

Sokoine University of Agriculture



ADMISSION REQUIREMENTS, EXAMINATION REGULATIONS AND GUIDELINES FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES, 2014

These Admission Requirements, Examination Regulations and Guidelines, as approved by Council, at its **136 Meeting of 11th December, 2014**, are in line with the broad framework of SUA's vision, mission and values as stated below:

Vision

To become a centre of excellence in agriculture and allied sciences

Mission Statement

Promote development through training, research and delivery of services.

SUA Values

In achieving its vision and fulfilling its mission, Sokoine University of Agriculture among other things, shall value academic excellence, integrity and freedom; effectiveness, efficiency, participatory management, social responsibility, equity, and social justice; professional and ethical standards and continuous learning.

PART I:

ADMISSION AND REGISTRATION REQUIREMENTS FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES

1. GENERAL INFORMATION

- 1.1 All applicants for admission to degree programmes Sokoine University of Agriculture (SUA) are required to apply through the Tanzania Commission for Universities (TCU).

Applicants for non-degree programmes shall submit applications to SUA or as may be directed from time to time by senate.

2. ADMISSION REQUIREMENTS FOR SHORT-TERM OR OCCASIONAL STUDENTS

Applications that will be considered shall only be from candidates who possess qualifications for admission to SUA undergraduate degree and non-degree courses.

Short-term students are required to register as students of the University for One Full Academic Unit (two semesters) or a single semester in the first, or second, or third, or fourth, or fifth year for all courses or a few selected ones, depending on one's preference and arrangement. At the end of the course(s), semester or academic unit, such students shall be assessed on academic ability in accordance with the SUA examination requirements.

Applications using special forms should be routed through own universities for those already enrolled in university programmes.

Students will be required to pay prescribed university fees prior to joining the programmes
Short term students have to abide by SUA By-laws and will enjoy all facilities just like any other *bona fide* SUA student.

3. GENERAL ADMISSION REQUIREMENTS

Admission will be provided if a candidate meets the minimum requirements as shown below or as determined by SENATE and in accordance with the capacities of the respective degree programmes

The minimum requirements for admission of direct entrants into undergraduate degree programmes shall be **TWO PRINCIPAL LEVEL PASSES (4.0 points of the current NECTA grading system)** in the Advanced Certificate of Secondary Education Examination (ACSEE; A-level), save for as would be amended from time to time by Senate.

An equivalent candidate for undergraduate programmes shall be required to have a Diploma Certificate with a Distinction/Credit and a minimum of FOUR passes or THREE credits in relevant subjects in the certificate of Secondary School Education Examination (CSEE; O-level).

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

**Admission into SUA undergraduate degree programmes
under credit transfer system is conditional on:**

The courses in university of origin being accredited by TCU and recognized by Veterinary Council of Tanzania (VCT) in the case of the BVM degree.

SUA having a credit transfer arrangement with the university from which the credits have to be transferred and SUA having approved equivalency of subjects/modules/courses from which the credits originate.

Proof (through authenticated detailed transcript) of acquisition of credits for courses prerequisite for the entry point.

Direct candidates for a diploma programme shall be required to have an A-level certificate with at least one principal pass or two passes in ACSEE with minimum total TWO points in one/two subjects from among subjects prescribed as relevant to the diploma programme.

An equivalent candidate for a diploma programme shall be required to have a relevant post-O-level certificate of at least Credit level and O-level certificate with at least FOUR passes or THREE credits in relevant subjects.

A candidate for certificate programme shall be required to have an O-Level Certificate with at least THREE passes in relevant subjects.

4. SPECIFIC ADMISSION REQUIREMENTS FOR DEGREE AND NON-DEGREE PROGRAMMES

A: ADMISSION REQUIREMENTS FOR DEGREE PROGRAMMES

ADMISSION REQUIREMENTS FOR DIRECT CANDIDATES

DEGREES PROGRAMMES IN THE FACULTY OF AGRICULTURE:

- i. Bachelor of Science (Agriculture General):** Two Principal passes (**4 points**) in Biology/Botany and Chemistry/ Physics/Mathematics/Science and Practice in Agriculture.
- ii. Bachelor of Science (Horticulture):** Two principal passes (**4 points**) in Biology and Chemistry/Physics/Mathematics, Geography/Science and Practice in Agriculture.
- iii. Bachelor of Science (Agronomy):** Two principal passes (**4 points**) in Biology/Botany and either of the following: Chemistry, Science and Practice in Agriculture, Physics, Mathematics, or Geography.
- iv. Bachelor of Science (Animal Science):** Two principal passes (**4 points**) in Biology/Zoology and Chemistry/ Science and Practice in Agriculture and a pass in Physics/Mathematics.

- v. **Bachelor of Science (Aquaculture):** Two principal passes (**4 points**) in Biology/Zoology and Science and Practice in Agriculture/Chemistry/Physics/Mathematics/ Geography.
- vi. **Bachelor of Science (Range Management):** Two principal passes (**4 points**) in Biology/Botany/Zoology and Science and Practice in Agriculture /Chemistry/ Physics/Mathematics/Geography
- vii. **Bachelor of Science (Agricultural Economics and Agribusiness):** Two principal passes (**4 points**) in Economics/Mathematics/Geography/Commerce/Accounts/ Physics/ Chemistry and Science and Practice in Agriculture/ Biology/ Zoology/Botany. Candidates must have at least a pass in mathematics at O-level.
- viii. **Bachelor of Science (Food Science and Technology):** Two principal passes (**4 points**) in Chemistry and Biology/ Physics/ Food and Nutrition/Home Economics/Science and Practice in Agriculture/Mathematics/Geography.
- ix. **Bachelor of Science (Human Nutrition):** Two principal passes (**4 points**) in Chemistry and Biology/Home Economics/ Science and Practice in Agriculture/Food and Nutrition and Mathematics/Physics/Geography.
- x. **Bachelor of Science (Family and Consumer Studies):** Two principal level passes (**4 points**) in Chemistry and Biology/Home Economics/ Science and Practice in Agriculture/Food and Nutrition and Mathematics/Physics/ Geography.

- xi. Bachelor of Science (Agricultural Engineering):** Two principal passes (**4 points**) in Mathematics and Physics/Chemistry/Geography and at least a credit pass at O-level or its equivalent in Physics and Chemistry/Biology/Science and Practice in Agriculture.
- xii. Bachelor of Science (Irrigation and Water Resources Engineering):** Two principal passes (**4 points**) in Mathematics and Physics/Chemistry/Geography and at least a credit pass at O-level or its equivalent in Physics and Chemistry/ Biology/Science and Practice in Agriculture.
- xiii. Bachelor of Science (Bio-processing and Post-Harvest Engineering):** Two principal passes (**4 points**) in Mathematics and Physics/Chemistry/Geography and at least a credit pass at O-level or its equivalent in Physics and Chemistry/ Biology/Science and Practice in Agriculture.

DEGREES PROGRAMMES IN THE FACULTY OF FORESTRY AND NATURE CONSERVATION

- i. Bachelor of Science (Forestry):** Two principal passes (**4 points**) in Biology/Botany and Chemistry or Physics/Geography/Science and Practice of Agriculture.
- ii. Bachelor of Science (Wild Life Management):** Two principal passes (**4 points**) in Biology/Zoology and Chemistry/Botany/ Physics/Geography.
- iii. Bachelor of Tourism Management (BTM):** Two principal passes (**4 points**) in Biology/Geography/ Chemistry/Physics/Science and Practice in

Agriculture/Mathematics/Food and Nutrition/Home Economics. Candidates with principal passes in Economics, Commerce or English/French/Spanish also qualify as long as they have in addition a pass in Biology at CSEE.

DEGREES PROGRAMMES IN THE FACULTY OF VETERINARY MEDICINE

- i. Bachelor of Veterinary Medicine (BVM):** Two Principal passes (**4 points**) in Biology/Zoology and Chemistry and a pass in Physics/ Mathematics/ Science and Practice of Agriculture at the ACSEE. A candidate who does not have a pass in Physics at A-level must have at least a credit pass in Physics at O-level. Such candidates must also have passes in Mathematics and English at CSEE (O-level) or equivalent

- ii. Bachelor of Science (Biotechnology and Laboratory Sciences):** Two principal passes (**4 points**) in Chemistry and Biology/Zoology/Botany and a pass in Physics/Mathematics/Geography/Science and Practice in Agriculture.

DEGREE PROGRAMMES IN THE FACULTY OF SCIENCE

- i. Bachelor of Science (Environmental Science and Management):** Two principal passes (**4 points**) in Chemistry and Biology/Mathematics Geography/ Physics/ Science and Practice in Agriculture. Candidates without a pass in Biology and Mathematics at A- Level must a credit in Mathematics at O-level.

- ii. **Bachelor of Science (Informatics):** Two principal passes (4 points) in Mathematics and any other Science subject.

- iii. **Bachelor of Science Agriculture Education (Agricultural Science and Biology):** Two principal passes (4 points) in Biology and any other science subject.

- iv. **Bachelor of Science with Education (Chemistry and Biology):** Two principal passes (4 points) in Chemistry and Biology.

- v. **Bachelor of Science with Education, (Chemistry and Mathematics):** Two principal passes (4 points) in Chemistry and Mathematics.

- vi. **Bachelor of Science with Education, (Geography and Biology):** Two principal passes (4 points) in Biology and Geography.

- vii. **Bachelor of Science with Education (Geography and Mathematics):** Two principal passes (4 points) in Geography and Mathematics.

- viii. **Bachelor of Science with Education (Informatics and Mathematics):** Two principal passes (4 points) in Mathematics and any other science subject.

5.0 DEGREES PROGRAMMES IN THE DEVELOPMENT STUDIES INSTITUTE

- i. Bachelor of Rural Development (BRD):** Two principal passes (**4 points**) in History/Geography/Economics/Mathematics/Physics/Chemistry/Biology/Zoology/Botany/Commerce/Accounts/Food and Nutrition/Science and Practice in Agriculture.

A2: ADMISSION REQUIREMENTS FOR EQUIVALENT CANDIDATES

GENERAL ADMISSION REQUIREMENTS FOR EQUIVALENT CANDIDATES

Candidates with Distinctions/First class or Credits/Second class at Diploma level and **THREE credits** or **FOUR passes** in relevant subjects at O-level.

DEGREE PROGRAMMES IN THE FACULTY OF AGRICULTURE

- i. Bachelor of Science in Agriculture General:** Diploma with distinction/credit in Agriculture or related fields and **THREE credits** or **FOUR passes** in relevant science subjects at O-level.
- ii. Bachelor of Science in Horticulture:** Diploma with distinction/credit in Agriculture/Horticulture or related fields and **THREE credits** or **FOUR passes** in relevant science subjects at O-level.

- iii. **Bachelor of Science in Agronomy:** Diploma with distinction/credit in Agriculture or related fields and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- iv. **Bachelor of Science in Animal Science:** Diploma with distinction/credit in Animal Husbandry/ Animal Health/ Agriculture or related fields and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- v. **Bachelor of Science in Aquaculture:** Diploma with distinction/credit in Aquaculture, Fisheries, Natural Sciences, Animal Husbandry/ Production/Wildlife, Animal Health or Agriculture and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- vi. **Bachelor of Science in Range Management:** Diploma with distinction/credit in Range Management, Animal Husbandry/Production, Animal Health, Agriculture, Forestry or Wildlife Management and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- vii. **Bachelor of Science in Economics and Agribusiness:** *Distinction* or *Credit* Diploma in Agriculture or related fields and **THREE credits or FOUR passes** in relevant subjects at O-level.
- viii. **Bachelor of Science in Applied Agricultural Extension:** *Distinction* or *credit* Diploma in Agricultural and

Livestock fields. Candidates already working in extension will be eligible if they have O-level passes in Physics/Chemistry, Biology/Botany/Zoology or Science and Practice of Agriculture.

- ix. Bachelor of Science in Food Science and Technology:** Diploma with distinction/credit in Food Science/Home Economics or other related fields and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- x. Bachelor of Science in Human Nutrition:** Diploma with distinction/credit in Human Nutrition or Home Economics or Food Science or Nursing or Community Development or Clinical Medicine and other related fields and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- xi. Bachelor of Science in Family and Consumer Studies:** Diploma with distinction/credit in Human Nutrition or Home Economics or Clinical Medicine or Community Development or Nursing and other related fields and **THREE credits or FOUR passes** in relevant science subjects at O-level.
- xii. Bachelor of Science in Agricultural Engineering:** Full Technician Certificate or equivalent qualifications with an average grade of C and at least C grade in Mathematics.

Diploma with at least credit in Agricultural Engineering or related fields with a credit pass in Mathematics at O-Level or Equivalent.

xiii. Bachelor of Science in Bioprocess and Post-Harvest Engineering: Diploma with at least a credit or second class in any engineering-related field and a credit pass in Mathematics at O-level or its equivalent.

xiv. Bachelor of Science in Irrigation and Water Resources Engineering: NTA 6 Certificate or equivalent qualification with an average grade of C and at least a C grade in Mathematics.

Diploma with credit or second class in Agricultural Engineering or related fields and a credit pass in Mathematics at O-Level or Equivalent.

DEGREE PROGRAMMES IN THE FACULTY OF FORESTRY AND NATURE CONSERVATION

i. Bachelor of Science in Forestry: Diploma with distinction/credit in Forestry, Bee-keeping, Wildlife Management or Agriculture (with forestry component) and **THREE credits or FOUR passes** in relevant science subjects at O-level..

ii. Bachelor of Science in Wildlife Management: Diploma with distinction/credit in Wildlife Management, Forestry, Bee-keeping, Animal Health or Animal Production and **THREE credits or FOUR passes** in relevant science subjects at O-level.

- iii. **Bachelor of Tourism Management:** Diploma with distinction/credit in Tourism, Hotel Management, Catering, Nutrition, Home Economics, Agriculture, Education, Forestry, or Wildlife Management and **THREE credits or FOUR passes** in relevant subjects at O-level.

**DEGREE PROGRAMMES IN THE FACULTY OF
VETERINARY MEDICINE**

- i. **Bachelor of Veterinary Medicine:** Diploma with distinction/credit in Animal Health/Animal Health and Production,. A holder of such a diploma should have at least **FOUR passes or THREE credits** in Biology/Zoology, Chemistry, Physics, Science and Practice of Agriculture and at least a pass in Mathematics and English at O-level

OR

Holders of First Degree in Life Sciences

- ii. **Bachelor of Science in Biotechnology and Laboratory Sciences:** Diploma with distinction/credit in Medical Laboratory Technology, Veterinary Laboratory Technology, Applied Biology, Applied Chemistry, Animal Health, Animal Production, Wildlife, Agriculture, Fisheries, Forestry or Bee-keeping and **THREE credits or FOUR passes** in Biology/Zoology and Chemistry/Physics/Mathematics/Science and Practice of Agriculture/Geography at **O-level**.

DEGREE PROGRAMMES IN THE FACULTY OF SCIENCE

- i. Bachelor of Science in Environmental Sciences and Management:**
Diploma with distinction/credit in the fields of Physical, Chemical or Biological Sciences. Passes in **Chemistry** and **Mathematics** at O-level and Diploma level are mandatory.
- ii. Bachelor of Science in Informatics:**
Diploma in ICT and related fields. Pass in **Mathematics** at O-level or Diploma is mandatory.
- iii. Bachelor of Science with Education: (Chemistry & Biology):**
Diploma in Education or its equivalent from recognized colleges passed at credit level or above, and four passes at O-level in any science subjects, of which **Chemistry** and **Biology** must have been passed at credit level.
- iv. Bachelor of Science with Education: (Geography & Biology):**
Diploma in Education or its equivalent from recognized colleges passed at credit or above and four passes at O-level in science subjects, of which **Geography** and **Biology** must have been passed at credit level.
- v. Bachelor of Science with Education: (Chemistry & Mathematics):**
Diploma in Education or its equivalent from recognized colleges passed at credit or above and four passes at O-level in science subjects, of which **Chemistry** and **Mathematics** must have been passed at credit level.

vi. Bachelor of Science with Education: (Informatics & Mathematics):

Diploma in Education or its equivalent from recognized colleges passed at credit or above and four passes at O-level in science subjects, of which **Mathematics** must have been passed at credit level.

vii. Bachelor of Science with Education: (Geography & Mathematics)

Diploma in Education or its equivalent from recognized colleges passed at credit or above and four passes at O-level in science subjects, of which **Geography** and **Mathematics** must have been passed at credit level.

viii. Bachelor of Science in Agricultural Education:

Diploma in Education or its equivalent from recognized colleges passed at credit or above and four passes at O-level in science subjects of which **Biology** must have been passed at credit level.

**DEGREE PROGRAMMES IN THE
DEVELOPMENT STUDIES INSTITUTE**

- i. Bachelor of Rural Development:** Diploma with distinction/credit in Rural Development or Agriculture or Agricultural Education or related fields and **THREE credits or FOUR passes** in relevant subjects at O-level.

**A3: ADMISSION REQUIREMENTS FOR
'RECOGNITION OF PRIOR LEARNING' (RPL)
CANDIDATES**

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

B: ADMISSION REQUIREMENTS FOR NON-DEGREE PROGRAMMES

NON-DEGREE PROGRAMMES AT SOKOINE NATIONAL AGRICULTURAL LIBRARY (SNAL)

- i. **Diploma in Information and Library Science:** At least **ONE principal pass or TWO passes at ACSEE adding up to 2.0 points** in one of the following: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics, Commerce, History, English, French and Kiswahili.

OR

Certificate in Librarianship or related discipline with minimum of second class certificate and O-level passes in at least three subjects.

- ii. **Diploma in Records, Archives and Information Management:** At least **ONE PRINCIPAL PASS or TWO PASSES at ACSEE adding up to 2.0 points** in one of the following: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics, Commerce, History, English, French and Kiswahili

OR

Certificate in Records/Office Management or relevant disciplines with a minimum of second class and O-level passes in at least three subjects.

**NON-DEGREE PROGRAMMES AT CENTRE
FOR INFORMATION COMMUNICATION
TECHNOLOGY**

- i. Diploma in Information Technology: At least ONE PRINCIPAL pass or TWO passes at ACSEE adding up to 2.0 points** in one of the following: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics and Commerce.

OR

A certificate in information technology, engineering or other relevant disciplines from an accredited institution and CSEE passes in at least three subjects

- ii. Certificate in Information Technology**
O-level certificate with passes in at least three subjects

**NON-DEGREE PROGRAMMES IN THE
FACULTY OF VETERINARY MEDICINE**

- i. Diploma in Tropical Animal Health and Production:** Advanced Level passes in Chemistry, Biology/Zoology, Physics, Mathematics, Geography or Science and Practice of Agriculture. The candidate must pass Biology/Zoology at

Principal Level. Such candidates must also have O-level passes in English and Mathematics.

OR

Appropriate certificates such as Certificate in Animal Health (Agrovét), Certificate in Animal Health and Production (AHPC), Certificate in Agriculture and Livestock Production (CALP). A holder of such a certificate should have a minimum of three credit passes at O-level in Biology/Zoology/ Chemistry, Physics, and Mathematics at Tanzania Certificate of Secondary Education Examination (CSEE) or equivalent.

- ii. Diploma in Laboratory Technology:** A-level Certificate with passes in Biology, Chemistry, Physics and Mathematics. One of these subjects must be passed at Principal level with a total of TWO points (C grade). Candidate with Advanced Level passes in combinations without Biology must have passed Biology at credit level in CSEE.

OR

Basic Technician Certificate from recognized institution.

OR

Certificate of Secondary Education with passes in Biology and Chemistry and Trade test Certificate of at least grade II.

REGISTRATION FOR STUDIES AND COURSES

Registration for studies:

A candidate shall be registered after paying University fees. For first year candidates, registration will be done after verification of original certificates.

A candidate shall be registered using three full names and hence all initials that appear in O/A-Level and other Certificates shall need to be spelt out during registration.

No candidate shall be registered using less than three names unless certificates of Primary and Secondary schools and other institutions bear only two names. Direct entrants shall be registered using the names which appear in the O-Level and A-Level/Birth Certificates whereas, an undergraduate equivalent candidate or a non-degree candidate shall be registered using full names as they appear in the O/A-Level Certificates and certificates from previous institutions.

In the exceptional case of candidate being initially registered using two names due to these being the only ones on the submitted certificates, the candidate shall be required to submit a third (middle) name supported by a registered deed poll.

Where differences in names exist between O/A- Level and Certificates from either other institutions or birth certificates, the candidate shall be required to submit a registered deed poll as evidence of legal approval of

the

change of names. In the event of lack of such evidence, such a candidate shall not be registered for studies.

No candidate shall be allowed to change names during the course of study unless there is compelling reason supported by registered deed poll.

A candidate is regarded as a registered candidate for SUA degree or non-degree programme only after being provided with the appropriate SUA student identity card bearing his/her passport-size photograph covering full face without any obstruction as required for internationally-accepted identification purposes.

Change of degree or non-degree programmes during the first year of study:

Will depend on the availability of a slot in the sought programme and the candidate meeting the minimum admission requirements for the programme.

Will only be permitted within three weeks after commencement of the first semester of studies.

Shall require:

Submission of an application addressed to the DVC (Academic) and routed through the Department hosting the candidate's current degree or non-degree program and the Department /Faculty/Institute offering the sought degree or non-degree programme within the first week of the commencement of studies.

Payment of a non-refundable fee of Tsh 10,000/= (reviewed from time to time).

Payment of costs related to the change of identity card.

The fate of the application shall be known within two weeks of commencement of studies.

Change of degree programmes after first academic unit may be granted under the following conditions:

Submission of a request accompanied with supporting documents.

Payment of a non-refundable fee of Tsh 20,000/=.

Candidate qualifying for entry at an identified entry point in the prospective degree programme after working out credit transfers.

Payment of prevailing cost of processing a new identity card.

The maximum period for which a student can register and remain a candidate for an undergraduate degree or non-degree award shall be the sum of total academic units plus two academic units (but excluding approved period of postponement of studies if any) for the degree or non-degree programme.

Registration for courses:

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

For semesters 2-10 prospective candidates, the deadline for provisional registration for courses in a subsequent semester shall be **four weeks before the end of the ongoing**

semester. The registration will be finalized two weeks after the commencement of studies for semesters 2-10

A candidate failing, within the prescribed period, to register with the Department/Institute/Centre offering a course shall be deemed to have his/her registration status withdrawn.

A candidate who does not register for an elective course required in a given semester shall have lost the opportunity but may be allowed to register for such a course when next offered. In case of a failure to register again without compelling reasons, the candidate shall be discontinued.

Dropping courses:

A candidate who drops a course after registering for the course must de-register as per guidelines.

The deadline for dropping a course or courses shall be TWO weeks after the start of a semester.

For an elective course to be offered, **the minimum number of candidates pursuing the course shall be ten.**

**6 ATTENDANCE OF LECTURES/SEMINARS/
TUTORIALS/PRACTICAL SESSIONS/FIELD
PRACTICAL TRAINING**

A candidate must attend all lectures/ seminars/ tutorials/ practical session/field practical training

A candidate shall be required to attend all sessions of Field Practical Training (FPT) at the stations assigned by their respective Departments/Faculties/Institutes/Directorates.

A candidate seeking permission of absence from attending classes shall fill in the prescribed form (*Form No. I*)

The Dean of Students shall grant permission of absence from attending classes, for a period not exceeding two days, to a candidate with genuine social or medical reasons after consultation with the Resident Medical Officer (RMO).

Permission sought on the basis of academic reasons and for a period exceeding two days (for social and medical reasons) up to a maximum of seven days shall be granted by the **Dean of the Faculty/Director of Institute** hosting the degree programme.

Permission of absence for a period exceeding seven days shall be granted by the **Office of the Deputy Vice Chancellor (Academic) {DVC (Academic)}**.

Permission for absence from Field Practical sessions shall be granted by the Dean or Director or Head of Department or his appointee (i.e. FPT supervisor).

POSTPONEMENT AND RESUMPTION OF STUDIES

A candidate requesting for postponement of studies for compelling reasons including inability to pay fees shall submit to the Deputy Vice-Chancellor (Academic), a duly completed request form (*Form No. II*) with a cover letter and supporting documents. **Reply to such request shall be expected within two weeks of submission.**

Postponement of studies shall be for the duration of one semester or one academic unit. Under special circumstances, the postponement of studies can be extended for only one additional academic unit. Such extension shall only be provided when supported by relevant documents. A candidate staying out of the University beyond two years or without permission after the first postponement of studies shall cease to be a *bona fide* SUA student and can only rejoin the University after re-admission as a fresh candidate.

A candidate shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Deputy Vice Chancellor (Academic) or any other authority as appointed by the Vice Chancellor.

A candidate shall be allowed to resume studies in the semester for which permission was granted.

A candidate permitted to postpone studies shall retain his/her registration and hence registration number, but shall be required to pay appropriate fees and meet the costs of production of identity card and any other documents which relate to the re-admission process.

A candidate permitted to postpone studies shall be required to hand in the identity card and other University properties to relevant authorities within two weeks from the date of granting of permission. A candidate who would not have fulfilled the condition shall have his/her registration

withdrawn.

FATE OF DISCONTINUED STUDENTS

A candidate who ceases to be a *bona fide* student of SUA shall be required to fill in the clearance form and return all University properties including identity and examination number cards to relevant authorities. A candidate who fails to return university property shall be liable for legal action and shall not be eligible for admission to undergraduate and/or postgraduate studies at SUA.

A candidate who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted, as a fresh candidate, into a programme other than the one he/she failed. Re-admission into the degree or non-degree programme from which the candidate had initially been discontinued shall only be after submitting evidence of having undertaken additional training in the form of certificate/diploma or short courses in the relevant discipline.

A candidate discontinued from studies on the basis of examination irregularities at SUA or in any other institution of higher learning shall not be eligible for re-admission/admission into any study programme at SUA.

PART II

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

A: REGULATIONS FOR UNIVERSITY EXAMINATIONS EXAMINATIONS

Examinations shall include continuous assessment tests, quizzes, assignments, seminar presentations, practical and oral tests and end of semester examinations including oral examinations where applicable.

There shall be written university examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.

There shall be probation examinations before the beginning of the academic year for the failed core and elective courses which are required for a candidate to attain minimum credits (12 for each semester and 24 for each academic unit).

ELIGIBILITY FOR EXAMINATIONS

No candidate shall be eligible for any examination in any subject unless the Instructor and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance. **Records of attendance in each lecture/seminar/practical shall be maintained by the instructor for one academic unit.**

A candidate shall only be allowed to sit for scheduled University examination(s) if he/she has attained 80% of attendance of the course through lectures, seminars and tutorials; but for practical sessions, a candidate must attain 100% attendance rate. A candidate who fails to attain at least 80% and 100% attendance rates for lectures/seminars and practicals respectively shall be required to retake the whole course when next offered.

A candidate shall be required to attend all sessions of Field Practical Training (FPT) and a candidate who misses any session without the permission of the Dean or Director or Head of Department or his appointee (i.e. FPT supervisor) shall be discontinued from studies. In case permission of being absent from FPT is granted, the candidate shall be required to complete the training session using own resources.

ABSENCE FROM EXAMINATION

A candidate who absents oneself from an **end of semester examination** including probation examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be **discontinued** from studies.

A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be **awarded a zero mark**.

A candidate who fails to submit an **assignment on time** without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor(s).

A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) **because of compelling reasons** shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for **initiating a request** for the continuous assessment test or assignment.

A candidate allowed to be absent from the end of semester examination (s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the **subsequent probation examination session**.

Permission for postponement of end of semester examination(s) shall be granted by the Dean/Director after consultation with the Head of Department, Dean of Students and where applicable, the Resident Medical Officer.

Postponement of course assessment tests shall be granted by the course instructor and reported to the Head of Department/Dean of Faculty/Director of Institute/Directorate/Centre in writing.

Request for postponement of end of semester examination(s) or course work assessment tests shall be made by submitting duly completed prescribed forms with a cover

letter (*Form No. III*).

ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS

PASS MARK:

The pass mark shall be 50% for practical and theory, separately.
There shall be no compensation of marks scored in one paper for another paper.

Assessment of courses which have formal practical components examinable during coursework and at end of semester shall be done as follows:

Students' reports on practical work shall carry 5% of the assessment

Practical test[s] conducted each semester shall carry 20% of assessment

Take-home essays and assignments which will be given at appropriate stages during the semester session will carry 5% of the assessment.

Tests and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tool will be proportional to time allocated to it.

The end of semester written theory examination shall carry 25% of the semester final mark.

The end of semester practical/oral examination shall account for 25% of the semester final mark for the subject.

Assessment of courses which have formal practical during the course but no end of semester practical examination shall be done as follows:

Students' reports on practical work shall carry 10% of the assessment

Practical test[s] conducted each semester shall carry 30 % of the assessment

Take-home essays, assignments which will be given at appropriate stages during the semester session will carry maximum 5% of the assessment.

Tests and quizzes which will be given at appropriate stages during the semester will carry 15 % of the assessment and the weighting of individual assessment tool will be proportional to time allocated for the test/quiz.

The end of semester written theory examination shall account for 40% of the semester final mark for the subject.

Assessment of courses which have no practical components shall be done as follows:

Take-home essays and/or assignments shall account for 10% of the end of semester marks for the course.

Seminar reports and presentations where applicable shall account for 10% of the end of semester marks for the course

Tests/quizzes during the semester shall account for 20% of the marks or 30% of the marks for courses without assessed seminar reports and/or presentations, with weighting of each test/quiz being proportional to time allocated for the test/quiz.

The final written paper shall account for 60% of the end of semester final mark for the course.

Notwithstanding the above-mentioned apportionment of marks:

There may be **course-dependent variation** that shall be clearly spelt out in the approved course curriculum.

A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.

At the designated semester for each degree or non-degree programme, each candidate will present a **research project proposal** to constitute examinable subject “Research Project I” which must be passed.

A candidate who fails in Research Project I shall be required to re-submit the research project proposal within one month of the release of the results.

Each finalist candidate shall be required to undertake a Research Project (to constitute the examinable subject “Research Project II”) being the execution of research project proposal developed in Research Project I and shall, before the start of the end- of- semester study break, be required to submit a **Research Project report** (in printed and electronic form) to the Head of Department in which the Research Project was conducted.

The Research Project report shall be marked. Passing in Research Project report is a requirement for the award of a degree or non-degree.

A candidate who will not have submitted the Research Project report in time and without compelling reasons will be deemed to have failed in Research Project II (hence awarded zero mark).

In deciding whether or not to accept a Research Project report which has been submitted late, circumstances leading to late submission of the Research Project report would have to be taken into consideration by the respective Department.

A candidate who fails in Research Project II will be allowed to re-submit the report within six months from the date of the release of examination results or within such period as shall be recommended to Senate, by the board of the relevant Faculty/Institute/Directorate/Centre.

Field practical training is an essential requirement of all programmes and shall be conducted and assessed as spelt out in the respective curricula. A pass grade in the field practical training shall be required before a candidate is allowed to proceed to the next academic unit of study or to graduate in the case of a final year candidate.

For the undergraduate engineering programmes in the Department of **Agricultural Engineering and Land Planning**, the following special regulations shall apply:

Every Industrial Practical training shall be treated as a subject of the succeeding Semester and the results shall contribute to the particular academic unit.

Practical Training reports shall be handed in for assessment before the end of the second week of the succeeding semester.

PROGRESSION BETWEEN ACADEMIC UNITS

A candidate shall be allowed to proceed to the next academic unit under a continuing status after passing the examinations in all core courses and elective courses that make a minimum of 24 credits. Such a candidate shall have passed a minimum of 12 credits per semester with the exception of Bachelor of Veterinary Medicine (BVM) in semester 10 which is mainly a practical-oriented semester.

A candidate failing to get a total of 16 credits and a GPA of 2.0 and for the BVM candidates a weighted average of 50%, based on the best 24 credits including all core courses and electives in that academic unit shall be discontinued from studies.

A candidate failing in one or more paper(s) and having passed at least 16 credits with the GPA of at least 2.0 and for BVM candidates, a weighted average of more than 50% in that academic unit shall be required to sit for probation examination(s) offered before the start of the subsequent academic unit.

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

Except for the special case of the BVM candidates as indicated below, a candidate who fails probation examinations shall be allowed to proceed to the next academic unit as a probation candidate. Such a candidate shall be required to retake the examination(s) as a third attempt during the subsequent probation examination session.

A candidate who fails to graduate after failing probation examination(s) shall be required to sit for the respective examination as a third attempt when next offered except where, upon request on account of extenuating circumstances, a written permission to postpone third attempt to probation session has been granted.

Save for BVM candidates, progression of candidates who fail third attempt examinations shall be as follows:

A candidate who fails in examination(s) which is/are required to make the minimum pass credits for any academic unit after three attempts shall be BARRED from continuing into subsequent academic unit but shall be given the opportunity to retake the course(s) and examination(s) as last attempt when next offered.

A candidate who fails to graduate because of failing examination(s) after three attempts will be given the option of retaking the course(s) and examination(s) as last attempt when next offered.

For BVM candidates, progression from one academic unit to another shall be as follows:

A candidate shall be allowed to proceed to academic units 2, 3, 4, and 5 after passing all examinations for core courses and electives that make at least 24 credits for the academic unit, with the exception of semester 10 which is mainly a practical-oriented semester.

A candidate who fails core course first sitting examination(s) done during the probation examination session shall not be allowed to proceed to the next

academic unit and shall be required to retake the examination(s) when next offered.

A candidate who fails probation examinations for core courses shall not be allowed to proceed to the next academic unit. Such a candidate shall be required to retake the respective course(s) and examination(s) as third attempt when next offered.

A BVM candidate who fails in examination(s) for an elective or electives which is/are required to make the minimum pass credits for any academic unit after three attempts shall be BARRED from continuing into subsequent academic unit but shall be given the opportunity to retake the course and examinations (as last attempt) when next offered.

A candidate failing in electives over and above the required credits shall be allowed to continue to the next academic unit but the results of the failed course(s) shall be recorded in the transcript unless the candidate re-takes and passes the examination(s) during the second or third attempt.

The maximum grade to be awarded for a course which was responsible for a candidate to re-take the course and/or the examination shall be “C” of pass mark 50%.

A candidate who fails in one component (theory or practical) of the examination shall be on probation for only the failed component of the course. However, the maximum grade obtained for the course after sitting for the probation examination in the failed component of the subject shall be C with maximum pass mark 50%.

There shall be the option of oral examination *in lieu* of practical in courses with practical coursework assessment but no formal end of Semester Practical University examinations.

EXAMINATION IRREGULARITIES

All cases of Examination irregularities shall be reported to and handled by the office of the DVC (Academic).

There shall be an Examination Irregularities Committee (EIC) appointed by the Deputy Vice Chancellor (Academic) which will handle and advise the DVC (Academic) on reported cases of examination irregularities.

Candidates are not allowed to enter examination venues without the approval/permission of the Invigilator(s). A candidate found to have done so shall be reported to the DVC (Academic) and the fate of such a candidate may include being barred from sitting for the examination.

All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.

No candidate shall be admitted to an examination room 30 minutes after the commencement of the examination.

A candidate reporting late (more than 30 minutes after the start of examination) shall be barred from sitting for the

examination and his/her case reported to the DVC (Academic).

A candidate who is barred from sitting for the scheduled end of semester/probation examination for reporting late shall, upon the Senate being satisfied with justifying reasons, be allowed to sit for the examination in first sitting category during the subsequent probation examination period.

In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than thirty minutes after the start of the test for compelling reasons, may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have attempted and failed the examination (hence awarded zero mark).

A candidate must carry both the identity and examination number cards which must be shown to the Invigilator(s) before entering the examination room. A candidate failing to show the two cards shall not be allowed to sit for the examination and the case shall immediately be reported to the DVC (Academic). Such a candidate shall be considered to have attempted and failed the respective examination (hence awarded zero mark).

A candidate must present oneself to the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with the identity and examination number cards. A candidate failing to present

oneself in a manner that allows his/her identity to be determined shall not be allowed to sit for the scheduled examination and the case shall then be reported to the DVC (Academic). Such a candidate shall be considered to have attempted and failed the respective examination(s) **(hence awarded zero mark).**

No candidate shall be allowed to enter an examination venue while wearing a cap, hat, sweater, pullover, jacket or overcoat except under special circumstances, such as medical grounds where upon request, the DVC (Academic) has granted permission for a candidate to put on such attire during the examination(s). A candidate found wearing unpermitted attire during examinations without permission, shall be required to surrender the piece(s) of garments and the case reported to the DVC for investigation by EIC. However, a candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation.

No candidate shall be allowed to enter examination venue with unauthorized materials. In this regulation, unauthorized materials include **cell phones, handbags, purses, books, written and other form of papers or materials as determined and notified from time to time by the University.**

A candidate is not permitted to enter examination venue with any inscriptions on any body part or clothing that can be construed as an aid to answering examination questions.

A candidate who carries any type of unauthorized material(s) into examination premises and requests to surrender such materials to the invigilators on his/her own accord before examination papers are distributed to candidates, shall be allowed to sit for examination after formally surrendering the items. Such a candidate shall be served with a written warning by the DVC (Academic) following the recommendations of the Examination Irregularities Committee. A candidate who will be found to have committed such an offence twice shall be discontinued from studies.

A candidate found in possession of unauthorised materials or inscription(s) mentioned in 14.13 above when already seated in examination room and examination papers have been distributed or when the examination is in progress shall be sent out of the examination room after surrendering the unauthorised materials to the invigilator. Such a candidate shall subsequently be awarded zero mark for this particular examination paper.

Such a candidate shall be reported to the DVC (Academic) in writing with the exhibits of unauthorised materials attached/enclosed for further scrutiny. In case the confiscated materials (exhibit/evidence) shall be found related to the examination paper in question, the candidate shall be discontinued from studies. However, in case the confiscated materials (exhibits/evidences) shall be found not related to the examination paper in question, the zero mark awarded to the candidate shall be upheld for violating the regulation that restricts candidates to enter examination venue with unauthorised materials

No candidate shall be allowed to communicate with fellow candidates after entering the examination venue. Communication shall only be between the Invigilators and the candidates. A candidate found to be communicating with fellow candidates in any form shall be deemed to have committed examination irregularity and the case shall be reported to the DVC (Academic) for investigation by the EIC. The candidate however will be allowed to continue with examinations during the period of investigation. Upon being found guilty, such candidate shall be given a warning.

A candidate who causes disturbances or any form of chaos during the examination shall be evicted from the examination room immediately and may be prohibited by the DVC (Academic) from sitting for subsequent examinations. The fate of such a candidate shall be determined by the DVC (Academic) upon investigation by the EIC. Upon being found guilty such candidate shall be given a warning if it is a first offence and discontinuation for the second conviction on the same offence.

Candidates shall not be allowed to borrow materials of any kind including calculators, rulers, statistical tables, pencils and pens among candidates during examinations. A candidate found to be involved in the act of borrowing or exchanging material(s) of any form during the examinations shall be deemed to have contravened university examination regulation and hence shall be required to surrender them to the Invigilator(s). Cases of

such candidates shall be reported to the DVC (Academic) for investigation. Such a candidate shall however be allowed to continue with examinations during the period of investigation.

Save for medical, physiological or other justifiable reasons intimated before the start of examination, no candidate will be allowed to chew anything while in the examination venue. A candidate found to be doing so and refuses to produce exhibit of the material being chewed will be guilty of attempting to destroy evidence of possession of unauthorized materials while in the examination venue and his/her case shall be reported to the DVC (Academic) for investigation by EIC.

A candidate who starts to write before the official start of the examination as declared by the Invigilator(s) as well as one who continues to write after the official end of the examination as declared by the Invigilators(s) shall be reported to the Examination Officer. Such a candidate shall be served with a letter of warning by the Examinations Officer. A candidate found to have committed a similar offence and who had been served with a letter of warning before shall be discontinued from studies.

Save for known medical, physiological or other justifiable reasons, no candidate shall be allowed to go out of the examination room **within 30 minutes after the commencement of the examination** or leave the room **within the last 30 minutes** into the end of the said examinations. Permission to go out temporarily during the

examination shall only be provided under special circumstances by the Invigilator.

In some examinations, the rubric may indicate that the question paper shall be collected together with the answer book. In such cases no candidate will be allowed to go out of the examination room with an examination paper. Candidates who do not submit the question paper shall be deemed to have contravened a University Examination regulation and a valid penalty (such as non-marking of the answer book) as spelt out on the rubric shall apply.

No candidate will be allowed to go out of the examination room with a used or unused answer book. Possession of used or unused SUA examination answer book(s) shall be deemed to be commission of examination irregularity. Possession of these materials by other unauthorized people who are not students shall be dealt with in accordance with the law and SUA work regulations.

Bodily search of a candidate suspected of carrying unauthorized materials shall be done by member(s) of staff of the same sex.

Candidates have the responsibility of reporting any alleged examination irregularities to the DVC (Academic) for investigation by the EIC.

All cases of examination irregularities requiring investigations shall be handled by EIC that will advise the Senate Undergraduate Studies Committee (SUGSC) which will in turn advise Senate accordingly.

The EIC shall investigate all cases of examination irregularities as directed by the DVC (Academic) upon receiving reports from invigilator(s).

The EIC, upon being tasked to investigate a case of examination irregularity, shall have the powers to summon candidates and members of staff as it deems necessary.

In general, any candidate who will be proven to have cheated in any examination shall be discontinued from studies.

All cases of examination irregularities shall be concluded within three months of being reported to the DVC (Academic).

PLAGIARISM

A candidate who appropriates the writings or results of other persons, whatever the medium (text, written or electronic, computer programs, data sets, visual images whether still or moving) and then dishonestly presents them as his/her own shall be guilty of plagiarism.

A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:

The candidate has submitted or presented the work of another person as his or her own.

The candidate has submitted the same, or substantially the same work more than once at the same or another institution.

The candidate has fabricated or falsified results/data.

The candidate has submitted false records, information or documents.

The candidate has omitted due acknowledgement of the work of another person.

There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.

The candidate has used, by payment or otherwise, a third party to produce Research Project report or any assignment write-up in whole or in part.

All cases of alleged plagiarism shall be reported to the DVC (Academic) who shall refer them to the EIC for investigation.

Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:

REJECTION of the Research Project proposal, report or part thereof and therefore the candidate being required to re-write or re-take the research work.

DISCONTINUATION from studies.

DEPRIVATION of a degree, non-degree award or any other academic credentials already awarded by the university.

C: GUIDELINES PERTAINING TO UNIVERSITY EXAMINATIONS

DATES OF EXAMINATIONS

Dates and times of conducting continuous assessment tests shall be indicated by the respective instructor(s) in the course schedules, and shall, as far as possible, be respected by both parties (instructors and students).

All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester examinations

Dates for the end of semester and probation examination shall be published in the University Almanac.

CONDUCT OF THE UNIVERSITY EXAMINATIONS

Overall co-ordination and control of the University Examinations shall be the responsibility of the office of the Deputy Vice-Chancellor (Academic).

End of semester examinations shall be coordinated and conducted under the control of the Dean/Director, of the respective Faculty/Institute/Directorate/Centre in collaboration with Head of Department.

All end of semester theory examinations shall be examined for three hours. Duration of practical examinations (where

applicable) shall be course- dependent as recommended by the examiners. As far as possible no end of semester examination shall have a sole internal examiner.

BOARD OF EXAMINERS AND DEPARTMENTAL EXAMINATION COMMITTEES

There shall be Departmental/Institute/Center Examination Moderation Committees responsible for moderating end of semester examinations.

Moderation of examinations shall also involve External Examiners who shall be invited to examination marking and overall assessment at the end of the academic unit.

Moderation shall include evaluating the quality of semester course assessment tests, copies of which shall have been deposited at the office of the Head/Director of Department/Institute//Directorate/Centre hosting the degree or non-degree programme for easy availability to moderation committee and the external examiner

There shall be a Board of Examiners at Departmental level that shall consider and recommend results for presentation at Faculty/Institute/Directorate/Centre Board of Examiners meeting.

RELEASE OF END OF SEMESTER EXAMINATION RESULTS

Provisional examination results as recommended by Examiners Board shall be approved by Faculty/Institute/Center Boards.

Release of “provisional” examination results (as approved by Faculty/Institute/Center Boards) shall be the responsibility of the respective Dean/Director.

Final approval of examination results is the mandate of Senate.

Publication and custody of the final approved examination results as approved by Senate shall be the responsibility of the DVC (Academic).

Examination results shall be posted on notice boards at SUA and published in the SUA website or any other means as deemed appropriate. In publishing the results, the anonymity of the student must be protected.

The final Senate-approved results for each semester and for each academic unit shall be archived in hard-bound booklet with a serial number and date and in a PDF soft copy of the same number and date.

PROCEDURE FOR APPEALS

Students’ appeals shall be lodged to respective Deans/Directors using special appeal forms (*Form No. IV*), within one academic unit from the date of publication of results.

Except where unfair marking, wrongful computation of marks or grades or other irregularity committed in the conduct of any examination is alleged no appeal shall be accepted on any other ground.

All appeals must be accompanied by a non-refundable appeal fee of twenty thousand shillings (TSh 20,000) only, which shall be subject to revision from time to time.

Appeals shall initially be considered by the Faculty/Institute Undergraduate Studies Committees.

The Senate Undergraduate Studies Committee (SUGSC) shall consider recommendations of the Faculty/Institute/Directorate/Centre committees and shall advise Senate accordingly.

Senate may consider a maximum of two appeals for the same results. These two appeals must be made within one year of publication of the results.

ANSWER BOOKS AND PRESERVATION OF EXAMINATION SCRIPTS

On the cover of the SUA answer books there shall be a space for entry of the date of examination.

To forestall illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the

serial number of the answer book in the candidate-signed examination list.

Examination scripts are sensitive university property and therefore all instructors / invigilators shall have full responsibility for safe custody and care to forestall loss or fall into hands of unauthorized persons and any case of loss or mishandling of examination scripts shall be dealt with in accordance with SUA staff regulations or any other guidelines.

The University shall preserve examination scripts, for the purpose of reference, for a period of at least two academic units after the end of the respective examinations.

CLASSIFICATION OF DEGREES AND NON- DEGREE AWARDS

For the purposes of classification of degree and non- degree awards, a Five-Point System shall be used in averaging the final grades.

Letter grades shall be assigned points based on equations, which take into account the candidate's raw marks in calculating the Grade Point (GP) for individual subjects. For all degree and non-degree programmes, with the exception of BVM degree, the grading system shall be as follows:

Grade	Score Range (X)	Equation	Grade point (Y)
A	70 – 100%	$Y = 0.02X + 3$	(4.4 – 5.0)
B+	65 – 69.9%	$Y = 0.08X - 1.2$	(4.0 – 4.39)
B	60 – 64.9%	$Y = 0.2X - 9$	(3.0 – 3.99)
C	50 – 59.9%	$Y = 0.1X - 3$	(2.0 – 2.99)

D	40 – 49.9%	$Y = 0.1X - 3$	(1.0 – 1.99)
E	0 – 39.9%	$Y = 0.025X$	(0.0 – 0.99)

Regarding the Grade Point Average (GPA), this shall be calculated (as shown below) on the basis of weight (credits) of the courses taken.

The Bachelor of Veterinary Medicine (BVM) degree shall be awarded following a successful completion of the degree programme and this degree shall not be classified.

The BVM course grading system shall be as hereunder, save for the cases where a course is offered by Faculty/Department/ Institute/ Directorate/Centre where the grading system is different. In that case, the course grading system of the Faculty/Department/ Institute/ Directorate/Centre offering the course shall be used.

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

SUA UNDERGRADUATE AND NON-DEGREE AWARDS

A candidate shall be eligible for degree or non-degree award after the fulfillment of all the requirements for the award of a degree or non-degree qualification.

A candidate who was admitted into a SUA degree programme under credit transfer system from equivalent degree programme in another university shall only be granted SUA degree award if in the sum of credits acquired for the award of the degree, not less than 50% of total credits for core courses were acquired from SUA.

For each specific degree programme there shall be specified exit awards for candidates who failed to successfully complete the programme but acquired sufficient pass credits to merit the specific exit award for the specific period of exit as approved by senate.

A deceased candidate who had fulfilled all the requirements for the award of a degree or non-degree qualification shall be eligible for posthumous award of the same.

A candidate shall be deprived of a degree, diploma or certificate or any other academic award granted to him or her by the University on what the Council and Senate deem as “good cause”. For the purposes of this regulation, “good cause” means conclusive evidence on cheating in examination, plagiarism and fabrication of examination results.

PROCEDURE FOR CALCULATING OVERALL GRADE POINT AVERAGE (GPA) AND CLASSIFICATION OF DEGREES

In calculating the GPA, credits for all core courses shall be used as well as the credits from electives making the

minimum required for the degree programme. However, where a candidate takes electives over and above the minimum required, credits from electives with highest scores adding to minimum degree requirement shall be used in calculating the GPA. The scores for the remaining electives shall be entered into the transcript.

The total credits for each course taken by a candidate shall have to be obtained in order to get the weight for courses.

To get a score for each course, multiply the points obtained by calculation as shown in section (22.2), by corresponding credits mentioned in section 24.2 above.

The total score for the degree shall be the sum of scores for all courses computed as in section (24.3).

Grade Point Average (GPA) score for the degree shall be computed by dividing the Total Score in section (24.4) by the total credits obtainable under section 24.2.

The final degree classification for classifiable degree shall be as follows:-

Class	Grade	GPA range
First Class	A =	4.4 - 5.0
Upper Second	B+ =	3.5 - 4.39
Lower Second	B =	2.7 - 3.49
Pass	C =	2.0 - 2.69

ISSUANCE OF TRANSCRIPTS

The University shall issue transcripts as shown here under (subject to revision):

- (i) Partial transcripts will cost TShs 10,000
- (ii) Full transcript will cost Tshs 20,000.

- (iii) Certification of transcripts and certificates will be charged a minimum of Tshs. 3000/= for five copies and Tshs. 500/= for each extra copy.

These rates are subject to revision from time to time.

REPLACEMENT OF LOST ACADEMIC CERTIFICATES

The University may issue a copy of an award certificate in case of loss of the original on the following conditions:

- (i) The applicant must produce evidence that the loss had been adequately publicly announced, including a written report from the Police.
- (ii) The applicant produces a sworn affidavit.
- (iii) The certificate or transcript so issued shall be visibly marked “DUPLICATE”
A non-refundable fee of 30,000/= (or equivalent of US\$30) shall be charged, for a copy of the certificate or transcript issued.