

# **MWALIMU JULIUS K. NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**



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

**September, 2023**

**THESE ADMISSION REQUIREMENTS, FEE STRUCTURE, EXAMINATION REGULATIONS AND GUIDELINES OF 2023, ARE IN LINE WITH THE BROAD FRAMEWORK OF MJNUAT VISION, MISSION, OBJECTS, ASPIRATIONS AND CORE VALUES**

**VISION**

To become an Innovative Science and Technology centre that serves as an engine for development

**MISSION**

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

**OUR OBJECTS**

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

**OUR ASPIRATION**

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

**CORE VALUES**

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

Table of contents

Admission and registration requirements for undergraduate and non-degree programmes .....	4
1.0 General information .....	4
2.0 Admission requirements for short-term or occasional students from other institutions of higher learning .....	4
3.0 General admission requirements.....	4
A. Specific admission requirements for degree programmes .....	5
4.0 Admission requirements for degree programmes (direct category) .....	5
4.4 Admission requirements for equivalent candidates who apply for the degree programmes ...	5
General admission requirements for equivalent candidates.....	5
4.5 Admission requirements for ‘recognition of prior learning’ (RPL) candidates.....	6
[a] Direct university fees payable per annum .....	7
1.0 Degree programmes .....	7
[b] Non-direct university fees (indicative values/ figures) .....	7
[c]: Direct students costs (minimum, payable per annum) .....	7
6. Registration for studies and courses .....	8
6.1 Registration for studies .....	8
7.1 Change of degree programmes during the first year of study:.....	8
7.2 Change of degree programmes after first academic year may be granted under the following conditions:.....	9
8.0 Attendance of lectures/ seminars/ tutorials/ practical sessions/field practical training .....	9
9.0 Postponement and resumption of studies.....	10
10.0 Fate of discontinued students.....	11
General university examination regulations and guidelines for undergraduate and non-degree programmes.....	12
B: Regulations for university examinations.....	12
11.0 University examinations .....	12
12.0 Eligibility for examinations .....	12
13. Absence from examination .....	12
15.0 Progression between academic years.....	15
16.0 Examination irregularities.....	17
17. 0 Plagiarism .....	20
C: Guidelines pertaining to university examinations.....	21
18.0 Dates of examinations.....	21
19.0 Conduct of the university examinations .....	21
20.0 Board of examiners and departmental examination committees .....	21
21.0 Release of end of semester examination results .....	22
22.0 Procedure for appeals.....	22
23.0 Answer books and preservation of examination scripts .....	22
24.0 Classification of degrees and non-degree awards.....	23
25.0 MJNUAT undergraduate and non-degree awards .....	24
26.0 Procedure for calculating overall grade point average (GPA) and classification of degrees .....	24
27.0 Issuance of transcripts.....	24
28.0 Replacement of lost academic certificates .....	25

## **ADMISSION AND REGISTRATION REQUIREMENTS FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES**

### **1.0 GENERAL INFORMATION**

All applicants for admission to degree and non-degree programmes such as Diploma and Certificates shall submit applications to MJNUAT or as may be directed from time to time by senate.

### **2.0 ADMISSION REQUIREMENTS FOR SHORT-TERM OR OCCASIONAL STUDENTS FROM OTHER INSTITUTIONS OF HIGHER LEARNING**

- 2.1 Applications that will be considered shall only be of candidates who meet/possess qualifications for admission to MJNUAT undergraduate degree or non-degree programs.
- 2.2 Short-term students are required to register as students of the University for One Full Academic year (two semesters) or a single semester in the first, 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 year, such students shall be assessed on academic ability in accordance with the MJNUAT examination requirements.
- 2.3 Applications using special forms should be routed through own Universities for those already enrolled into University programs.
- 2.4 Students will be required to pay prescribed university fees prior to joining the programmes
- 2.5 Short term students have to abide by MJNUAT By-laws and will enjoy all facilities just like any other bona fide MJNUAT student.

### **3.0 GENERAL ADMISSION REQUIREMENTS**

- 3.1 Admission will be provided if a candidate meets the minimum requirements as shown below or as determined by SENATE and in accordance with the enrolment capacities of the respective degree programmes.
- 3.2 The minimum requirements for admission of direct entrants into undergraduate degree programmes shall be two principal passes ('E' and above) with a total of 4.0 points in two subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1; S = 0.5), **EXCEPT** those who completed A-Level in 2014 and 2015. For those who completed A-Level studies in 2014 and 2015, they are required to have two principal passes ('C' and above) with a total of 4.0 points from two subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1; E = 0.5).
- 3.3 An equivalent candidate for undergraduate programmes shall be required to have a Diploma/Certificate with a Distinction/Credit and a minimum of FOUR passes or THREE credits in relevant subjects in the Certificate of Secondary School Education Examination (CSEE; O-level) including Mathematics and English
- 3.4 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.

### **3.5 Admission into MJNUAT undergraduate degree programmes under credit transfer system is conditional on:**

- 3.5.1 Courses at the University of Origin being accredited by TCU and recognized by any professional body where applicable.
  - 3.5.2 MJNUAT having a credit transfer arrangement with the university from which the credits have to be transferred and MJNUAT having approved equivalence of subjects/modules/courses from which the credits originate.
  - 3.5.3 Proof (through authenticated detailed transcript) of acquisition of credits for courses prerequisite for the entry point.
- 3.6 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 of 2 points in one/two subjects from among subjects prescribed as relevant to the diploma programme.
- 3.7 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.
- 3.8 A candidate for certificate programme shall be required to have an O-Level Certificate with at least FOUR passes in relevant subjects.

## **SPECIFIC ADMISSION REQUIREMENTS FOR DEGREE PROGRAMMES**

### **4.0 Admission requirements for degree programmes (Direct Category)**

#### **4.1 Degrees programmes in Agriculture:**

##### **4.1.1. Bachelor of Science in Aquaculture and Fisheries:**

Two principal passes (4 points) in Biology and Science and Practice in Agriculture /Chemistry/ Physics/Mathematics/Geography.

#### **4.2 Degree Programmes in Information, Communication Technologies (ICT) and Business Studies**

##### **4.2.1. Bachelor of Science in Computer Science**

Two principal passes in Advanced Mathematics, Physics, Chemistry, Biology, and Economics. For applicants without Advanced Mathematics in their principal subjects **must have a minimum of “D” grade in Mathematics at O-level.**

##### **4.2.2. Bachelor of Science in Agricultural Economics and Agribusiness:**

Two Principal level passes (4 points) in Mathematics, Economics, Geography, Science and Practice in Agriculture, Physics, Chemistry, Biology/Zoology in the Advanced Certificate of Secondary Education Examination (ACSEE). Candidates with no principal pass in or would not have taken Biology/Zoology/Practice in Agriculture at A level must have a pass or credit in biology/zoology/Practice in Agriculture at O-level.

## **4.4 ADMISSION REQUIREMENTS FOR EQUIVALENT CANDIDATES WHO APPLY FOR THE DEGREE PROGRAMMES**

### **General Admission Requirements for Equivalent Candidates**

The equivalent candidate for undergraduate program shall be required to have at least four passes in non-religious subjects (“D”s and above) at O-Level or NVA Level III with less than four O-Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND

- i) At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6); OR
- ii) Average of “C” for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points)

### **Specific Admission Requirements for Equivalent Candidates**

#### **4.4.1 Degree Programs in Agriculture**

##### **4.4.1.1 Bachelor of Science in Aquaculture and Fisheries**

At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6) or Average of “C” for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points).

#### **4.4.2. Degree Programmes in Information, Communication Technologies (ICT) and Business Studies**

##### **4.4.2.1 Bachelor of Science in Computer Science**

Diploma/Full Technician Certificate (FTC) in Mathematics, Statistics, Economics, Computer Science, Information Technology, Computer Engineering, Electronics or Telecommunication Engineering with GPA not less than 3.0 or B+ grade or distinction.

##### **4.4.2.2 Bachelor of Science in Agricultural Economics and Agribusiness:**

At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6) or Average of “C” for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points).

#### **4.5 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.

### **5.0 MJNUAT FEE STRUCTURE FOR ACADEMIC PROGRAMMES APPLICABLE FOR THE ACADEMIC YEAR 2023/2024**

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees (or the portion not covered by the sponsor) by the beginning of the term/semester before they can be permitted to use the University facilities. All local payments for fees should be paid by using control numbers. Payment using the control numbers can be made at the nearest bank or mobile money. All payments must be receipted. Fee structure shall comprise cost lines related to direct university fees [Part A], non-direct University cost [Part B] and direct student cost as follows:

**[A] Direct university fees payable per annum**

**1.0 Degree programmes**

S/N	Degree Programme	Tanzanians (Tsh)	Foreigners (USD)
1	Bachelor of Science in Aquaculture and Fisheries	1,300,000	3100
2	Bachelor of Science in Computer Science	1,500,000	3100
3	Bachelor of Science Agricultural Econ. and Agribusiness	1,200,000	3100

**[B] Non-direct university fees (indicative values/ figures)**

S/N	Fee Description	Tanzanians (Tsh)	Foreigners (USD)
1	Registration fee per academic year	5,000	10
2	Student ID Card fee (paid only once)	10,000	5
3	Accommodation fee per semester	83,300	100
4	Application Fee (paid only once)	10,000	20
5	Student's Union Fees	5,000	10
6	Library and ICT Service Fees*	60,000	80
7	Examination fee per semester	15,000	20
8	Caution Money (paid only once in semester 1)	20,000	30
9	Medical Fee per year (NHIF)	50,400	100
11	Medical emergence fee (paid only once)	10,000	NA
12	Graduation fee (paid once for finalists only)	30,000	25
13	Graduation Gown Hiring	20,000	20
	Quality Assurance incl. External moderation*	50,000	70
	<b>Total</b>	<b>368,700</b>	<b>490</b>

**[C]: Direct Students Costs (minimum, payable per annum)**

Ser. No.	Fee Description	Tanzanians (TAS)	Foreigners (USD)
1	Books and Stationery Allowance	500,000.00	500
2	Meals and Accommodation	2,100,000.00	1000
	<b>Total</b>	<b>2,600,000.00</b>	<b>1500</b>

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

## 6. REGISTRATION FOR STUDIES AND COURSES

### 6.1 Registration for studies

6.1.1 A student shall be registered after paying requisite University fees and for first year students registration will be done after verification of original certificates.

6.1.2 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.

6.1.3 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.

6.1.4 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.

6.1.5 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.

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

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

### 7.1 CHANGE OF DEGREE PROGRAMMES DURING THE FIRST YEAR OF STUDY:

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

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

#### 7.1.3 Shall require:

7.1.3.1 Submission of the request/application addressed to the DVC (Academic). This shall be routed through the Department hosting the candidate's current degree or non-degree programme, and the Department/Institute/college offering the sought degree or non-degree programme within the first week of commencement of studies.

7.1.3.2 Payment of a non-refundable fee of TAS 20,000/= (reviewed from time to time).

7.1.3.3 Payments of costs related to the change of identity card.



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

**7.2 Change of degree programmes after first academic year may be granted under the following conditions:**

7.2.2 Submission of a request accompanied with supporting documents.

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

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

7.3.4 Payment of prevailing cost of processing a new identity card.

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

**7.4 Registration for courses:**

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

7.4.3 For semesters 2-8 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 2-8

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

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

**7.5 Dropping courses:**

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

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

7.6 For an elective course to be offered, **the minimum number of candidates pursuing the course shall be 10 students**.

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

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

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

- 8.3 Depending on the program requirements a candidate shall be required to participate in the assigned small business projects as part of practical training on entrepreneurship
- 8.4 A candidate seeking permission of absence from attending classes shall be required to seek permission from the DVC-ARC
- 8.5 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).
- 8.6 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 **Principal of the College/Dean of School /Director of Institute** hosting the degree programme.
- 8.7 Permission of absence for a period exceeding seven days shall be granted by the **Office of the Deputy Vice Chancellor (Academic)**
- 8.8 Permission for absence from Field Practical sessions shall be granted by the Principal of the College or Dean of School/Director or Head of Department or his appointee (i.e. FPT supervisor).

## **9.0 POSTPONEMENT AND RESUMPTION OF STUDIES**

- 9.1 A candidate requesting for postponement of studies for compelling reasons including inability to pay fees shall write a letter to the Deputy Vice-Chancellor (ARC), **A reply to such request shall be expected within two weeks of submission.**
- 9.2 Postponement of studies shall be for the duration of one semester or one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic year. Such extension shall only be provided when supported by relevant documents. A candidate staying out of the University beyond two years or without permission after the first postponement of studies shall cease to be a bona fide MJNUAT student and can only rejoin the University after re-admission as a fresh candidate.
- 9.3 A candidate shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Deputy Vice Chancellor (ARC) or any other authority as appointed by the Vice Chancellor.
- 9.4 A candidate shall be allowed to resume studies in the semester for which permission was granted.
- 9.5 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.
- 9.6 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.

## **10.0 FATE OF DISCONTINUED STUDENTS**

- 10.1 A candidate who ceases to be a bona fide student of MJNUAT 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 MJNUAT.
- 10.2 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.
- 10.3 A candidate discontinued from studies on the basis of examination irregularities at MJNUAT or in any other institution of higher learning shall not be eligible for re-admission/admission into any study programme at MJNUAT.

## PART B

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

#### A: REGULATIONS FOR UNIVERSITY EXAMINATIONS

##### 11.0 UNIVERSITY EXAMINATIONS

- 11.1 Examinations shall include continuous assessment tests, quizzes, assignments, seminar presentations, practical and oral tests and end of semester examinations including oral examinations where applicable.
- 11.2 There shall be written university examinations at the end of each semester for each course taught. There shall also be practical and oral examinations where applicable.
- 11.3 There shall be probation examinations before the beginning of the academic year for the failed core and elective courses which are required for a candidate to attain minimum credits (60 for each semester and 120 for each academic year).

##### 12.0 ELIGIBILITY FOR EXAMINATIONS

- 12.1 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 had undertaken the course by attendance. **Records of attendance in each lecture/seminar/practical shall be maintained by the instructor for one academic year.**
- 12.2 A candidate shall only be allowed to sit for scheduled University examination(s) if he/she has attained 75% 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 75% and 100% attendance rates for lectures/seminars and practical respectively, shall be required to retake the whole course when next offered.
- 12.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT). A candidate who misses any session without the permission of the College Principal or Dean or Director or Head of Department or his appointee (i.e. FPT supervisor) shall be discontinued from studies. In case permission of being absent from FPT is granted, the candidate shall be required to complete the training session using own resources.

##### 13. ABSENCE FROM EXAMINATION

- 13.1 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.

- 13.2 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 “zero” mark**.
- 13.3 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).
- 13.4 A candidate who fails to sit for a continuous assessment test(s) or submit assignment(s) **because of compelling reasons** shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for **initiating a request** for the continuous assessment test or assignment.
- 13.5** 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**.
- 13.6 Permission for postponement of end of semester examination(s) shall be granted by the College Principal/Dean/Director after consultation with the Head of Department, Dean of Students and where applicable, the Resident Medical Officer.
- 13.7 Postponement of course assessment tests shall be granted by the course instructor and reported to the Head of Department/Dean/Director of Institute/Directorate/Centre in writing.
- 13.8 Request for postponement of end of semester examination(s) or course work assessment tests shall be made by writing a letter to the DVC-ARC.

## **14.0 ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS**

### **14.1 PASS MARK:**

- 14.1.1 The pass mark shall be 50% for practical and theory, and each must be passed separately.
- 14.1.2 There shall be no compensation of marks scored in one paper for another paper, for example, practical marks to compensate those in theory and, vice versa.

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

- 14.2.1 Students' reports on practical work shall carry 5% of the assessment
- 14.2.2 Practical test[s] conducted each semester shall carry 20% of assessment
- 14.2.3 Take-home essays and assignments which will be given at appropriate stages during the semester session will carry 5% of the assessment.
- 14.2.4 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.
- 14.2.5 The end of semester written theory examination shall carry 25% of the semester final mark.
- 14.2.6 The end of semester practical and oral examination shall account for 25% of the semester final mark for the subject.
- 14.2.7 **Assessment of courses which have formal practical during the course but no end of semester practical examination shall be done as follows:**
- 14.2.8 Students' reports on practical work shall carry 10% of the assessment
- 14.2.9 Practical test[s] conducted each semester shall carry 30 % of the assessment
- 14.2.10 Take-home essays, assignments which will be given at appropriate stages during the semester session will carry maximum 5% of the assessment.
- 14.2.11 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.
- 14.2.12 The end of semester written theory examination shall account for 40% of the semester final mark for the subject.
- 14.2.13 **Assessment of courses which have no practical components shall be done as follows:**
- 14.2.14 Take-home essays and/or assignments shall account for 10% of the end of semester marks for the course.
- 14.2.15 Seminar reports and presentations where applicable shall account for 10% of the end of semester marks for the course
- 14.2.16 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.
- 14.2.17 The final written paper shall account for 60% of the end of semester final mark for the course.
- 14.2.18 **Notwithstanding the above-mentioned apportionment of marks:** There may be **course-dependent variation** that shall be clearly spelt out in the approved course curriculum.
- 14.2.19 **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.**

- 14.2.20 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.
- 14.2.21 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.
- 14.2.22 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.
- 14.2.23 The Research Project report shall be marked. Passing in Research Project report is a requirement for the award of a degree or non-degree.
- 14.2.24 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).
- 14.2.25 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.
- 14.2.26 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 college/Institute/ Directorate/Centre.
- 14.2.27 **Field practical training** is an essential requirement of all programmes and shall be conducted and assessed as spelt out in the respective curricula. A pass grade in the field practical training shall be required before a candidate is allowed to proceed to the next academic year of study or to graduate in the case of a final year candidate.
- 14.2.28 For the Undergraduate Engineering Programmes the following special regulations shall apply:**
- 14.2.29 Every Industrial Practical training shall be treated as a subject of the succeeding Semester and the results shall contribute to the particular academic year.
- 14.2.30 Practical Training reports shall be handed in for assessment before the end of the second week of the succeeding semester.

## **15.0 PROGRESSION BETWEEN ACADEMIC YEARS**

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

credits including all core and electives courses in that academic year shall be **discontinued** from studies.

15.5 A candidate failing in one or more paper(s) and having passed at least 80 credits with the GPA of at least 2.0 and for unclassified degrees a weighted average of more than 50% in that academic year shall be required to sit for probation examination(s) offered before the start of the subsequent academic year.

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

15.2.1 Except for the special case of the unclassified degrees where subsequent courses require passing prerequisites courses as indicated below, a candidate who fails probation examinations shall be allowed to proceed to the next academic year as a probation candidate. Such a candidate shall be required to retake the examination (s) as third attempt during the subsequent probation examination session.

15.2.2 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.

**15.3 Save for unclassified degrees with prerequisite courses that a candidate must pass, progression of candidates who fail third attempt examinations shall be as follows:**

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

15.3.2 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.

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

15.4.1 A candidate shall be allowed to proceed to academic years 2, 3, 4, etc. after passing all examinations for core courses and electives that make at least 24 credits for the academic year, with the exception of semesters which may be practical-based.

15.4.2 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 year and shall be required to retake the examination(s) when next offered.

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

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



- 15.5 A candidate failing in electives over and above the required credits shall be allowed to continue to the next academic year but the results of the failed course(s) shall be recorded in the transcript unless the candidate re-takes and pass the examination(s) during the second or third attempt.
- 15.6 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%.
- 15.7 A candidate who fails in theory component of the examination shall be on probation for theory component of examination only. But, a candidate failing the practical component of the examination shall be on probation for both theory and practical components in the failed course. However, the maximum grade obtained for the course after sitting for the probation examination in all cases shall be C with maximum pass mark of 50%.
- 15.8 There shall be an option of oral examination **in lieu** of practical in courses with practical coursework assessment but no formal end of Semester Practical University examinations.

## **16.0 EXAMINATION IRREGULARITIES**

- 16.1 All cases of Examination irregularities shall be reported to and handled by the office of the DVC-ARC.
- 16.2 There shall be Examination Irregularities Committee (EIC) appointed by the Deputy Vice Chancellor-ARC which will handle and advise the DVC-ARC on reported cases of examination irregularities.
  - 16.3.1 Candidates are not allowed to enter examination venues without the approval/permission of the Invigilator(s). A candidate found to have done so shall be reported to the DVC-ARC and the fate of such a candidate may include being barred from sitting for the examination.
- 16.4 All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.
- 16.5 No candidate shall be admitted to an examination room 30 minutes after the commencement of the examination.
- 16.6 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- ARC.
- 16.7 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.
- 16.8 In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than 30 minutes after the start of the test for compelling reasons, may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have attempted and failed the examination (hence awarded zero mark).

- 16.9 A candidate must carry both the identity and examination number cards which must be shown to the Invigilator(s) before entering the examination room. A candidate failing to show the two cards shall not be allowed to sit for the examination and the case shall immediately be reported to the DVC-ARC. Such a candidate shall be considered to have attempted and failed the respective examination (hence awarded zero mark).
- 16.10 A candidate must present oneself to the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with the identity and examination number cards. A candidate failing to present oneself in a manner that allows his/her identity to be determined shall not be allowed to sit for the scheduled examination and the case shall then be reported to the DVC-ARC. Such a candidate shall be considered to have attempted and failed the respective examination(s) (**hence awarded zero mark**).
- 16.11 No candidate shall be allowed to enter an examination venue while wearing a cap or hat except under special circumstances, such as medical grounds where upon request, the DVC-ARC has granted permission for a candidate to put on such attire during the examination(s). A candidate found wearing unpermitted attire during examinations without permission, shall be required to surrender the piece(s) of garments and the case reported to the DVC-ARC for investigation by EIC. However, a candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation.
- 16.12** No candidate shall be allowed to enter examination venue with unauthorized materials. In this regulation, unauthorized materials include, but not limited to, **suspicious wrist watches, cell phones, handbags, purses, books, written and other form of papers or materials as determined and notified from time to time by the University.**
- 16.13 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.
- 16.14 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-ARC 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.
- 16.15 A candidate found in possession of unauthorized materials or inscription(s) mentioned in 13.13 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 unauthorized 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-ARC in writing with the exhibits of unauthorized materials attached/enclosed for further scrutiny. In case the confiscated materials (exhibit/evidence) shall be found to be related to the examination paper in question, the candidate shall be **discontinued** from studies. However, in case the confiscated materials (exhibits/evidences) 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 unauthorized materials

- 16.16 No candidate shall be allowed to communicate with fellow candidates after entering the examination venue. Communication shall only be between the Invigilators and the candidates. A candidate found to be communicating with fellow candidates in any form shall be deemed to have committed examination irregularity and the case shall be reported to the DVC-ARC for investigation by the EIC. The candidate however will be allowed to continue with examinations during the period of investigation. Upon found guilty, such candidate shall be given a written warning.
- 16.17 A candidate who causes disturbances or any form of chaos during the examination shall be evicted from the examination room immediately and may be prohibited by the DVC-ARC from sitting for subsequent examinations. The fate of such a candidate shall be determined by the DVC-ARC upon investigation by the EIC. Upon found guilty such candidate shall be given a written warning if it is the first offence and discontinuation for the second conviction on the same offence.
- 16.18 Candidates shall not be allowed to borrow materials of any kind including calculators, rulers, statistical tables, pencils and pens among candidates during examinations. A candidate found to be involved in the act of borrowing or exchanging material(s) of any form during the examinations shall be deemed to have contravened university examination regulations and hence shall be required to surrender them to the Invigilator(s). Cases of such candidates shall be reported to the DVC-ARC for investigation by EIC. Such a candidate shall however be allowed to continue with examinations during the period of investigation.
- 16.19 Save for medical, physiological or other justifiable reasons intimated before the start of examination, no candidate will be allowed to chew anything while in the examination venue. A candidate found to be doing so and refuses to produce exhibit of the material being chewed will be guilty of attempting to destroy evidence of possession of unauthorized materials while in the examination venue and his/her case shall be reported to the DVC-ARC for investigation by EIC.
- 16.20 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.
- 16.21 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.
- 16.22 In some examinations, the rubric may indicate that the question paper shall be collected together with the answer book. In such cases no candidate will be allowed to go out of the examination room with the examination paper. Candidates who do not submit the question paper shall be deemed to have contravened a University Examination regulation and a valid penalty (such as non-marking of the answer book) as spelt out on the rubric shall apply.
- 16.23 No candidate will be allowed to go out of the examination room with a used or unused answer book. Possession of used or unused MJNUAT 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 MJNUAT work regulations.

- 16.24 Bodily search of a candidate suspected of carrying unauthorized materials shall be done by member(s) of staff of the same sex.
- 16.25 Candidates have the responsibility of reporting any alleged examination irregularities to the DVC-ARC for investigation by the EIC.
- 16.26 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.
- 16.27 The EIC shall investigate all cases of examination irregularities as directed by the DVC-ARC upon receiving reports from invigilator(s).
- 16.28 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.
- 16.29 In general, any candidate who will be proven to have cheated in any examination shall be discontinued from studies.
- 16.30 All cases of examination irregularities shall be concluded within three (3) months of being reported to the DVC-ARC.

## **17. 0 PLAGIARISM**

- 17.1 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.
- 17.2 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:
  - 17.2.1 The candidate has submitted or presented the work of another person as his or her own
  - 17.2.2 The candidate has used or presented the work of another person as his or her own in support of research grant application without owner's written consent or for application of intellectual property right
  - 17.2.3 The candidate has submitted the same, or substantially the same work more than once at the same or another institution.
  - 17.2.4 The candidate has fabricated or falsified results/data.
  - 17.2.5 The candidate has submitted false records, information or documents.
  - 17.2.6 The candidate has omitted due acknowledgement of the work of another person.
  - 17.2.7 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.
  - 17.2.8 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.

- 17.3 All cases of alleged plagiarism shall be reported to the DVC-ARC who shall refer them to the EIC for investigation.
- 17.4 Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:
- 17.4.1 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.
- 17.4.2 DISCONTINUATION from studies.
- 17.4.3 DEPRIVATION of a degree, non-degree award or any other academic credentials already awarded by the university.

## **C: GUIDELINES PERTAINING TO UNIVERSITY EXAMINATIONS**

### **18.0 DATES OF EXAMINATIONS**

- 18.1 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).
- 18.2 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
- 18.3 Dates for the end of semester and probation examination shall be published in the University Almanac.

### **19.0 CONDUCT OF THE UNIVERSITY EXAMINATIONS**

- 19.1.1 Overall co-ordination and control of the University Examinations shall be the responsibility of the office of the Deputy Vice Chancellor-ARC
- 19.1.2 End of semester examinations shall be coordinated and conducted under the control of the Principal/Dean/Director, of the respective College/Institute/Directorate/ Centre in collaboration with Head of Department.
- 19.1.3 All end of semester theory examinations shall be examined for three hours. Duration of practical examinations (where applicable) shall be course- dependent as recommended by the examiners. As far as possible no end of semester examination shall be conducted by the course instructor as a sole internal examiner.

### **20.0 BOARD OF EXAMINERS AND DEPARTMENTAL EXAMINATION COMMITTEES**

- 20.1 There shall be Departmental/Institute/Center Examination Moderation Committees responsible for moderating end of semester examinations.
- 20.2 Moderation of examinations shall also involve External Examiners who shall be invited to examination marking and overall assessment at the end of the academic year.
- 20.3 Moderation shall include evaluating the quality of semester course assessment tests, copies of which shall have been deposited at the office of the Principal/Dean/Director/Head of College/

/Directorate/Institute/Department hosting the degree or non-degree programme for easy availability to moderation committee and the external examiner

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

## **21.0 RELEASE OF END OF SEMESTER EXAMINATION RESULTS**

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

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

21.3 Final approval of examination results is the mandate of Senate.

21.4 Publication and custody of the final approved examination results as approved by Senate shall be the responsibility of the DVC -ARC

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

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

## **22.0 PROCEDURE FOR APPEALS**

22.1 Students’ appeals shall be lodged to respective College/Deans/Directors, within one academic year from the date of publication of results.

22.2 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.

22.3 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.

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

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

22.6 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.

## **23.0 ANSWER BOOKS AND PRESERVATION OF EXAMINATION SCRIPTS**

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

- 23.2 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.
- 23.3 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 MJNUAT staff regulations or any other guidelines.
- 23.4 The University shall preserve examination scripts, for the purpose of reference, for a period of at least two academic years after the end of the respective examinations.

## **24.0 CLASSIFICATION OF DEGREES AND NON-DEGREE AWARDS**

- 24.1 For the purposes of classification of degree and non-degree awards, a Five-Point System shall be used in averaging the final grades.
- 24.2 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 Range (Marks) and Equation for Grade point Calculation**

A: 70 – 100%	$Y = 0.02x + 3$ (4.4 – 5.0)
B+: 65 – 69.9%	$Y = 0.08x - 1.2$ (4.0 – 4.39)
B: 60 – 64.9%	$Y = 0.2x - 9$ (3.0 – 3.99)
C: 50 – 59.9%	$Y = 0.1x - 3$ (2.0 – 2.99)
D: 40 – 49.9%	$Y = 0.1x - 3$ (1.0 – 1.99)
E: 0 – 39.9%	$Y = (0.025)x$ (0.0 – 0.99)

Where Y = Grade point; X = Raw marks

- 24.3 Regarding the Grade Point Average (GPA), this shall be calculated (as shown below) on the basis of weight (credits) of the courses taken.
- 24.4 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.
- 24.5 The BVM course grading system shall be as hereunder, save for the cases where a course is offered by College/Department/ Institute/ Directorate/ Centre where the grading system is different. In that case, the course grading system of the College/Department/Institute/Directorate/ Centre offering the course shall be used.

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

## **25.0 MJNUAT UNDERGRADUATE AND NON-DEGREE AWARDS**

- 25.1 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.
- 25.2 A candidate who had been admitted into a MJNUAT degree programme under credit transfer system from equivalent degree programme in another university shall only be granted MJNUAT degree award if in the sum of credits acquired for the award of the degree, is not less than 50% of total credits for core courses were acquired from MJNUAT.
- 25.3 For each specific degree programme there may 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.
- 25.4 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.
- 25.5 A candidate shall be deprived of a degree, diploma or certificate or any other academic award granted to him or her by MJNUAT 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.

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

- 26.1 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.
- 26.2 The total credits for each course taken by a candidate shall have to be obtained in order to get the weight for courses.
- 26.3 To get a score for each course, multiply the points obtained by calculation by its corresponding credits
- 26.4 The total score for the degree shall be the sum of scores for all courses
- 26.5 Grade Point Average (GPA) score for the degree shall be computed by dividing the Total Score by the total credits
- 26.6 The final degree classification for classifiable degree shall be as follows:-

<b>Class</b>	<b>Grade</b>	<b>GPA range</b>
First Class	A	4.4 - 5.00
Upper Second	B+	3.5 - 4.39
Lower Second	B	2.7 – 3.49
Pass	C	2.0 - 2.69

## **27.0 ISSUANCE OF TRANSCRIPTS**

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



- a. Partial transcripts will cost TAS. 10,000
- b. Full transcript will cost TAS 20,000.
- c. Certification of transcripts and certificates will be charged a minimum of TAS 3000/= for five copies and Tshs. 500/= for each extra copy. These rates are subject to revision from time to time.

## **28.0 REPLACEMENT OF LOST ACADEMIC CERTIFICATES**

The University may issue a copy of a degree/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. Loss must also be reported and published in news papers
- ii. The applicant produces a sworn affidavit.
- iii. The certificate or transcript so issued shall be marked “DUPLICATE” visibly
- iv. A non-refundable fee of 30,000/= or equivalent (US\$ 30) shall be charged, for the copy of the certificate or transcript issued.