

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.

