to the Student Information Management System (SIMS) to obtain or generate a control number for these transactions. To do this, they must select the VISA payment category, which enables them to generate a control number for the payment. This process is fast, secure, and convenient, allowing students to easily manage their financial transactions with the College.

### **3.7 Online Registration**

The university almanac empowers students to register online for their courses each semester through personal accounts. Students must complete this process promptly. Lecturers are required to enter

continuous assessment and final results promptly to ensure accurate record-keeping.

### **3.8 Timetable**

The University offers its students the convenience of accessing their respective class and examination timetables electronically. These timetables are tailored to each student's level and programme, providing comprehensive and detailed information on class schedules and examination dates. The electronic timetables are accessible through the University's website via the ICT Services Menu. With this convenient feature, students can easily stay updated with any changes to their schedules and plan their academic commitments accordingly.

### **3.9 University News**

The Information and Communications Technology (ICT) department provides detailed directives to each student via their

respective college's online Student Information Management System (SIMS) accounts. This includes a comprehensive outline of the tasks and guidelines that the students are required to adhere to while studying at the college. The SIMS account serves as a crucial platform for the students to access the information and instructions necessary for their academic and administrative activities.

### **3.10 Student Identification (ID)**

The University's Information and Communications Technology (ICT) department issues Identification Cards to students, which serve as a form of identification for various university services. In the event that a student misplaces or loses their ID, it is imperative that they obtain a loss report from the local police department. After obtaining such a report, the student is required to pay a fee to the university to have a new ID issued. This policy ensures that the integrity and security of university



services and facilities are maintained, while also ensuring that students have access to the resources they require for their academic pursuits.

### **3.11 Computer Laboratory Rules and Regulations**

Students are required to comply with the rules and regulations outlined by the ICT department officials. Adherence to these rules and regulations is imperative to ensure optimal productivity and safety of all users. Users are advised to take note of the following:

- i) Access to the computer lab is granted only with prior permission.
- ii) The insertion of any device into the computer is prohibited unless instructions have been provided.
- iii) Connecting or disconnecting any device from the computer

is not permitted without prior instruction.

- iv) Opening any program on the computer is prohibited unless instructions have been provided.
- v) The removal of any item from the computer lab is strictly prohibited.
- vi) The computer lab is a dry area. Therefore, the use of wet items such as umbrellas and clothes are prohibited to prevent damage to the equipment.
- vii) Deletion of programs or files that are not understood is strictly prohibited.
- viii) Unauthorized access to computer settings of any kind is strictly prohibited.

- ix) Eating or drinking in the computer lab is strictly prohibited to prevent equipment damage.
  
- x) Running or playing in the computer lab is strictly prohibited as it poses a risk of inadvertent computer damage. All users of the computer lab must adhere to these rules to ensure a safe and productive environment.

## **SECTION FOUR**

### **4.0 GRADUATION REQUIREMENTS**

#### **4.1 Introduction**

Graduation is one of the most important occasions in the St. Francis University College of Health and Allied Sciences (SFUCHAS) where students, both undergraduate and postgraduate, receive their hard-earned degrees and diplomas. Students who complete their studies are eligible to attend the next available graduation for the award and/or conferment of a certificate, diploma, or degree. Before graduation, candidates are referred to as graduates. The date of graduation is often called graduation day. The graduation ceremony itself is also called commencement, convocation, or invocation. Normally, the ceremony and name apply to high school and above (the next ascending levels being Associate's, Bachelor's, Master's, and Doctorate).

## **4.2 Graduation Requirements**

Degrees, diplomas, and certificates are awarded to the candidates who have met the requirement established for the particular programme by authority of the University Senate. Degrees, diplomas and certificates are awarded only to students who have met all their academic requirement and financial obligations to the university. Students who are eligible to graduate will receive official invitations to their graduation ceremonies containing details of their ceremony, how to get a gown, and how to organize photographs

Graduands will be issued with graduation gowns at their respective student's faculty office on the week of graduation. Students and guests must dress formally. All graduates must wear academic attire. All graduation regalia must be returned in time and those returned after the deadline shall attract a penalty fee.

## **SECTION FIVE**

### **5.0 SFUCHAS STUDENTS EXCHANGE PROGRAMME**

#### **5.1 Introduction**

The student exchange programme is a programme in which students from one university study abroad at one of SFUCHAS's partner institutions. It is a reciprocal travel programme where the students get to travel abroad and be hosted by a partner institution. The exchange programme is categorized as a short-term exchange programme that lasts up to three months or a long-term exchange programme that lasts up to one year. SFUCHAS student exchange programme may involve international travel but does not necessarily require the student to study outside Tanzania. Sometimes the exchange can be done within Tanzanian higher learning institutions.

## **5.2 Benefits of Exchange Program**

### **5.2.1 Educational benefits**

Beneficiaries of the exchange programme get educational benefits including:

- i) International learning and knowledge that propel students towards acceptance and understanding of an array of different cultural and community perspectives.
- ii) Language acquisition that is achieved through practical immersion.
- iii) Awareness, adoption of alternative and multi-faceted approaches to learning.
- iv) Analytical and problem-solving skills.
- v) Enhanced interests in global issues as well as a broader general knowledge.

### **5.2.2 Personal benefits**

Students get personal benefits such as:

- i) Self-development and awareness leading to enhanced self-confidence and self-esteem. This is often the most noticeable change in returned exchange students.
- ii) Maturity and social poise, fueled by the necessity to confront challenges outside a familiar support network and comfort zone. 31 iii) Integration into another family as well as the development of life-long friendships, fostering an appreciation of home and family.
- iii) A tremendous sense of accomplishment upon completion encourages students to develop independent opinions, make



informed decisions and strive to attain fresh goals.

### **5.2.3 Long-term benefits**

Students get long-term benefits from exchange programs such as:

- i) Students who go on to tertiary studies find themselves more comfortable in 'foreign' environments.
  
- ii) Increased pressure to communicate and relate to others develops an awareness of group dynamics and personal sensitivity towards others.
  
- iii) Successful program completion represents an excellent measure of personal flexibility, encompassing an ability to reach compromise, focus, and succeed through challenging times.

### **5.2.4 Professional benefits**

When students finish their study abroad through exchange programme and return home, they get a new perspective on culture, language skills, a great education, and a willingness to learn. Many students find that they love their host country so much that they decide to seek work there. Prospective employers in almost every field look favorably upon experience gained while living overseas and knowledge obtained of another language and culture.

### **5.3 Criteria for SFUCHAS Students Exchange Programs**

SFUCHAS considers the following criteria among others while selecting students for exchange programs:

- (i) A track record of good performance with a GPA not less than 3.5
  
- (ii) Well behaved and mannered students

- (iii) Capable of communicating and writing fluently in English
- (iv) Involvement in extracurricular activities that promotes the good image of the university is an added advantage.
- (v) A full-time student of SFUCHAS who has at least completed basic sciences courses
- (vi) Other requirements as per respective Memorandum of Understanding (MoU) between SFUCHAS and other higher learning institution

**Important note:**

The number of students in the exchange program hosted by the two universities should be equal in both

directions for a sustainable agreement. If an approximate balance is not satisfied over a period of time, the agreement may come to an end. Students pay the tuition of their own universities only if such tuition exists. They take courses at the host institution to be counted toward the degree requirements in their home institution. Students bear the costs of travel, accommodation, food and books while they are at the host institution.

#### **5.4 Funding for Student Exchange Programme**

SFUCHAS students going for exchange programme shall fund their participation via scholarships or self-funding

#### **5.5 SFUCHAS Current Partner Universities**

- i. University of Warwick
- ii. Catholic University of Health and Allied Sciences (CUHAS)

- iii. Tanzanian Training Centre for International Health (TTCIH)
- iv. University of Innsbruck
- v. University of Sapienza
- vi. University of Florence
- vii. Kumamoto University
- viii. University of Bologna
- ix. University of Modena and Reggio Emilia

## **SECTION SIX**

### **6.0 GUIDELINES FOR RESEARCH**

#### **6.1 Introduction**

The Guidelines for Preparation and Submission of Students' Research Proposals and Conduct of Research, Preparation and Submission of Final Report have been developed to guide students and supervisors on the roles of various parties in the process of preparation of students' research proposals, implementation of the research projects, preparation and submission of Final report.

#### **6.2 Background information**

The ability to write a lucid argument is a vital academic skill. Upon graduating from medical school, you are expected to have acquired excellent writing skills, which is also a vital requirement in many of the job advertisements. In your later career,

you will have to write letters, memos, policy documents, information material, minutes of meetings, research reports, articles, etc. regularly. For this reason, writing papers play an important part in the MD programme as well as other programs in the faculty of medicine and the Institute of Health and Allied Sciences. The papers and reports written in the early years of the course are the build-up to the final project of the MD degree course, the Elective research report.

### **6.3 Objectives of the Guidelines**

The guidelines serve to provide a framework upon which students will base on the development of their research proposals, conduct of their research, and preparation of Final research reports and other scientific writings that meet world class standards. Specifically, the guidelines seek to:

- (a) Guide students on research proposal preparation

- (b) Guide students on the conduct of research
- (c) Strengthen supervision of students' Research work
- (d) Guide students on Final research report preparation

#### **6.4 Scope of the Guidelines**

The Guidelines focus on the preparation of students' research proposals, implementation of the students' research projects, and the roles of students, supervisors and other relevant parties in the institution.

#### **6.5 Structure of these guidelines**

In chapter 2 roles of the various parties in the development of student's research proposals, conduct of student's research, and preparation of final research report is discussed. Chapter 3 discusses the development of student's research proposals. In Chapter 4, the preparation and submission of the final report are explained. In chapter 5 reference



styles are explained. Finally, in Chapter 6, the criteria for the assessment and the administrative procedure are described.

## **6.6 Students research conduction**

### **6.6.1 Introduction**

The purpose of this chapter is to provide a clear and concise outline of the role each party has to play in the supervision of students' research at SFUCHAS.

### **6.6.2 Roles of Faculty / Departments /Institute**

The role of Schools/Departments/Institute is to provide an enabling environment for both supervisors and students to select research topics that are aligned to the SFUCHAS Research and publication agenda, to prepare quality research proposals, to conduct research within the allowed timeframe and finally to prepare and submit quality and

acceptable student final report for graduation.

### **6.6.3 Roles and Responsibilities of the Supervisor during Coursework and Research**

Successful completion of a MD 5 research report requires a conducive learning environment including close and cordial working relationship between the student and his/her supervisor(s).

### **6.6.4 Roles and Responsibilities of Supervisor during Preparation of Proposal/Final report**

In order to ensure that the Proposal or Final report prepared by students is of the acceptable quality and standards as specified in the SFUCHAS regulations, and to avoid untoward and frustrating eventualities to the student, supervisor(s) and the Institution, it is recommended that the supervisors

support fully their students in their work.

### **6.6.5 Responsibilities, Roles and Conduct of the Student**

Success of the student's work largely depends on the commitment and conduct of the student himself/herself.

### **6.6.6 Procedures for Handling Supervisor-Student Conflicts**

The University will strive to promote, and ensure that the working relationship between a supervisor and his/her student is always cordial.

### **6.6.7 The format of the of the proposal**

1. Cover page which will include: Title (the title of the research topic must not exceed 20 word), Student's name and Registration number, date (month and year).

2. Table of contents
3. List of tables (if any)
4. List figures (if any)
5. List of acronyms
6. Definition of terms (if needed)
7. Abstract/summary of proposal (1 page maximum)
  
8. Introduction this should include: Background, problem statement, study hypothesis, Conceptual Framework, Research Justification, Research question, Objectives (General / Overall) objectives, and Specific objectives).
  
9. Literature review
  
10. Material and methods / Research methodology – this section includes study design/setting, study areas, study population, sampling strategy (sample size determination and sampling

methods/techniques, inclusion, and exclusion criteria), data collection tools/procedures /quality control and data analysis/management, risks and benefit of the study, study limitation, ethical consideration

11. Pilot or pretesting of the study if any
12. Schedule of activities/plan of work
13. Budget and budget justification
14. References
15. List of appendices

#### **6.6.8 Preparation and final report submission**

1. Candidates must follow the specifications laid down in these guidelines when preparing the final report, the report should be consistent and it is recommended that the Microsoft Word

typesetting system shall be used. When submitting the spiral bound copies for examination Word-processed, in a font of 12 points (Times New Romans) with double line space. The margin should be 1 inch on each side with pages printed on both sides. The main title of the final report should be in capital letters, centered in 14 points bold fonts.

2. The cover page of the final research report document should be of properly paper of good quality. The color of the cover shall be recommended by Faculty and approved by Senate. For elective research reports, the following words must be inserted below the author's name: **“Elective research submitted to the St. Francis University of Health and allied sciences in partial**

**fulfillment of the requirement for the award of Doctor of Medicine Degree”.**

3. The month and year of completion of the report i.e. year when the final error-free of final report was accepted by the institution authority. Candidates may arrange the binding of their final report with any binding firm provided they follow the specifications indicated in these guidelines.
  
4. The subsequent pages shall follow the sequence as outlined below:
  - (a) Abstract
  - (b) Author's declaration and copyright
  - (c) Certification
  - (d) Acknowledgements
  - (e) Dedication (if any)
  - (f) Table of contents

- (g) List of tables, figures, plates, illustrations,
- (h) List of abbreviations and symbols
- (i) Main text divided into chapters as follows:
  - (i) Chapter 1: Introduction
  - (ii) Chapter 2: Literature review
  - (iii) Chapter 3: Methodology
  - (iv) Chapter 4: Results
  - (v) Chapter 5: Discussion
  - (v) Chapter 6: Conclusion
  - (vi) Chapter 7: Recommendations
- (j) References – the referencing style should be Harvard and Vancouver style
- (k) Appendices
- (l) Research outputs
  - (i) Journal papers
  - (ii) Conference Papers
  - (iii) Poster presentations



## **SECTION SEVEN**

### **7.0 STUDENTS' LOANS**

#### **7.1 Introduction**

Two main bodies provide loans to undergraduate and postgraduate students. These bodies are the HIGHER EDUCATION STUDENTS' LOANS BOARD (HESLB) and ZANZIBAR HIGHER EDUCATION LOAN BOARD (ZHELB). However, students may secure Loans from various sources which offer scholarship for Higher Education students.

#### **7.2 Higher Education Students' Loans Board (HESLB)**

Students' Loans from HESLB are governed by HESLB Guidelines which is reviewed yearly. In guideline you will find the procedure on how to apply a loan, eligibility criteria and appeal against loan secured on unsecured loan.

### **7.3 Zanzibar Higher Education Loan Board (ZHELB)**

Students' Loans from ZHELB are governed by ZHELB Guidelines which is reviewed yearly. In guideline you will find the procedure on how to apply a loan, eligibility criteria and appeal against loan secured on unsecured loan. This Board allows only students with Zanzibar ID to apply for a loan.

### **7.4 Loan Beneficiaries Continuing Students (LBCS)**

All continuing students who are Loan beneficiaries, their examination results are to be submitted to HESLB /ZHELB in order to re allocate loan for the coming year. The responsible person for submitting Students details to LOAN BOARD is a University Loan Officer. A Loan Officer is a facilitator between HESLB/ZHELB and Higher Learning Institution (HLI). Whoever wants a consultation concerning Loan issues Loan Desk Officer (LDO) will be available for assistance.

## **SECTION EIGHT**

### **8.0 PLAGIARISM STATEMENT**

#### **8.1 Introduction**

Plagiarism is considered the act of presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgment. All published and unpublished material, whether research proposal, manuscript, printed or electronic form, are all covered under this definition.

Plagiarism can also include re-using your work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offense.”

The necessity to acknowledge others' work or ideas applies not only to text but also to other media, such as

computer code, illustrations, graphs, etc. It applies equally to published text and data drawn from books and journals, and to unpublished text and data, whether from lectures, theses, or other students' essays. You must also attribute text, data, or other resources downloaded from websites.

The best way of avoiding plagiarism is to learn and employ the principles of good academic practice from the beginning of your university career. Avoiding plagiarism is not simply a matter of making sure your references are all correct, or changing enough words so the examiner will not notice your paraphrase; it is about deploying your academic skills to make your work as good as it can be.

## **8.2 Forms of Plagiarism**

### **a) Inappropriate Paraphrasing**

Inappropriate paraphrasing refers to minimal alteration of the textual phrases from a book, article, or other written materials while at large

retaining the original structure and progression of the same ideas of the original work without crediting the source either total or partial paraphrasing of another person's concept/idea or text and include piecing together quotes and combining into a new whole without appropriate crediting the source.

**b) Exclusive Publication of Joint Materials**

Exclusive publication of joint materials refers to publishing or presenting to the university written, visual, and audio or video as an independent work with the knowledge that it has been produced in whole, or in part, in a joint effort with other people. It may include:

- i. Finalizing someone else's proposal, scholarly article, dissertation, thesis, visual, audio, or video work and presenting it as your own without crediting the source.

- ii. Publishing or presenting to the university joint effort material as independently produced material.
- iii. Modifying previously submitted papers, thesis, or dissertations to SFUCHAS or other academic institutions.
- iv. Engaging research institutions or any other person in thesis, dissertation writing, or articles for publication and presenting the same as your independent work.
- v. Publishing of student's submitted thesis, dissertations, assignments, and other materials by academic staff without acknowledging the original author.

- vi. Student development of previously submitted thesis, dissertations, assignments, articles, and other materials presenting the same as new and own findings.
  
- vii. Students engage lecturers to write assignments, thesis, and dissertations and present them as their independent work.

### **8.3 Major and Minor Plagiarism**

Plagiarism in terms of SFUCHAS research and publication framework is categorized into two. These include:

- i. Major plagiarism and
  
- ii. Minor plagiarism. The two categories are out-lawed subject to different academic penalties upon adherence to the procedures and establishment of the attached elements here in.

**a) Major Plagiarism**

Major plagiarism is the zero tolerated plagiarism and it includes:

- i. Copying big chunks of other people's work without proper acknowledgment.
- ii. Exclusive publication, presentation, and submission of joint effort materials without including the names of other authors who were involved in the production of the work being published.

**b) Minor Plagiarism**

Minor Plagiarism includes but is not limited to:

- i. Inappropriate citation
- ii. Inappropriate paraphrasing
- iii. Self-plagiarism

**8.4 Prevention and Detection of Plagiarism (system to identify plagiarism)**



Prevention and detection of plagiarism is the university college's foremost priority at all levels of academic training and administration. The aim is to encourage innovative research and publication that adheres to appropriate citations of the materials. For this purpose, the responsible offices shall unanimously ensure consistent research writing and reference citation training for both academic staff and students. They will also ensure the availability of plagiarism detection software to the students and academic staff. However, the responsibility for the prevention and detection of plagiarism lies in the hands of every academic staff within the university.

### **8.5 Student Responsibilities in Preventing Plagiarism**

To prevent and detect plagiarism all Students are obliged to:

- a) Comprehend and adhere to the irrespective research and assignment writing guidelines.

- b) Comprehend and adhere to the SFUCHAS Plagiarism Policy.
- c) Perpetually develop academic literacy required to avoid plagiarism.
- d) Familiarize with the appropriate citation and paraphrasing style prevailing in the irrespective Faculty or Department.
- e) Efficiently employ the plagiarism detection software (Turnitin) before submission of a thesis or dissertation to the University.
- f) Ensure they do not deliberately or negligently allow their assignment, thesis, or dissertation to be copied or reproduced by fellow students either in SFUCHAS or any other academic institution.

- g) Report to the relevant authority any instances of plagiarism by their fellow students.
- h) Submit a plagiarism report for every material submitted to the university college.

### **8.6 University Mechanisms in Detecting Plagiarism**

- a) Detection of plagiarism is a perpetual university college exercise during the writing process and after submission of the thesis, dissertation, articles, or any other designated materials by the university college.
- b) Detection and affirmation of plagiarism is the role and outcome of the findings of the examiner who is well informed of the academic work or level of assessment and the standard of citation required in given academic research and writing undertaking.

- c) The electronic detection software shall be used by the examiner as an aid in detecting plagiarism and control of affirming plagiarism.
  - i. Call upon and inquire about any suspicious work.
  - ii. Receiving and maintenance of all submitted academic works in the electronic format.
  
- e) Plagiarism may be detected by the examiner via the aid of the following list of electronic and non-electronic channels;
  - i. Detection software.
  - ii. Internet search tools.
  - iii. Monitoring at the supervisory level.
  - iv. Counter-checking the citations with references.
  - v. Call upon and inquire about any suspicious work.
  - vi. Receiving and

maintaining all submitted academic works in the electronic format.

- d) Any work which is tested electronically by use of software such as **Turnitin**. An overall of not more than thirty percent (30%) will be acceptable.

### **8.7 Penalties for Confirmed Plagiarism**

- a) In undertaking the responsibilities prescribed in this policy, the Heads of departments, Deans of Faculties, IAHS or DP-ARC are bound to adhere to the prescribed procedures and finally impose either of the listed verdicts depending on the circumstances and seriousness of the alleged plagiarism.

## **SECTION NINE**

### **9.0 STUDENT AWARDS GUIDELINES**

#### **9.1 Introduction**

##### **9.1.1 Awards**

The Board of Examiners in the Faculty, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, or other award, as the case may be, has been attained by a candidate in university examinations applicable to him/her, may recommend to Senate through the Academic Committee that such degree, diploma or other award be conferred upon or granted to such successful candidate.

The Senate may confer degrees and grant diplomas or other awards of the University to candidates who satisfy the relevant requirements and are recommended for such conferment or

grant by the Board of Examiners in a School, College, or Institute.

### **9.1.2 Post-humous awards**

A posthumous award may be awarded to a student who has died before graduation but after qualifying for the award of a degree in any academic programs at the University. It is given by the University to acknowledge that if death had not occurred, the student, who had fulfilled the requisite criteria, had the right to be conferred the respective academic award.

The decision for posthumous award of degrees and diplomas, therefore, is made with due attention to academic and institutional integrity and accordingly, such awards will be given in line with the following regulations:

### **9.1.3 Criteria for award**

A degree or diploma may be awarded posthumously if:

- i) At the time of death, the student was enrolled in one of

- the academic programs at the University.
- ii) The student was in good academic standing and completed all requirements for the degree or diploma to be awarded.
  - iii) A favorable recommendation for award of the degree or diploma is made by the student's Faculty or Institute Board as the case may be, and the Academic Committee.
  - iv) The Senate approves the award.
  - v) The academic transcript shall be marked "Degree conferred posthumously" and placed in the student's file and the transcript shall not be released.



### **9.1.4 Conferral of a Posthumous Award**

- i) A posthumous degree will customarily
  
- ii) During the presentation of the graduate's name, it will be mentioned that a posthumous award will be presented to him/her.

**ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES (SFUCHAS)**

**DRESS CODE**

**A. INDECENT CLOTHES**



No thong-cuts

No Nose ring

No neck-line below 4 inches

No sagging trouser

No cups in class

No bare backs or body tight trousers

No mini skirts above the knee

No Bare Bracks

No skirts with slits above knee

No Noses or Ear-rings for men

**B. DECENT CLOTHES**



Properly Groomed Hair

Untucked Shirts African wear

Properly Tucked Shirts

Back properly covered

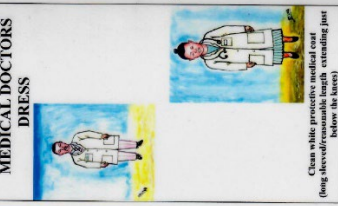
Decent clothes

Well covering neck-line

Well covering tops

Well fitting clothes

**C. MEDICAL STUDENTS/ MEDICAL DOCTORS DRESS**



Clean white protective medical coat (long-sleeved/reasonable length extending just below the knees)