



NOTICE TO ALL STUDENTS AND STAFF ON THE CONDUCT OF SEMESTER I UNIVERSITY EXAMINATIONS FOR THE 2024/2025 ACADEMIC YEAR

As per University of Dodoma Academic Regulations, the Office of the Deputy Vice Chancellor Academic, Research and Consultancy (DVC-ARC) is responsible for issuing examination instructions to the University community before the commencement of the End of Semester University Examinations. The instructions are intended to ensure proper, efficient and effective conduct of University Examinations.

Pursuant to the aforesaid Regulations, it is hereby being informed, intimated, and notified to all the students and staff that the End of Semester I University Examinations for the 2024/2025 academic year shall be conducted in accordance with the University of Dodoma regulations for non-degree, undergraduate, and postgraduate programmes 2019 as revised in 2022. The conduct of the University Examinations shall include the regulations for undergraduate programmes stated hereunder and that these regulations shall be read *mutatis mutandis* with the regulations for non-degree and postgraduate programmes of the University of Dodoma (see Table 1).

Table 1: A Summary of Popular Rules for Students and Staff

Description of Rules	
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 (PEX).
14.2	No registered student shall be allowed to postpone examinations (PEX) unless he/she has establishes the following grounds: <ol style="list-style-type: none">Approved sickness supported by a UDOM Medical Officer In-charge, orFinancial constraints, orFailure to complete registration for conditional registered studentsDeath of a close relative, orSerious social problems (each case to be considered on its own merit), orAny 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 50% for the School of Medicine and Dentistry, and School of Nursing and Public Health and 40% for all other Colleges/Schools/Institutes, and,
 - b. End-of-Semester Examinations which shall carry a weight of 50% for the School of Medicine and Dentistry, and School of Nursing and Public Health and 60% for all other Colleges/Schools/Institutes.
- 16.2 A student whose coursework (CW) progress is below sixteen (16) 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 courses 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 to abscond an examination.

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 in that particular academic year.
- 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:
- Departments shall be responsible to ensure that all University Examinations are moderated using teams of at least four (4) competent academic members of staff.
 - 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.
 - The University Examinations shall be set in accordance with the approved University Examinations format.
 - 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 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 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 unauthorised 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 nonverbal 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 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 Carrying-over of courses shall be guided by the following conditions:

- i. Carryover of any course shall require a student to carry over the course flexibly to the subsequent years within his/her registration period.
- ii. 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,

- iii. Carrying-over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the courses.
- iv. The maximum grade for a carried-over course shall be the minimum pass grade i.e. 'C'.
- v. 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.
- vi. 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,
- vii. All carried-over courses shall be cleared within the maximum allowable period of registration; otherwise, the student will be discontinued from studies.
- viii. 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.
- ix. 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.

29.6 Under special circumstances, all candidates with pending supplementary, or special examinations course shall be evaluated based on the GPA calculated using fully assessed courses.

29.7 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).

29.8 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).

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 S USC.
- 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 (S USC) which shall appoint a subcommittee of five (5) Senators to consider and determine the appeals where:
- a. The subcommittee shall present its findings to S USC 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.

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.

41.0 Special Regulations and Guidelines for the SM&D

Other provisions of these regulations shall apply except as provided under this part.

41.1 Specific examination regulations for Doctor of Medicine (MD) programme shall be applied in line with the General University examination regulations.

- i. No candidate shall be eligible for any examination in any subject unless the Instructor and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance.
- ii. A candidate shall only be allowed to sit for a scheduled examination(s) if he/she would have attended 80% of the course through lectures, seminars and tutorials but for practical/clinical sessions, one is supposed to attain a 100% attendance rate.
- iii. A candidate who fails to attain at least 80% and 100% attendance rates for lectures/seminars and practicals/clinicals, respectively shall be required to retake the whole course when next offered.
- iv. A candidate shall be required to attend all sessions of Field Practical Training (FPT) and one who misses any session without the permission of the Dean of School shall be deemed absconded from studies. In case of permission being granted, the candidate shall be required to complete the training session using own resources.
- v. Notwithstanding the provision of regulations above, a student who absents him/herself from class(es)/practical(s)/clinical session(s), without compelling reason(s) for three consecutive days or any three days in a week shall be barred to sit for such course examination(s) (i.e. CA and UE). Such student(s) shall be required to repeat such a course and appear for such an examination in the subsequent year of study.
- vi. A candidate shall be allowed to proceed to clinical academic years of study (i.e. year 4 and year 5) after passing all examinations for basic science core courses and electives research.
- vii. A candidate failing to fulfil requirements of basic science core courses and electives research shall be required to remain the same year of study and clear the course before he/she is allowed to proceed to clinical rotations in the subsequent academic year.

- viii. A student shall be awarded the MD degree following successful completion of the prescribed courses in the MD programme and this degree shall not be classified.
- ix. Examination moderations for practical, and clinical assessments will be conducted by inviting external examiner (s). Clinical rotation courses shall only be evaluated using the UDOM approved clinical assessment sheet (S).

42.0 Special Regulations and Guidelines for SN&PH

Other provisions of these regulations shall apply except as provided under this part.

42.1 Examination General Format and Examination Regulations

- (i) Assessment of the programme will involve a combination of coursework and final examinations taking consideration of theoretical courses and practical courses.
- (ii) Clinical practices shall be carried out in Rotation Mode where for each clinical course at least one continuous assessment will be conducted and portfolio of clinical cases/rotations will be collected from each student. Continuous assessment grades will be computed from both continuous assessment clinical test and a record of portfolios. Rotation examination will be conducted at the end of each rotation and shall carry weight equal to Semester Examination. End of rotation examinations may be conducted in times different from timing of semester examinations.
- (iii) A candidate who fails and required to carry over any of the Basic science or Nursing science courses during first and /or second year of study shall not be allowed to proceed to a clinical year (3rd Year), instead such a candidate shall be required to remain in the same year of study and clear the course before he/she is allowed to proceed to clinical rotations in the subsequent academic year.
- (iv) In addition, there shall be a logbook and portfolio of patients cases reports, in which students shall document all procedures, and presentation he/she has attended, the logbook shall be evaluated at the end of the semester and marked out of 100 scores,
- (v) A student must have passed by 50% of the continuous assessment in the clinical component of the course (if the course is clinical based) before entering the end of semester examination. If a student reaches the period of semester examinations with an average score of less than 50% of the continuous assessment in the clinical component, this student will not be permitted to do the semester examination and shall be required to repeat the course (Carrying it over to the next academic year).
- (vi) If the course is clinically based, in the semester examination, a student must pass the clinical component of the course by 50% for him/her to pass the course.
- (vii) A student must have attended at least 80% of class/clinical/practical hours before he/she can sit for the semester examination. If a student will have attended less than 80% of the stated course hours, he/she will be barred from doing semester examination and be needed to repeat the course (carry it over to the next academic year).

42.2 Mode of evaluation for basic science courses and clinical courses shall be described in the respective programme curricula.

43.0 Discontinuation from Studies

43.1 Given the powers vested on it by the University Charter, the University Senate shall discontinue any candidate or student from studies.

43.2 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.

44.0 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).

44.1 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.

45.0 List of Various Undergraduate Forms

Form Number	Form Name
UDOM/UGS.F1	Examination Irregularity Form
UDOM/UGS.F2	Request for a Posthumous 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

It should be noted by all students and staff that these instructions should be read together with the University of Dodoma Regulations for Non-degree, Undergraduate and Postgraduate programmes *mutatis mutandis*. These regulations are available at www.udom.ac.tz.

On the basis thereof, these instructions are legally binding. The University of Dodoma places a lot of importance on the examination exercise in its pursuit of academic excellence. It is the hope of the Office of the Deputy Vice Chancellor (Academic, Research and Consultancy) that these instructions will be essential tools for upholding standards of University Examinations and the integrity of examination processes, procedures and systems at UDOM.

ISSUED BY

THE DEPUTY VICE CHANCELLOR
ACADEMIC, RESEARCH AND CONSULTANCY
10TH FEBRUARY, 2025