



The University of **Dodoma**

**REGULATIONS FOR NON DEGREE
PROGRAMMES
2019**

Regulations for Non-Degree Programmes

Revised Second Edition

This Revised Second Edition includes all amendments up to March 2022 as approved by the University Council During its 77th Meeting Held on 30th March 2022

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ABBREVIATIONS

AVN	Award Verification Number
CA	Continuous Assessment
DVC-ARC	Deputy Vice Chancellor - Academic, Research, and Consultancy
FTC	Full Technician Certificate
GPA	Grade Point Average
HESLB	Higher Education Students' Loans Board
ID	Identity Card
MD	Doctor of Medicine
NACTVET	National Council for Technical and Vocational Education and Training
NECTA	National Examinations Council of Tanzania
NTA	National Technical Award
OAS	Online Admission System
PDF	Portable Disc Format
PEX	Postpone Examination
POS	Postponement of Studies
RPL	Recognition of Prior Learning
SM & D	School of Medicine and Dentistry
SN & PH	School of Nursing and Public Health
SUSC	Senate Undergraduate Studies Committee
TCU	Tanzania Commission for Universities
UBSE	University Bureau of Senate and Examinations
UDOM	University of Dodoma
UDOM SR	University of Dodoma Student Records
UE	University Examination
VC	Vice Chancellor

PREFACE

The vision of the University of Dodoma spells out the desire to become a centre of excellence that offers value added training, research and public services. In line with its vision, the intention of the University is to provide high quality education that meets international standards. Since achievement of excellence is a continuous and deliberate process, the University finds it indispensable whenever necessary to review its various regulations to accommodate new developments in the non-degree programmes. At its 69th Meeting held on 17th June 2019, the Senate of the University of Dodoma directed the Office of the Deputy Vice-Chancellor – Academics, Research and Consultancy to review its regulations for non-degree programmes to keep abreast with educational developments taking place nationally and internationally. So, at its 64th Meeting held on 15th August 2019, the Council of the University of Dodoma approved the new organisation structure and decision-making organs as part and parcel of the University of Dodoma Institutional Transformation Agenda 2019/2020 – 2024/2025. This made significant changes in the powers, functions and the scope of the mandate of various office bearers and boards in terms of, among other things, the management of non-degree training. The second revised edition of the Regulations for Non-degree Programmes, therefore, came into operation in October 2019.

However, in December 2019, the Tanzania Commission for Universities (TCU) issued a Handbook for Standards and Guidelines for university education in Tanzania. This necessitated another amendment of the Regulations and Guidelines for Non-degree Programmes of 2019 to comply with TCU's guidelines. The University Senate, at its 75th Meeting held on 18th April 2020 approved the amendments in the existing Regulations for Non-degree Programmes of 2019. Further amendments were approved by the University Council during its 77th meeting of 30th March 2022. It is our sincere hope that the "Regulations for Non-degree Programmes of 2019" will be an essential tool for prospective and registered students, supervisors, instructors, examiners, and all higher educational stakeholders.

**Deputy Vice Chancellor
Academic, Research, and Consultancy**

DEFINITIONS OF KEY TERMS

Abscondment shall mean a temporarily or permanently absenteeism from attending any part of Continuous Assessment or Examination.

Aegrotat non degree shall mean an award to a student who left the University on established medical reasons when close to completion of a non degree programme after the University having been satisfied that the student's prior performance shows balance of probabilities that he/she would have passed the respective examinations, but the illness which occurred prevented him/her to sit for the examinations.

Appeal shall mean a review by the Senate of its own previous decision based on new facts/evidence which have been produced and were not considered in arriving at the first decision and/or if the Senate overlooked certain rules/laws in making the previous decision.

De-registration refers to a withdrawal of the registration initiated by a student or by the University under conditions provided under these regulations.

Discontinuation from studies shall mean cessation from possessing university studentship status.

Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.

Graduation shall mean a ceremony after satisfying two conditions: a) a student completes and passes all requirements of a programme and b) a student is presented in person or absentia before the Chancellor for the award of the registered programme.

Overstay shall mean demonstrating unsatisfactory progress at one stage in the course of studies, leading to spending sixty (60) per cent of the normal time above the specified time for a particular stage in the course of studies.

Posthumous non degree award shall mean a conferred non degree award to a qualified student who died when close to completion of a programme.

Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period.

Postponement of examination shall mean deferment of an examination.

The Council shall mean the Council of the University of Dodoma.

The Senate shall mean the Senate of the University of Dodoma.

The University shall mean the University of Dodoma.

Non-degree programme shall mean certificate and diploma programmes.

Carryover shall mean repeating a course in a subsequent semester or academic year.

1.0 Application of these Regulations

- 1.1 Upon approval by the Council, these Regulations shall apply to all continuing and prospective undergraduate students at the University of Dodoma.

2.0 Admission Requirements

- 2.1 Minimum Entry Requirements: The prospective students are requested to consult the Undergraduate Admission Guidebook prepared annually by TCU. The document link can be accessible through TCU website: www.tcu.go.tz
- 2.2 Direct Entry: For Form Six (6) applicants:
 - a. The minimum entry qualification is One (1) principal pass in relevant A-Level subjects totaling 1.0 point (except for programmes at the SMD and SNPH) and five (5) credits at O-Level.
 - b. Each programme may have its own specific requirements for admission.
- 2.3 Equivalent qualifications: For Diploma applicants the minimum entry qualification is at least Five O level passes Ordinary Certificate (NTA Level 5) with at least a GPA of 3.0.
- 2.4 Applicants with foreign certificates: Applicant will be considered after obtaining an equivalent translation of their academic certificates from NECTA for secondary education and NACTE for technical/vocational education. The applicants must arrange for an equivalent translation and obtain an equivalence number from NECTA; and an Award Verification Number (AVN) from NACTVET.

3.0 Admission Regulations and Mode of Application

- 3.1 Applicants are required to lodge applications directly to the University of Dodoma (UDOM) through the UDOM Online Admission System (OAS) at <https://application.udom.ac.tz> .
- 3.2 Upon recommendations by the relevant Department and College/School/Institute Board, the Senate shall approve lists of selected applicants for admission and submit to the Tanzania Commission for Universities (TCU) for verification.
- 3.3 Upon verification by TCU, UDOM shall publish the names of all admitted students to pursue studies into various non degree programmes.

- 3.4 All admitted applicants are required to report for the orientation programme that usually takes place during the week preceding the beginning of the new academic year.
- 3.5 A student discontinued from studies on academic grounds from one programme may be allowed to apply for admission into another programme provided he/she meets the required criteria.
- 3.6 A student discontinued from studies on grounds of examination irregularities shall be considered for readmission after they have been away for one (1) year.
- 3.7 A student willingly deregistered from studies on grounds other than those mentioned in regulations 3.5 and 3.6 may apply for readmission. Such student will be required to re-apply and compete with other applicants for re-admission into the first year.
- 3.8 Only names appearing in Certificate of Secondary Education Examination (CSEE) or its equivalent certificate shall be allowed during the application for admission process.
- 3.9 Bonafide university students are cautioned not to attempt applying for admission. If such students submit their application, they will be liable to de-registration.

4.0 Intra-university transfer

- 4.1 Intra-university transfer shall mean transfer from one non degree programme to another another within the University of Dodoma provided the applicant meets minimum entry criteria of such programmes.
- 4.2 A student will not be allowed to transfer a non degree programme he/she admitted at UDOM to another unless the following conditions are met:-
 - a. He/she is a registered students at UDOM,
 - b. The student has submitted an online internal transfer application through his/her SR2 account at the <https://sr2.udom.tz> .
- 4.3 General conditions for application of transfer:
 - a. Availability of a vacancy in the preferred programme,
 - b. Meet the minimum admission requirements for the sought programme,
 - c. Payment a non- Refundable fee of TZS. 50,000 or as may be reviewed from time to time,
 - d. The application for transfer window will be opened as shall be published by the University Senate in the first semester,
 - e. The transfer shall be effective after the approval of the Senate,

- f. No candidate shall be allowed to start a transferred non degree programme before approval of the Senate,
 - g. Transfers shall be verified by TCU,
 - h. Students admitted with equivalent qualifications shall NOT be allowed to change non degree programmes,
 - i. The candidate shall be required to pay all prescribed fees and other related costs of that transferred new programme.
- 4.4 Other related TCU regulations to Intra-university Transfer shall apply *mutatis mutandis*.

5.0 Inter-University Transfer

- 5.1 Inter-University transfer shall mean transfer from one University to the other within the same or different programme provided the applicant meets minimum entry criteria of such programmes.
- 5.2 The transfer from one institution to UDOM shall be permissible under the following conditions:
- a. Must be an admitted applicant in other universities during that particular academic year.
 - b. The applicant must have been previously admitted into a non degree programme in the current academic year;
 - c. The programme to which transfer is sought must have empty slots to accommodate students;
 - d. The applicant must possess the minimum entry requirements for that particular non degree programme,
 - e. The candidate submits an online application through his/her admission account available at the UDOM Online Application System (UDOM-OAS) which can be accessed at <https://application.udom.ac.tz> or as may be determined by the Senate from time to time.
- 5.3 Before completing an application for Inter-University Transfer, a candidate shall be required to pay TZS 50,000.00 non refundable or as shall be determined by the University Council.
- 5.4 The University shall approve transfers in writing and submit to TCU for validation within the set deadline.
- 5.5 Other related TCU regulations to Inter University Transfer shall apply *mutatis mutandis*.

6.0 Regulations on Students Credit Transfer

- 6.1 General Regulations on Credit Transfer

- 6.1.1 Student credit transfer is allowed between universities only.
 - 6.1.2 Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
 - 6.1.3 Students discontinued from other universities are not allowed to transfer credits to UDOM.
 - 6.1.4 Students will be required to undertake at least $\frac{2}{3}$ of non degree programme credits at UDOM.
 - 6.1.5 Maximum credits allowable for transfer, therefore, is $\frac{1}{3}$ of the required credits of the UDOM non degree programme.
 - 6.1.6 UDOM students under exchange programmes on study-abroad programmes shall be allowed to transfer credits obtained from the other university to UDOM.
 - 6.1.7 Applications for credit transfer shall be channeled to the Senate for approval.
 - 6.1.8 The applications for credit transfer shall be allowed within a specified period of time as shall be determined by TCU.
 - 6.1.9 Application for credit transfer shall be accompanied by a non-refundable fee of TZS. 50,000 and as may be reviewed from time to time by the Council.
- 6.2 Conditions Governing Credit Transfer from other Universities to UDOM
- 6.2.1 The Higher Education Institution from which a student wants to transfer credit from must be a University with full accreditation by a recognised body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by UDOM and TCU. If in doubt, UDOM reserves the right to give any applicant a performance verification test or reject the application.
 - 6.2.2 The applying student must have an active non degree programme registration at his/her institution.
 - 6.2.3 The applicant's academic entry qualifications in the previous university shall be similar to those required by UDOM including the respective programme's cut-off point in the relevant year.
- 6.3 Criteria for Establishing Equivalency of Courses
- 6.3.1 Courses can be judged to be equivalent to UDOM courses if they meet the following criteria:
 - (i) The course must be from a programme of the same level as that of UDOM, i.e. a diploma course for non degree courses.

Courses at intermediate levels, such as Advanced Diploma or Higher Diploma levels are not acceptable.

- (ii) The course must have a theoretical component, i.e. involving a final examination, excluding clinical-based or practical only courses.
- (iii) Course content must be at least 75% similar to that of UDOM course.
- (iv) The number of teaching hours used to cover the course must not be less than 75% of those used at UDOM.
- (v) Once a course has been accepted as being equivalent to a UDOM course as per the criteria, the course shall be given the same number of credits as that of the course at UDOM regardless of the credits in the other university.

6.4 Rules for Conversion of Grades

- 6.4.1 Conversion of grades shall be done by anchoring the pass mark of the other university to that of UDOM and accordingly determining the range of marks in the other University for the UDOM grades.
- 6.4.2 In the case where only grades (and not scored marks) are available, the lower equivalent score shall be assumed.

6.5 Procedures and Administration of Student Credit Transfer

- 6.5.1 Applications for credit transfer shall be submitted to the Vice-Chancellor, in writing, and attach copies of all required supporting documents.
- 6.5.2 All applications shall be scrutinized by relevant committees responsible for admission at the Department, College/School/Institute, and the Directorate of Undergraduate Studies levels before reaching the Senate for approval.
- 6.5.3 Student seeking for transfer of credits from other Universities to UDOM shall apply for credit at least one (1) month before the beginning of the semester they want to join.
- 6.5.4 Supporting documents for credit transfer application shall include the following:
 - i. Certified copy of official transcript (to be verified by UDOM);
 - ii. Letter of recommendation from the previous university;
 - iii. Course description, catalogue or syllabus (to include a number of teaching hours, method of assessment and grading system);
 - iv. An official translation of the original documents (in case of non-English documents);

- v. Photo-attached personal identification documents, e.g. Birth certificate, passport or ID;
 - vi. Certified copies of the original certificates used to gain admission into the previous university.
- 6.5.5 Foreign students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain a resident permit from the nearest Tanzania Embassy or High Commission before they arrive.
- 6.6 Any student admitted under credit transfer shall be required to complete registration process at the University of Dodoma.

7.0 Registration for Studies

- 7.1 All admitted students at UDOM shall register for studies through SR2 account available at <https://sr2.udom.ac.tz> or as shall be determined by the Senate.
- 7.2 Students under sponsorships/scholarships recognized by the University of Dodoma shall be registered on the basis of the agreement reached between UDOM and the respective sponsor.
- 7.3 General registration regulations shall include;
 - a. All admitted students at UDOM shall be required to register for studies in the student records system (SR2).
 - b. There shall be three (3) categories of registration for first year and continuing students; -
 - i. Full year registration, where a student pays all annual tuition fees and prescribed direct costs,
 - ii. Semester registration, where a student pays 50% of tuition fees and prescribed direct costs.
 - iii. Conditional registration, where a student pays only prescribed direct costs.
- 7.4 The University may grant conditional registration on the following conditions:
 - a. A student has to submit a formal request online through SR2 system at <https://sr2.udom.ac.tz> subject to the directives of the Senate as may be issued from time to time,
 - b. The student has paid all the prescribed direct costs,
 - c. The granted conditional shall expire fourteen (14) days before the commencement of the end of semester University Examinations,
 - d. After the expiration of conditional registration, the student shall be required to postpone examinations (PEX) within an existing academic year which he/she has a conditional registration,
 - e. A student who is granted with conditional registration shall be issued with the Conditional University Identity Card and henceforth be

- registered in the UDOM SR2 but shall not be allowed to sit for the end of semester University Examinations,
- f. Any student who is registered under conditional registration shall only be allowed to postpone his/her end of semester university examinations for only one semester (i.e. either semester I or II).
 - g. A student who is registered under conditional registration in the first semester and postpones his/her end of semester university examinations (PEX), shall not be allowed to PEX in the second semester. Otherwise, this student shall be required to postpone studies (POS) in his/her second semester.
- 7.5 All first-year students shall be registered for studies at UDOM upon uploading copies of the original academic and birth certificates, filled medical examination form into the UDOM-SR2 and payment of all prescribed fees of the university within twenty one (21) days from the first official date of reporting to the university.
- 7.6 All fees paid to the University shall not be refunded.
- 7.7 All students are expected to conform entirely to the University regulations.
- 7.8 The deadline for registration of the first-year students in the first semester shall be twenty one (21) days from the first official date of reporting to the University while for the second semester the deadline shall be fourteen (14) days after the commencement of the semester.
- 7.9 The deadline of registration for continuing students will be fourteen (14) days after the commencement each semester.
- 7.10 A candidate shall be registered using names as they appear in his/her Certificate of Secondary Education Examination (CSEE) or its equivalent. No change of names by students shall be allowed during the course of study at the University.
- 7.11 All continuing students at UDOM shall be required to register for studies every semester through UDOM students record system account available at <https://sr2.udom.ac.tz> or as shall be determined by the Senate.
- 7.12 The University shall issue Identity Cards (IDs) to all registered students.
- 7.13 It is the responsibility of the student to arrange for payment of all prescribed fees by the sponsor e.g., the Higher Education Students' Loans Board (HESLB).
- 7.14 It is an offence to submit false information when applying for admission and during registration. Applicants who will be discovered to have submitted forged certificates, or any other false information will not be considered and appropriate legal actions will be taken against them.

- 7.15 University direct costs shall mean registration fee for that particular academic year.
- 7.16 The University direct costs (Accommodation Fee, Graduation Fee, Identity Card Fee, Caution Money, Examination Fee, Health Insurance, Student Union, and Quality Assurance Fee) shall be paid once in full at the beginning of an academic year.
- 7.17 Under special circumstances, Students wishing to stay off campus and those with alternative Health Insurance Schemes shall seek exemption from the relevant University authority.

8.0 Registration for Courses

- 8.1 Student shall be required to register for core and elective courses as described in the respective programme curriculum within fourteen (14) days from the commencement of a semester or as shall be determined by the Senate.
- 8.2 Student will be required to select relevant elective courses where applicable from other programmes offered in the University subject to approval by the respective department. The elective course(s) shall also count towards the non degree classification as prescribed.
- 8.3 Student shall register for courses at the beginning of every semester of an academic year for a total minimum of 60 course credits which must include the core courses in that particular semester and a maximum of 30 percent additional of the minimum course credits per semester in the academic year.
- 8.4 Part-time students in a trimester system shall register for a minimum of 40 credits per trimester.
- 8.5 All student shall adhere to the deadline of course registration.
- 8.6 Notwithstanding requirements of regulations 29.5, no student will be allowed to drop a registered course after closure of course registration window in the semester.

9.0 Deregistration

- 9.1 For any reason and at any stage of the studies, a student may deregister from the University.
- 9.2 Deregistration refers to a withdrawal of the registration initiated by a student or by the University under conditions provided under these regulations.

- 9.3 A student who deregistered him/herself, withdraws his/her registration and ceases henceforth to be a student of the University.
- 9.4 Permission for deregistration from studies shall be granted by the Senate after the student has applied online through his/her UDOM-SR2 account and completed clearance form.
- 9.5 Deregistered student may apply for re-admission.
- 9.6 The University shall deregister a student under the following conditions:
- a. If a student can no longer attain his/her non degree programme,
 - b. If a student has applied for deregistration,
 - c. If a student has been registered based on incorrect information or incorrect details,
 - d. If a student did not adhere to the deadline for extending registration without valid reasons,
 - e. If a student has been expelled from the study programme for disciplinary reasons,
 - f. If a student has been discontinued from studies on academic grounds,
 - g. Successfully graduated from studies,
 - h. Deceased students, and
 - i. If the student has been transferred to another Higher Education Institution.
- 9.7 All fees paid to the University by a deregistered candidate shall not be reimbursed.
- 9.8 A student meeting the requirements for deregistration shall be required to submit a formal request online through his/her UDOM-SR2 account.

10.0 Teaching Timetable

- 10.1 Studies shall be conducted as per the teaching timetable approved by the DVC-ARC.
- 10.2 Instructors may mutually agree with students to have classes/sessions/examinations during weekends and public holidays and provide an opportunity for the few who may for some reasons miss such classes/sessions/examinations.
- 10.3 Principal/Dean/Director of Academic Institute shall submit to the DVC-ARC the requirements for the teaching timetable, sixty (60) days before the commencement of the semester.

- 10.4 The University timetable Master under the University Bureau of Senate and Examinations shall design the teaching timetable after receiving requirements from the Principal/Dean/Director of teaching unit through the DVR-ARC.
- 10.5 The final teaching timetable shall be approved by the DVC-ARC, thirty (30) days before the commencement of the Semester. No change of the approved teaching timetable shall be instituted without the approval of the DVC-ARC.

11.0 Permission to Absent Classes

- 11.1 No student shall be allowed to be absent from classes unless he/she has:
 - a. Proved ill-health supported by a UDOM Medical Officer In-charge,
 - b. Genuine social grounds,
 - c. Any other reasons recognised, or authorised by the University
- 11.2 A student meeting the requirements of Regulation 11.1 shall be required to submit a formal request by filling the online form through his/her UDOM SR2 account.
- 11.3 The Principal of College/Dean/Director of a teaching unit may grant permission to a student requesting to absent studies but remain within the Country.
- 11.4 Permission of absence from classes for a student travelling outside Tanzania shall be granted by the Vice Chancellor.
- 11.5 Students' permissions of absence from classes shall not exceed 25% of the total number of days of studies cumulatively in a semester. Otherwise, the student shall be advised to postpone studies.
- 11.6 Upon returning, a student shall be required to complete all assessments done during his/her absence.

12.0 Postponement of Studies

- 12.1 Postponement of studies shall mean stopping studies for a semester, or a full academic year where the period will count into the student registration period.
- 12.2 No student will be allowed to postpone studies after commencement of a semester except under special circumstance.
- 12.3 Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement. Special circumstances shall include:
 - a. Approved continued sickness supported by the UDOM Medical Officer In-charge,
 - b. Financial constraints,

- c. Serious social problems (each case to be considered on its own merit),
or
 - d. Any other reasons recognized and authorised by the University.
- 12.4 A student who intends to postpone studies shall submit a formal request online through his/her UDOM-SR2 account to the Senate for approval.
- 12.5 No applicant shall be deemed to have secured permission for postponement of studies until he/she has received a formal communication on the decision by the Senate.
- 12.6 A student shall not apply for postponement of studies after the 12th week (15th week for the School of Medicine and Dentistry, and School of Nursing and Public Health) from the commencement of the semester. Otherwise, the student shall be required to postpone examinations.
- 12.7 Postponement of studies shall only be allowed within the maximum duration of the studentship.
- 12.8 A student who has been allowed to postpone studies during the first semester will be automatically considered to have postponed the entire academic year of study and, therefore, shall repeat the year of study. While those who postpone the second semester will resume in the second semester.
- 12.9 Failure to comply with terms of postponement shall result in discontinuation from studies.
- 12.10 Any payment to the University by the time of postponement shall not be refunded.
- 12.11 A student who has postponed studies shall not be required to repay the prescribed fee during the resumption of studies for the same year of study.
- 12.12 Permission to resume studies must be sought from the Senate using an online form available in the student's UDOM-SR2 account.

13.0 Postponement of Courses

- 13.1 A student may postpone a course to a subsequent academic year provided that the student meets the minimum credits that would allow the student to progress from year to year and that postponed course shall be cleared within the registration period.
- 13.2 Postponement of courses (POC) shall only be allowed to Practical Training/Teaching Practice/Industrial Placement/Research/Clinical rotation related courses.

- 13.3 Notwithstanding regulation 13.2, no student shall be allowed to POC registered core or elective courses.
- 13.4 Permission to postpone course(s) will be considered after producing satisfactory evidence of the reasons for POC. Special circumstances shall include:
- a) Approved continued sickness supported by the UDOM Medical Officer In-charge,
 - b) Financial constraints,
 - c) Serious social problems (each case to be considered on its own merit), or
 - d) Any other reasons recognized and authorised by the University
- 13.5 A student who intends to postpone course(s) shall submit a formal request online through his/her UDOM-SR2 account to the Senate for approval.

14.0 Postponement of University Examinations

- 14.1 Only students registered in that respective semester shall be allowed to apply for postponement of university examinations.
- 14.2 No registered student shall be allowed to postpone examinations (PEX) unless he/she has establishes the following grounds:
- a. Approved sickness supported by a UDOM Medical Officer In-charge, or
 - b. Financial constraints, or
 - c. Failure to complete registration for conditional registered students
 - d. Death of a close relative, or
 - e. Serious social problems (each case to be considered on its own merit), or
 - f. Any other reason(s) recognized or authorized by the University, which is considered strong enough to prevent one from doing examinations effectively.
- 14.3 A student who intends to postpone examination(s) shall submit a formal request through filling an online form available in his/her UDOM-SR2 account to the Chairperson of the College/School/ Institute Board. Any postponement of the examination(s) must be within the student's candidature.
- 14.4 An applicant shall not have secured permission for postponement of examination(s) until he/she has received a formal communication on the decision by the Chairperson of College/School/Institute Board. The Director of Undergraduate Studies to be notified.
- 14.5 Once the student has been approved for postponement of his/her examination(s), the accumulated coursework shall be maintained.

- 14.6 A student who has been granted permission to postpone examination(s) shall be required to sit for special examination(s) when next offered as shall be determined by the Senate during that particular academic year.
- 14.7 A student who is required to sit for a special examination shall be assigned a **"PEX"** (Postponed Exam) in the UDOM SR2.
- 14.8 Except with the approval of the respective College/School/Institute Board, a student who will not appear to sit for any **"PEX"** at the time of special examinations will be considered to have absconded studies.
- 14.9 A student 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 absconded such examinations or assignment(s) and shall be discontinued from studies upon approval of the Senate.
- 14.10 Any student who PEX in semester I and further POS in semester II of an academic year, shall be required to sit for special examination (postponed exams) at the end of the respective academic year as shall be determined by the Senate.

15.0 Registration for Examinations

- 15.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a student for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.
- 15.2 A registered student shall be issued with the UDOM Studentship Identity Card which shall guarantee him/her to sit for University Examinations.

16.0 Eligibility for Examinations

- 16.1 University examinations shall have two components:
 - a. Coursework component which shall carry a weight of 45% for all Colleges/Schools/Institutes; and 50% for the School of Medicine and Dentistry, and School of Nursing and Public Health,
 - b. End-of-Semester Examinations which shall carry a weight of 55% for all Colleges/Schools/Institutes; and 50% for the School of Medicine and Dentistry, and School of Nursing and Public Health.
- 16.2 A student whose coursework (CW) progress is below 20.25 marks (or 25 marks for the School of Medicine and Dentistry, and School of Nursing and Public Health) for basic sciences years in his/her coursework assessment (CA) shall be

regarded as unsatisfactory progress; henceforth, will not be allowed to sit for End-of-Semester Examination and instead shall have automatically carried over the failed course and the assessment of the failed course will be remarked "CVR", i.e., carryover in UDOM SR2.

- 16.3 Any student who did not register for a course and sits for an examination, the results of such examination shall be nullified.
- 16.4 Any student who has not registered for a semester and does coursework assignments for a particular course (s), coursework results obtained from such assignments shall be nullified.
- 16.5 No course instructor shall be allowed to process results of any part of the examination for the unauthorized students and award him/her coursework results. Any instructor who does not comply with this rule shall be subjected to the University disciplinary measures.
- 16.6 Any student who for any reason whatsoever fails to sign the tuition fee pay sheets disbursed by the HESLB to the University shall not be allowed to sit for End-of-Semester Examinations.
- 16.7 No student shall be eligible for University examination if the course instructor and the Head of Department have satisfied with evidence that the student has not participated in the course for at least 75% of the contact hours.
- 16.8 The Principal/Dean/Director of an academic institute, upon recommendation by the Head of Department, may bar any student from being admitted to any examination in any subject or course where satisfactory attendance of a minimum of 75% of the prescribed contact hours for the course is not attained.

17.0 Dates of Examinations

- 17.1 The end of semester University Examinations shall be held at the time to be determined by the Senate which shall normally be at the end of each semester, i.e. after fifteen (15) weeks of teaching in all Colleges/ Schools/Institutes or 18 weeks of teaching for the School of Medicine and Dentistry, and School of Nursing and Public Health.
- 17.2 On exception cases, upon recommendation by the College/School or Institute Board, and the Directorate of Undergraduate Studies, the Senate may approve the end of semester University Examinations to be conducted at different dates.
- 17.3 Students who are referred and are required to do supplementary examinations shall be reexamined in the referred subjects at a time to be determined by the

Senate which shall not be less than one month after the ordinary examinations at the end of the second semester in the academic year.

18.0 University Examination Timetable

- 18.1 The Principal/Dean/Director of an academic unit shall ensure requirements for the timetable for university examinations are submitted to the Chairperson of the Senate through the DVC-ARC, thirty (60) days before the commencement of examinations for preparations.
- 18.2 The Head of Department shall ensure the allocation of all courses in the University Examinations timetable.
- 18.3 The University Bureau of Senate and Examinations shall be required to design a draft timetable for University Examinations after receiving recommendations from Principals/Deans/Directors of academic units through the DVC-ARC.
- 18.4 The final timetable for University Examinations shall be approved by the Senate Chairperson, or the DVC-ARC, fifteen (15) days before the commencement of the examinations.
- 18.5 The Principal/Dean/Director of an academic unit shall be required to contact the University Transport Office to seek transport arrangements for administering and managing examinations. The Transport Office shall submit to the DVC-ARC, a transportation plan for approval, seven (7) days before the commencement of examinations.
- 18.6 No change of the university examinations timetable shall be made after approval, except on special circumstances that shall be approved by the Senate Chairperson or the DVC-ARC.
- 18.7 Students shall have an obligation to report any examination collision through their Heads of Department before the approval of the final timetable by the Senate Chairperson or the DVC-ARC.
- 18.8 Failure to timely report any examination collision or missing courses shall not be used as an excuse.

19.0 Special Supplementary Examinations

- 19.1 Student who failed a special examination during the period of supplementary examination and have a minimum GPA to be allowed to sit for supplementary examinations, shall be required to sit for special supplementary examinations.

- 19.2 Special supplementary university examination shall be for students who failed their special university examinations and thus be required to sit for supplementary examination(s).
- 19.3 Special supplementary university examinations shall be held within two (2) weeks after commencement of first semester in an academic year.
- 19.4 Each College/School/Institute shall request approval of special supplementary timetable to the DVC-ARC.

20.0 Examination Preparations

- 20.1 All University Examinations set using the approved University format shall be subjected to internal and external examination moderation processes.
- 20.2 To ensure that University Examination questions are of an acceptable standard, clear and error-free, internal moderation shall be undertaken where:
 - a. Departments shall be responsible to ensure that all University Examinations are moderated using teams of at least four (4) competent academic members of staff.
 - b. The names of moderation teams shall be proposed by the Head of Department and approved by the Principal/Dean/Director of academic unit at least two (2) months before the examination date.
 - c. The University Examinations shall be set in accordance with the approved University Examinations format.
 - d. The Head of Department in liaison with the relevant office responsible for the Senate and Examinations shall ensure that moderated question papers and necessary attachments (if any) for the University examinations are produced in sufficient numbers and kept in a secure and confidential environment.
- 20.3 After completion of university examination moderation, the Head of Department shall submit an internal moderation report using a format established by the unit responsible for quality assurance to the Principal/Dean/Director of the teaching unit.
- 20.4 The Principal/Dean/Director of the teaching unit must ensure that external examiners are proposed and approved by the Senate through College/School/Institute Board, at least one (1) Semester in advance. The term of service for external examiner shall be a period equal to that of a non degree programme in which he/she examines.

- 20.5 The University Examinations shall be subjected to external examination at the end of an academic year with expectations based on requirements of a particular non degree programme curriculum and Senate approval.
- 20.6 The Department shall submit the answer scripts together with a course file, containing all necessary information to an external examiner at the end of an academic year.
- 20.7 Notwithstanding the provisions of Regulation 20.1, University Examinations shall be subjected to external moderation at the end of an academic year provided that:
- a. Where external moderation of examination is mandatory as directed by other professional boards, permission to conduct external moderation of examination at the end of every semester shall be granted upon the approval by the Senate;
 - b. The relevant examination papers and answer scripts by students shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation;
 - c. Course files are submitted;
 - d. External examiners reports shall be submitted to the Senate through College/School/Institute Boards and Quality Assurance Board.
- 20.8 To avoid leakage of University Examinations, all Heads of Department in liaison with the UBSE shall ensure that:
- a. Members of staff involved in handling University Examinations are of high integrity and that their number is kept at a minimum without compromising efficiency.
 - b. All operations are at all times under a confidential environment.
 - c. With exception to the authorized officers in the relevant office responsible for the Senate and examinations, non-academic members of staff shall not be allowed to handle University Examination papers.
 - d. All University Examination answer booklets shall be processed and coded centrally.
 - e. All University Examination papers shall be packed in envelopes with security seals and stored in secured cabinets.

21.0 Conduct of Examinations

- 21.1 The Principal/Dean/Director of the teaching unit shall be the Chief Examination Officer in the College/School/Institute.

- 21.2 The Head of Department shall be the Chief Examination Officer of the Department. He/she shall, therefore, be responsible for the smooth conduct of all examinations in the Department.
- 21.3 Before the commencement of the examination, the Head of Department and the Departmental Examination and Timetable Officer shall ensure the readiness of the examination venues, including the size.
- 21.4 Invigilation of University Examinations shall be effected in the following manner:
- a. The Departmental Examination and Timetable Officer under the supervision of the Head of Department shall ensure that each University Examination in the Department has been scheduled in the University Examination invigilation timetable and has allocated at least two invigilators for each examination room depending on the size of the venue.
 - b. Invigilation schedules shall be compiled and submitted to the DVC-ARC by the Principal/Dean/Director of a teaching unit one (1) week before commencement of end of semester university examinations.
 - c. It shall be the duty of the Head of Department to notify the invigilators on their respective courses, at least one week before, and reminded two days before the commencement of the examinations.
 - d. The leading invigilators for each University Examination shall collect from the Head of the Department, sealed envelope(s) of question papers, answer booklets, and attendance registers and shall sign a special form according to the given instructions.
 - e. The leading invigilators for each University Examination shall return to the Head of the Department, question papers, answer booklets, and attendance registers and shall sign a special form according to the given instructions at the end of the examination.
- 21.5 University examinations shall be conducted under the supervision of the Head of Department and the Principal/Dean/Director of a teaching unit, or such other officer of the University as the DVC-ARC may appoint.
- 21.6 The DVC-ARC shall have powers to issue such instructions, notes, or guidelines to students, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations which shall form part of these regulations and be binding; provided that they are not in conflict with these regulations.
- 21.7 There shall be a seminar for all invigilators one (1) week before the commencement of the end of semester examinations. The seminar shall be

conducted at the College/School/Institute level under the facilitation of the College Principal/Dean of School/Director of the Institute and Heads of Department.

- 21.8 For the purposes of these regulations, examination room, centre, or venue shall mean any area with its associated facilities and surroundings, as approved by the Senate, to be used to conduct examinations of any form.

22.0 Instructions to Candidates

- 22.1 To ensure unambiguous identification of the candidates:
- a. Candidates should make sure that they bring to the examination venue valid University Identity Cards.
 - b. Any objects that may obstruct clear identification of the candidate's face shall be removed before entry into the examination venue. These may include face veils, sunglasses, hats, and any other such items.
- 22.2 Candidates must acquaint themselves with the examination timetable and venue for their respective examinations in advance.
- 22.3 Candidates are required to report at the examination room, at least thirty (30) minutes before the commencement of the examination.
- 22.4 The sitting arrangements shall be determined by the invigilators of the respective examination room.
- 22.5 Candidates will be admitted by the invigilator to the examination room, thirty (30) minutes before the time the examination is due to begin.
- 22.6 Ten (10) minutes before the commencement of examinations, the Lead Invigilator will:
- a. Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
 - b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct examination question paper, and booklet;
 - c. Call attention to any rubric at the head of the examination booklet which seems to require attention;
 - d. Announce that both sides of the examination booklet must be used;
 - e. Give the candidates five (5) minutes to read the paper;
 - f. Inform candidates when they may begin writing;
- 22.7 No authorised material should be taken by candidates into the examination.

- 22.8 No candidate shall be permitted to enter the examination room after expiration of thirty (30) minutes from the beginning of a particular end of semester University Examination and supplementary/special examination.
- 22.9 Unless on medical reasons, no candidate shall be permitted to leave the examination room until thirty (30) minutes have passed from commencement of the examination; otherwise, shall be deemed to have committed an examination irregularity.
- 22.10 A candidate who is allowed to leave the examination room on medical grounds before expiration of thirty (30) minutes from the commencement of a particular end of semester university examination shall not be allowed to continue with that particular university examination.
- 22.11 No candidate shall leave the examination room during the last ten (10) minutes of the time allocated for the examination except in the case of an emergency.
- 22.12 At the end of the examination period, and on instructions from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated until the invigilator tells them to leave the room. Candidates are not allowed to take any examination material out of the examination room. A candidate in violation of this regulation shall be deemed to have committed an examination irregularity.

23.0 Instructions to Invigilators before the Examination

- 23.1 University Examinations shall be invigilated by academic members of staff or any other persons as shall be approved by the DVC-ARC.
- 23.2 All staff are duty-bound to abide by all the governing rules:
- a. The timetables and rosters for invigilators must be prepared well in advance.
 - b. A number of invigilators should be commensurate with the number of students taking the examination.
 - c. Invigilators shall be present in the examination room, at least thirty (30) minutes before the commencement of the examination.
 - d. Invigilators will be provided with the following items in sufficient quantities by the Head of Department forty five (45) minutes before commencement of the examination:
 - i. Examination booklets,
 - ii. Sealed envelopes containing question papers,
 - iii. A list showing the names of the papers to be attempted in the room. This will be distributed to invigilators in advance.
 - iv. Examination irregularities form,

- v. Student permission form,
 - vi. Invigilators' attendance sheet and
 - vii. Student attendance sheet(s).
- e. Invigilators must ensure that ONLY ONE answer book is provided to each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
 - f. Any extra answer booklet provided to student during an examination shall be appropriately recorded in attendance sheet and pinned together.
 - g. Question papers and any other materials prescribed in the rubric (e.g. log-tables, charts, etc.) should be set out by the invigilator with the help of the course instructor.
 - h. Invigilators shall ensure that candidates' bags, bookcases, papers, correction fluid, printed matter, cell phones, tablets, computers, digital cameras, and other related items are left outside the examination room.
 - i. The invigilator shall inspect the candidates before and at any time during the examination period to ensure that they do not bring to the examination venue unauthorized materials.
 - j. All invigilators must ensure that they seriously and solely invigilate the examinations rather than engaging in other activities unrelated to examinations.
- 23.3 An invigilator who breaches these instructions shall be required to explain in writing to the Deputy Vice Chancellor – Academic, Research, and Consultancy through his/her Head of Department and Principal/Dean/Director why should disciplinary measures not instituted against him/her.

24.0 Instructions to Invigilators During the Examination

- 24.1 At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper and that they should write their registration numbers on the Answer Booklets and question papers.
- 24.2 At the end of the first half-hour, the total number of candidates present should be noted down. Invigilators should then collect the blank answer-booklets from all vacant places. Additional question papers should be returned to the correct envelopes for collection by the lead invigilator.
- 24.3 Invigilators shall ensure that all candidates have appropriately registered their particulars in the attendance sheet provided.
- 24.4 Invigilators should ensure that candidates are provided with any additional requirements.

- 24.5 No candidate will be permitted to leave his/her place during the examination, except with the permission of the invigilator.

25.0 Instructions to Invigilators at the End of the Examination

- 25.1 Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the last ten (10) minutes of the examination shall hand over their scripts to the invigilator before leaving the examination room.
- 25.2 At the end of the examination period, invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- 25.3 Invigilators shall sign the said attendance sheet before they hand over all the scripts, candidate's attendance sheets, all extra examination papers, unused answer booklets, invigilators' attendance sheet, student permission form, and irregularities forms to the Head of Department.
- 25.4 Invigilators shall count the scripts used by candidates against the total number of candidates in the attendance sheet, record and sign the answer booklet movement sheet.

26.0 Examination Irregularities

- 26.1 All candidates entering the University Examination room shall be required to observe and comply with these regulations. A candidate who fails to abide by these regulations shall be deemed to have committed an examination irregularity.
- 26.2 Any candidate found guilty of examination irregularity shall be discontinued from studies.
- 26.3 Examination irregularities shall include:
- i. Entering in an examination room without fulfilling the conditions set by the University Regulations,
 - ii. Making unauthorized verbal communication and/or non verbal communication with another candidate,
 - iii. Possession of unauthorised material in the examination room,
 - iv. Causing disturbances in or near any examination room,
 - v. Destruction or falsification of any evidence of irregularity or cheating in examination,
 - vi. Exchanging any materials in an examination room,
 - vii. Assisting another candidate in writing his/her examination,
 - viii. Providing answers to another candidate in any form,
 - ix. Copying from another candidate,

- x. Involved in unauthorized removal of an examination material from the examination room,
- xi. Tearing whole or any part of the Answer Booklets and/or Answer Sheets,
- xii. Borrowing materials from another candidate(s) in the course of the examination. These materials including but not limited to, calculators, rulers, pens/pencils, and slide rules,
- xiii. Interfering the invigilator(s) from performing his/her duties in the course of the examination,
- xiv. Impersonation,
- xv. Involved in fraudulent alteration or misrepresentation of data and/or other information,
- xvi. Entering the examination room with a forged Identity Card,
- xvii. Enter the examination room with any inscriptions on any body part or clothing or other objects,
- xviii. Entering an examination room without a valid studentship identity card,
- xix. Going out of the examination room, temporarily or otherwise, or staying out of the examination room for over five minutes, without authorization or permission of the invigilator,
- xx. For the purpose of dissertations, fieldwork reports, assignments, and project reports, examination irregularities shall also include the following:
 - a. Plagiarism,
 - b. Using a "ghost" writer to author a dissertation, fieldwork report, or project report,
 - c. Falsifying documents of Institutions or authorities relating to fieldwork placement,
 - d. False representation as to the attendance of the fieldwork activities,
 - e. Fabrication data,
- xxi. Committing any form of or kind of dishonesty during the conduct of examinations,
- xxii. Cheating any part of the examination process,
- xxiii. Attempting to do any act prohibited by this regulation.

26.4 "Unauthorized material" includes any written or printed material that is generally, or specifically prohibited from being brought into the examination room, cellular or mobile phones, smartwatch, smart glasses, Dictaphones, radios, radio cassette, or other types of USB audio players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Senate.

26.5 Any incident associated with examinations irregularity shall be reported using the UDOM/UGS.F1 form.

27.0 Handling of Examination Irregularities

27.1 All cases of examination irregularities shall be handled by the Senate Undergraduate Studies Committee (SUSC) which shall present its recommendations to the Senate.

27.2 SUSC shall have powers to:

- i. Summon any invigilator, candidate, or any person, or officer in relation to an alleged examination irregularity that took place during the examinations;
- ii. Question or interrogate any candidate, invigilator, or any person in relation to the examination irregularity; and
- iii. Recommend to the Senate on the candidate(s) or officer or invigilator involved and found guilty of such irregularity.

27.3 Under special circumstances, SUSC may conduct an exparte hearing to the alleged students if she/he has failed to appear before the committee for reasons related to:

- i. Financial constraints,
- ii. Health related problems,
- iii. Failure to honor summons.

27.4 SUSC shall be mandated:

- i. To deliberate, make findings, and recommendations on any examination irregularity reported in the College/School/Institute;
- ii. To prepare a report of the proceedings and submit the report containing the findings and recommendations to the Senate;
- iii. To determine or propose action in cases of unforeseen events; and
- iv. To recommend a disciplinary action to be taken against any person, or officer or invigilator involved in such irregularity;
- v. In case the Committee has deliberated on an appeal against a decision on examination irregularity, the committee shall give recommendations to the respective Senate.

27.5 When a candidate is suspected to engage in conduct(s) amounting to examination irregularity during an examination, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

- i. A suspect should be handled appropriately to ensure that the privacy and bodily integrity of a person are not violated. Body searches

- should be done by the invigilator of the same sex as the suspect and in the presence of another person of the same sex,
 - ii. The collected evidence in the examination room should be taken away as soon as they are found and kept as exhibits,
 - iii. In a case of inscriptions on the body parts or cloth, an invigilator of the same sex should make inspection and document the observation;
 - iv. The identity card of the suspect and possible witnesses should be recorded immediately using the University Examination Irregularity Form **UDOM/UGS.F1**;
 - v. A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.
- 27.6 All cases of alleged examination irregularities, including the designated forms and collected evidence, shall be reported to DUS by the invigilator through the Head of Department, Principal/ Dean/ Director of the teaching unit within forty eight (48) hours from the time of the respective University examination irregularity.
- 27.7 University examination irregularity cases unreported or reported beyond prescribed time shall require the respective officer to state the reasons as to why disciplinary measures should not be instituted against him/her.
- 27.8 The accused candidate shall be served with a summons to appear before SUSC for his/her defense at least seven (7) days before the date set for hearing by SUSC.
- 27.9 The accused candidate shall have rights to:
- i. Be accompanied by a representative who shall not be an advocate,
 - ii. Express his/her opinions against any member of the committee, and the Chairperson shall decide on that opinion.
- 27.10 A candidate will be informed of the Senate decision in writing through his/her UDOM SR2 account.
- 27.11 In discharging its mandates under this regulation, SUSC shall form a subcommittee of five (5) senators and one co-opted member who is an Advocate from the School of Law at the University of Dodoma.

28.0 Publication of Examinations Results

- 28.1 Heads of Department shall provide close supervision to ensure that all examination results are correctly uploaded by the course instructors in the UDOM SR2 for processing.
- 28.2 Course instructors shall be required to publish Coursework Assessment (CA) in the UDOM SR2 one (1) week before students sit for the University Examination. A copy of the students' CA marks must be submitted to the Head of Department at the same time.

- 28.3 Prior to submission of examination results to the College/School/Institute Board, the results shall be scrutinized by the Examiner's Board with internal examiners and if possible external examiner interacts in detail on all matters pertaining to examinations and any other aspects of quality of the courses examined.
- 28.4 Each Department shall ensure that each course instructor has a course file. The file shall have the following necessary information:
- i. Course outline,
 - ii. All assignments and tests conducted,
 - iii. CA results,
 - iv. University Examination paper,
 - v. Marking guideline,
 - vi. CA and UE Uploading remarks reports,
 - vii. Attendance sheet in seminars/tutorials and examination,
 - viii. Signed print out of University Examination results from UDOM SR2,
 - ix. A brief report on the entire management of a course (examination results and explanation of any incomplete cases and general performance), and
 - x. Marked answer booklets arranged in descending order.
- 28.5 Course files and answer booklets shall be submitted to the Head of Department at least three (3) days before Departmental Examiners' Board meeting.
- 28.6 The provisional results of candidates in every examination, arranged in a manner as prescribed by the Senate, or in that behalf, as provided under internal examination regulations of the relevant College/School/Institute approved by the Senate, and not in conflict with these Regulations, shall be published by the College Principal/Dean of School/ Director of an Academic Institute soon after the College/School/Institute Board meeting but the results shall be regarded as provisional until they are approved by the Senate.
- 28.7 The results shall be published on UDOM SR2.
- 28.8 Examination results having been recommended by the College/School/Institute Board to the SUSC shall be discussed and recommended to the Senate for approval.
- 28.9 Results approved by the Senate shall, under no circumstances, be altered, or corrected without the explicit approval of the Senate. Violation of this regulation shall amount to committing an offence attracting disciplinary action.
- 28.10 The approved University Examination results by the Senate shall be kept as permanent records of the University in the form of a book and a PDF of the

same under the custody of the relevant office responsible for the Senate and examinations.

29.0 Progress from Year to Year

- 29.1 All candidates are required to complete a minimum of 120 course credits in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 29.2 All candidates are required to register, study, and complete all core and elective courses as prescribed in the respective non degree programme curriculum for each academic year.
- 29.3 A candidate may be allowed to re-sit failed courses in Supplementary Examinations if he or she has attained an overall **GPA of 1.8 (1.6 for SM&D and SN&PH programmes)** or above in the First Sitting calculated in accordance with the credit weighting of individual courses. The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade, i.e. '**C**' which will incorporate the previous marks of the course work.
- 29.4 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a College, School or Institute Board, and SUSC.
- 29.5 A candidate failing in one or more courses with overall GPA of less than 1.8 will be allowed to repeat but only once the year he or she failed provided he or she has not exhausted the maximum period of the programme registration.
- 29.6 Carrying-over of courses shall be guided by the following conditions:
 - ii. Carryover of any course shall require a student to carry over the course flexibly to the subsequent years within his/her registration period.
 - iii. A candidate who scored an overall GPA of 2.0 (1.8 for SM&D and SN&PH programmes) or above after Supplementary Examination, may be allowed to carry over flexibly into the subsequent academic years within his/her registration period, such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course credits for the programme,
 - iv. Carrying-over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the courses.
 - v. The maximum grade for a carried-over course shall be the minimum pass grade i.e. '**C**'.
 - vi. All students with pending carryover courses due to failure to attain the required minimum marks in their coursework assessments (16 marks or

25 marks for the SM&D, and SN&PH) shall be evaluated based on the scores acquired in the coursework assessment and students who would not obtain the required minimum GPA shall be discontinued from studies.

- vii. Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to meet the minimum number of credits required to fulfill requirements for the undergraduate programme award,
 - viii. All carried-over courses shall be cleared within the maximum allowable period of registration; otherwise, the student will be discontinued from studies.
 - ix. The maximum period of registration is five years for a programme that takes three years, six years for a four-year programme, and seven years for a five-year programme.
 - x. Each carryover course shall be charged on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits with or without direct cost as the case may be and as shall be determined by the Council from time to time.
- 29.7 Under special circumstances, all candidates with pending supplementary, or special examinations course shall be evaluated based on the GPA calculated using fully assessed courses.
- 29.8 Any candidate failing to fulfil requirements of basic science course(s) in the SMD and SNPH shall be required to remain in the same year of study to clear the failed course(s) before he/she is allowed to proceed to the subsequent academic year provided that he/she has attained the required GPA. This shall mean repeating the year of study by studying and clearing failed course(s).
- 29.9 Any student in the SMD and SNPH who is required to clear basic science course(s) shall be required to register for the failed basic science course(s) and charged all required direct costs and tuition fee (The tuition fee shall be paid on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits).

30.0 Classification of Awards

- 30.1 To qualify for an award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits required per academic year for the duration of each programme. That is:
- i. For a one-year certificate programme, such a cumulative total minimum shall be 120 credits
 - ii. For a two-year ordinary diploma programme, it shall be 240 credits and

- iii. For a three-year diploma programme, it shall be 360 credits.
- 30.2 The cumulative maximum number of elective courses for which a candidate may register and take should not exceed 30% of the minimum number of credits required per academic year.
- 30.3 Under special circumstances and in accordance with Regulation these regulations, all candidates with pending supplementary or special examinations courses shall be evaluated based on the GPA calculated using fully assessed courses.
- 30.4 Final award classification shall be based on the aggregate Grade Point Average (GPA) calculated using:
- i. A five-point system for Certificate and Diploma awards (Table 1).
 - ii. In each case to obtain the score for the course, the letter grades converted into points shall be multiplied to the weight (credits) of the particular course.
 - iii. The total score for the programme shall be the sum of scores for individual courses counted.
 - iv. The final GPA is obtained by dividing the total score by the sum of credits for all courses taken.

Table 1: Percentage Range, Corresponding Letter Grades, and Possible Complements for Certificate and Diploma Programmes

Marks %	80 – 100%	65 – 79%	50- 64%	40 – 49%	0 – 39%
Letter Grade	A	B	C	D	E
Grade Points	4.0 – 5.0	3.0 – 3.9	2.0 – 2.9	1.0 – 1.9	0 – 0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

- 30.5 The GPA calculated shall be used in classifying the awards. In each case, the calculation of GPA shall be truncated to one decimal place. For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9.
- 30.6 The classification of award at a particular level shall reflect the grading system in the same level as shown on Tables 2.

Table 2: Non-Degree Classification

Diploma			Certificate		
GPA Range	Grade	Class	GPA Range	Grade	Class
4.0 – 5.0	A	First Class (Distinction)	4.0 – 5.0	A	First Class (Distinction)
3.0 – 3.9	B	Second Class (Credit)	3.0 – 3.9	B	Second Class (Credit)
2.0 – 2.9	C	Pass	2.0 – 2.9	C	Pass

Table 3: Grading System Used to Calculate Diploma GPA from Raw Marks

Grade	Range of Marks (%)	Equation	Grade Point	Description
A	70 – 100%	$Y = 0.02X + 3$	(4.4 – 5.0)	Excellent
B+	60 -69.9%	$Y = 0.04X + 1.6$	(4.0 – 4.3)	Very Good
B	50 – 59.9%	$Y = 0.1X - 2$	(3.0 – 3.9)	Good
C	40 – 49.9%	$Y = 0.1X - 2$	(2.0 – 2.9)	Satisfactory
D	35 – 39.9%	$Y = 0.2X - 6$	(1.0 – 1.9)	Marginal Fail
E	0 – 34.9%	$Y = \left(\frac{1}{35}\right)X$	(0 – 0.9)	Absolute Fail

Where Y = Grade Points and X = Raw Marks (%)

- 30.7 In addition to scores from any elective courses, score from all core courses shall be included in computing the final grade for award classification based on the minimum number of credits required to fulfill requirements for the award.
- 30.8 Approved courses given for each programme shall be appropriately weighted in terms of credits.
- 30.9 A credit value is attained when the learner has satisfied the assessment criteria for all designed learning outcomes.
- 30.10 Approved courses given for each award shall be appropriately weighted in terms of credits.
- 30.11 A credit value is attained when the learner has satisfied the assessment criteria for all designed learning outcomes.
- 30.12 To determine the score for each course, multiply the points, by the weights.
- 30.13 The total score for the award shall be the total score for all countable courses taken by the candidate for the award as computed as in Regulation these regulations.

30.14 The average score for the award shall be computed by dividing the total score by the sum of credits for all courses taken.

31.0 Certificates, Certification, Provisional Results and Transcripts

31.1 The Senate shall issue certificates for diploma or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended and approved by the Senate for the conferment or grant of such diploma or other awards.

31.2 Upon recommendations by the Senate, the University Council may prescribe, from time to time, such fee to be charged for certifying a copy of diploma certificate and academic transcript.

31.3 The relevant office responsible for the Senate and examinations shall issue Certificates and Transcripts to applicants upon fulfillment of the following conditions:

- i. Submit a formal request using **Request for Issuance of Academic Certificates and Transcripts** form to the relevant office responsible for Senate and examinations.
- ii. A completed clearance form,
- iii. One current passport size photograph,
- iv. Student Financial Statement verified by the University Accountant to support payment of all prescribed University dues,
- v. Certified copy of CSEE or its equivalent,
- vi. Certified Copy of ACSEE or its equivalent,
- vii. Certified Copy of Birth Certificate,
- viii. Certified Copy of National Identity Card, or
- ix. Copy of Employment Identity Card, or
- x. Original CSEE, or
- xi. Traveling Passport, or
- xii. Valid Driving License, or
- xiii. Valid Voters' Registration Card.

31.4 Issuance of Transcript/Certificates to persons on behalf is not allowed; instead, applicants shall be advised to give powers of attorney, authorizing witness in the event of dispatch.

31.5 The relevant office responsible for the Senate and examinations shall issue provisional results to candidates upon fulfillment of the following conditions:

- i. Be a registered candidate without withheld results for any reasons,
- ii. Possessing a valid university identity card,

- iii. Candidates discontinued from studies are not allowed to be issued with provisional results,
 - iv. A finalist candidate whose final year examination results have been approved by the Senate shall not be issued with provisional results,
- 31.6 During the event of collecting certificate/transcript, a candidate shall be given at least 30 minutes to verify the grades/information on his/her transcript/certificate before accepting it.
- 31.7 Where re-prints of Certificates or Academic Transcript is required, the University will bear the full cost if the errors were not introduced by the failure of the former student to provide correct personal particulars. Otherwise, the former student will be required to bear the full cost of production and shipping (if applicable) of the re-print at a sum to be approved by the Council.
- 31.8 A final year student shall only be allowed to process clearance after he/she has been conferred a Diploma by the University Chancellor.

32.0 Non-Degree Award

- 32.1 The College/School/Institute Board, upon its satisfaction that the standard required under relevant regulations for the award of a non-degree, or other awards, as the case may be, has been attained by a candidate in University Examinations applicable to him/her, may recommend to the Senate that such Diploma, Certificate or other award be conferred upon, or granted to such successful candidate.
- 32.2 The Senate may recommend to the Chancellor to confer non-degrees and any other awards of the University to candidates who satisfy requirements of these regulations for such conferment or grant by, the Board of Examiners in a College/School/Academic Institute Board.
- 32.3 Award of Honours Non-Degree: Non-degree with honours shall be awarded to a candidate obtaining a First or Second class Upper Division.
- 32.4 At any time, upon establishment of facts that the student has obtained and been conferred a certificate/diploma on false information or did not full fill all requirements for such award, the University Senate shall have powers to revoke the award.

33.0 Posthumous Award

- 33.1 UDOM shall award a posthumous qualification to a student who died when close to completion of a programme.

- 33.2 The Head of an academic unit in which the deceased student was registered shall formally make a request to the relevant examination body for the award of a posthumous non degree to the student in question.
- 33.3 UDOM shall award an unclassified non degree in cases where there is strong evidence that the deceased student would have achieved a non degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate.
- 33.4 The request for a posthumous non degree shall be directed to the Chairperson of the University Senate through the Principal/Dean/ Director of Institute, Director of Undergraduate Studies and Deputy Vice Chancellor – Academic, Research and Consultancy using the form **UDOM/UGS.F2**.
- 33.5 Posthumous non degrees shall be awarded in the name of the deceased student and shall be announced at the next relevant graduation ceremony if the next of kin so desires.
- 33.6 UDOM shall ensure that the word “posthumous” is endorsed on all official documents associated with the award of a posthumous qualification, which shall include transcripts, testimonial statements, and other student academic records.

34.0 Aegrotat Award

- 34.1 An Aegrotat award of the University of Dodoma shall be awarded to a student who left the University on the established medical reasons when close to completion of a non degree programme after the University having satisfied that the student’s prior performance shows a balance of probabilities that he/she would have passed the respective examinations but the illness which occurred prevented him/her to sit for the examinations.
- 34.2 UDOM Aegrotat award shall be considered as a terminal award which does not entitle the holder to practice a profession or to pursue postgraduate studies although it may be used for nonprofessional related employment.
- 34.3 The request for UDOM Aegrotat award shall be directed to the Chairperson of the University Senate by the student or representative through the head of Department, Principal/Dean/Director of Institute, Director of Undergraduate Studies, and the Deputy Vice Chancellor – Academic, Research, and Consultancy using the form **UDOM/UGS.F3**.
- 34.4 An aegrotat award shall be unclassified, and in all other respects, ungraded.

35.0 Loss of Certificate

- 35.1 In case of loss or total or partial destruction of the original certificate, or a copy thereof, the University (Office of the Deputy Vice Chancellor-ARC, or such other

office as the Deputy Vice-Chancellor– ARC, may authorize in writing) may issue a copy or another copy on condition that:

- a) Police loss report,
- b) The certificate so issued shall be marked "COPY" across it.
- c) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or the manner in the applicant's home country or where the loss is believed to have taken place.
- d) A fee or such other sum as the Council may from time to time prescribe shall be charged for the copy of a certificate issued.
- e) The partially destroyed certificate shall be physically surrendered during the event of an application for a replacement.

36.0 Appeals against Senate Decisions

- 36.1 Any candidate aggrieved by a decision approved by the Senate in these regulations may appeal against such a decision.
- 36.2 There shall be College/School/Institute Appeal Committee to receive, consider and recommend appeals from students to the Senate. Such a committee shall be constituted by five (5) members who shall be:
 - a. College Principal/Dean of School/Director of Institute who shall be the Chairperson,
 - b. Three (3) members of academic staff appointed by College/School/Institute Board,
 - c. One students' representative from the students organisation, and
 - d. One College/School/Institute administrative officer who shall be the secretariat.
- 36.3 College/School/Institute Appeal Committee shall have powers to:
 - a. To receive and determine the merits of an appeal;
 - b. To demand any relevant data and/or information from different sources;
 - c. To forward its findings and recommendations to the Senate through SUSC.
- 36.4 The College/School/Institute Appeal Committee shall meet after Senate approval of first sitting results and after Senate approval of the supplementary/special university examinations results.
- 36.5 The College/School/Institute Appeal Committee shall forward its findings and recommendation to the Senate through Senate Undergraduate Studies

Committee (SUSC) which shall appoint a subcommittee of five (5) Senators to consider and determine the appeals where:

- a. The subcommittee shall present its findings to SUSC for adoption before the same is recommended for approval by the Senate.
- b. Any member of the appellant's College, School or Academic Institute Board who participated in making of the decision against which the appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's College, School or Academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.

36.6 No appeal shall be considered where:

- i. The candidate appeals for a re-marking of the examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
- ii. It raises for the first time issues concerning the supervision, teaching, or coursework assessment. Such matters will only be considered if they have been raised by the candidate promptly and in writing, at the time they first arose.
- iii. A candidate alleges illness, or other factors but where s/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.

36.7 Appeals shall be lodged to the appropriate University authorities in accordance with these regulations within fourteen (14) days from the date of publication of the University examination results by the Senate.

36.8 All appeals must be made by a formal request to the Senate using the online form at UDOM SR2 student accounts.

36.9 False claims and/or the submission of false supporting documents shall lead to dismissal of the appeal.

36.10 A student requesting to appeal out of time shall apply to the Senate for extension of time advancing reasons for the delay.

36.11 A student whose application for extension of time to appeal out of time has been granted, shall lodge his/her appeal within seven (7) days from the date of the decision.

36.12 The Senate decision on the lodged appeal shall be communicated through the appellant's UDOM SR2 account or as shall be determined by the Senate.

37.0 Appeal Fee

37.1 All appeals shall be accompanied by a non-refundable appeal fee TZS 15,000.00 or as may be prescribed by the University Council from time to time.

37.2 Appeal fee shall be charged per case or course in case of remarking/discontinuation based on academic grounds as the case may be.

37.3 Decision of the Senate on appeal shall be final and conclusive.

38.0 Disposal of Examination Answer Books and other Scripts

38.1 Unless otherwise retained by the University of Dodoma Library for archival purposes, all used examination scripts shall be disposed in line with the Records and Archives Management Act No. 3 of 2002.

39.0 UDOM Student Records Management System (UDOM SR)

39.1 UDOM SR is an online system approved by the University Senate to offer various students' services.

39.2 The DVC-ARC shall be the custodian in ensuring the security of the SR system, effecting changes as recommended by the Principal/Dean/Director and recommend any necessary improvements that need to be done in the system subject to approval by DVC-ARC.

39.3 Heads of Department shall submit a formal request through their College Principals / Dean of School/ Directors of Academic Institutes to DVC-ARC who shall approve to assign or remove certain limited rights to various persons within the departments.

39.4 Heads of Department/Principals/Deans/Directors who wish to enter, alter, remove and/or amend data in the UDOM SR shall seek approval from the DVC-ARC through DUS.

39.5 Each student shall have a UDOM SR system account that will enable him/her to access various services including;

- i. Viewing of examination results
- ii. Registration for studies,
- iii. Course registration,

- iv. Requesting for various permissions such as PEX, POS, POC, resuming for studies, absence from classes, and others as shall be communicated by the relevant University organs;
 - v. Lodging appeals,
 - vi. Intra-university transfer,
 - vii. To view their financial status and request control numbers for payments of various services; and
 - viii. Receiving official communications regarding his/her studentship.
- 39.6 Every student shall have the duty to observe the following in respect of UDOM SR:
- i. To keep confidential his or her account credentials and prevent an unauthorized person from accessing or making an alteration to any such details, which are within the control of the account holder;
 - ii. To make a follow up of his or her studentship academic performance status throughout the period of his/her study, and
 - iii. Reporting to the Principal/Dean/Director of a teaching unit any anomaly or unwanted details in his or her UDOM SR account.
- 39.7 Student access to UDOM SR shall cease:
- i. Three months after the student has been discontinued from studies.
 - ii. Six months after the student has graduated.
 - iii. Outright after the student has been deregistered from the University.
 - iv. Upon death.
- 39.8 Any person, who has been assigned certain access powers in UDOM SR, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorized person.
- 39.9 Any person who intentionally or negligently allows or facilitates unauthorized access to UDOM SR data, alteration of such data, unlawful disclosure or publication of such data commits misconduct and shall be subjected to disciplinary proceedings and, if found guilty, be punished in accordance with relevant University Rules and Regulations and National Security laws.
- 39.10 Where any matter has emerged and which is not addressed by this regulation in respect of the management, operation, and administration of UDOM SR, the DVC-ARC, after consultation with the Principal/Dean/Director or any relevant authority, may issue directives or guidelines on how to address the matter.
- 39.11 Management, operations and administration of UDOM SR shall further be guided by UDOM SR guidelines.

40.0 Student IDs Framework

- 40.1 All students registered at the University of Dodoma shall possess valid Identity Cards (IDs) approved by the competent organs of the University.
- 40.2 UDOM student ID shall guarantee a studentship and further access to various University services, including sitting for University Examinations.
- 40.3 The DVC ARC shall have powers to prescribe the features of UDOM student ID standards from time to time.
- 40.4 The Office of DVC – ARC shall recall any IDs as the need may be in the event of any violation of UDOM regulations governing students' IDs.
- 40.5 Lost IDs shall be reported to a Police Station as the Laws of the United Republic of Tanzania require.
- 40.6 Replacement of lost/damaged IDs shall be charged the amount to be prescribed by the University Council from time to time.

41.0 Discontinuation from Studies

- 41.1 Given the powers vested on it by the University Charter, the University Senate shall discontinue any candidate or student from studies.
- 41.2 Grounds for discontinuation shall include:
 - i. Commission of examination irregularity.
 - ii. Abscondment from studies without any prior permission as regulated by these regulations.
 - iii. Abscondment from an end of semester or special/supplementary examination or examinations without compelling reasons.
 - iv. Abscondment from any continuous assessment test or failing to submit assignment(s) given as part of the coursework without compelling reasons.
 - v. Failure to attain a GPA of 1.8 in the first sitting for all Colleges/Schools and Institutes with the exception of SM&D and SN&PH.
 - vi. Failure to attain a GPA of 1.6 in the first sitting for SM&D and SN&PH.
 - vii. Failure to attain a GPA of 2.0 after supplementary examinations for all Colleges/Schools and Institutes with the exception of SM&D and SN&PH.
 - viii. Failure to attain a GPA of 1.8 after supplementary examinations for SM&D and SN&PH.
 - ix. Failure to complete studies within the maximum allowable registration period.
 - x. Failure to clear all carried over courses within the maximum allowable period of registration.
 - xi. Failure to comply with terms of postponement of studies.
 - xii. Failure to register for studies and/or a course(s) within the specified registration period.

42.0 Responsibility of Course Instructors

The Head of Department shall ensure all course instructors discharge their responsibilities as per regulations, guidelines, policies and directives of the University of Dodoma and Laws of the United Republic of Tanzania (URT).

42.1 Responsibilities of course instructors shall include:

- (i) Keeping records of all students.
- (ii) Keeping course files appropriately.
- (iii) Given that University Examinations including the conduct and results are documents and data of the URT, thus any breach of these regulations by an instructor shall call for application of rules, regulations, guidelines and Laws of the URT.
- (iv) Any invigilator who allows any student to enter into an examination room and/or sit for an examination with an invalid Student Identity Card (ID) shall be summoned in accordance with UDOM regulations and/or public service regulations and any other laws of the United Republic of Tanzania.

43.0 List of Various Undergraduate Forms

Form Number	Form Name
UDOM/UGS.F1	Examination Irregularity Form
UDOM/UGS.F2	Request for a Posthumous Non Degree Award
UDOM/UGS.F3	Request for UDOM Aegrotat Award
UDOM/UEF001	Student Attendance Form
UDOM/UEF002	Booklet Movement Sheet for Invigilation
UDOM/UEF003	Invigilators' Attendance Form
UDOM/UEF004	Students' Movement Record Form
UDOM/UEF005	University Examination Daily Status Report
UDOM/UEF006	Booklet Movement Sheet for Marking