

EXAMINATION REGULATIONS

1.0 GENERAL UNIVERSITY EXAMINATION REGULATIONS

1.1 Form of Examination

The form of examinations shall include written, practical and oral examinations. The weighting of each shall be as determined under School/Departmental specific Examination Regulations approved by the Senate/Academic Committee upon recommendation of the School Board.

1.2 Time of Examinations

University examinations shall be conducted at the end of every semester in accordance with the University regulations. Students must bring their examination cards and identity cards with them to the examination room.

1.3 Registration for Examinations

Bonafide students shall be entitled to sit for the university examinations for the courses in which they are registered unless advised otherwise in writing by competent university authority. If a candidate sits for examinations for courses for which he/she is not registered, his/her results in that examination shall be nullified.

1.4 Eligibility for Examinations

1.4.1 No candidate shall be allowed to sit for an examination in any subject if he/she has not completed the requirements of the course by attendance or otherwise as stipulated by the specific School or Department regulations governing a course of study. If such a candidate enters the examination room and sits for the paper, his/her results in that paper shall be nullified. A student must have been **present for at least 85% of the classes** to be allowed to sit for final examination in a given subject.

1.4.2 Unless otherwise specified a candidate must do a minimum of two continuous assessment tests for subjects with less than three modules and a minimum of three tests for subjects with three or more modules before the end of semester examination in the respective subject.

1.4.3 A candidate whose course work or progress is considered unsatisfactory may be required by Senate/Academic Committee on recommendation of the appropriate School Board to withdraw from studies or to repeat any part of the course before admission to an examination.

1.5 Late Assignments and Examinations

Each School is asked to state in the course outline policy concerning acceptance of late assignments and examinations in the course. Normally, such work can be made up only for a good reason (e.g. serious illness, death of the immediate family, etc.). In no case will examinations be given early.

If circumstances warrant, they may be given late and the student may be charged a grade penalty and/or a late examination fee which will be determined by the University Council.

1.6 Absence from Examinations

Absence from examination includes not reporting for a scheduled examination at the time, day and place specified without prior permission. It also includes going out of the examination room, temporarily or otherwise without authorization or permission of the invigilator or one of the invigilators for the examination in question. It also includes staying out of the examination room for a longer period than the one specified by the invigilator or one of the invigilators for the examination in question.

A candidate who fails to appear for a scheduled examination without a known valid reason shall be deregistered from studies. When a valid reason is admitted, a written permission will be issued to the affected student allowing him/her to sit at the time of the next supplementary examinations. When the examination is missed deliberately or without a valid reason, the affected student will be discontinued from the studies.

1.7 Falling sick immediately before or during Examination

If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed (i.e. as certified by the University medical officer), he/she will be advised by the School Dean to postpone the examination until an appropriate time to be arranged by respective Department through the School or Institute. Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results of the examination.

1.8 Reporting late for Examination

1.8.1 A candidate who without a valid reason reports late for an examination (more than 30 minutes) shall be regarded as having failed in that examination but will be allowed to do supplementary examination and will be awarded a minimum passing grade of 'C'.

1.8.2 A candidate who, for a valid reason, reports late for an examination and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk. If such a candidate fails in that examination, he/she may be allowed to do a supplementary examination. If permission is not granted by the invigilator to do the examination, such candidates will be allowed to do a special examination at an appropriate time to be arranged by the respective department through the School or Institute, and a late examination fee shall be duly charged against him or her.

1.8.3 All cases of late arrivals for examinations shall be reported in writing by the invigilator to the Head of Department.

1.9 Dates of Examinations

Examinations in all Faculties/Schools/Institutes shall be held at a time to be determined by the Senate, which shall normally be during the last week(s) of a semester, and/or last month of the academic year.

1.10 Supplementary Examination

Candidates who are permitted to take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the School Board. A Pass in supplementary shall be recorded as a minimum passing grade of 'C'. Examination regulations from specific programme shall also apply

1.11 Repeating the year

A candidate may be allowed to repeat a year if she or he has attained a GPA specified by the respective school or institute. GPA calculation should base on subject weights. No candidate will be allowed to repeat any one-year of study more than once.

1.12 Delays in Completing Research Thesis

A student who fails to complete the research thesis by the specified date shall not be given more than one additional year to complete it.

1.14 Conduct of Examinations

University examinations shall be conducted under the control of the Deputy Vice Chancellor for Academic Affairs, Deans of Faculties/Schools, and Heads of Departments, or such other Officer of the University as the Deputy Vice Chancellor for Academic Affairs shall appoint.

1.15 Appointments of Examiners

The examiners for University examinations shall be appointed by the Senate upon recommendation of School Boards.

1.16 Board of Examiners

Every University examination shall be conducted by a Board of Examiners, consisting of:

- A. One or more external examiners appointed from outside the University by the Senate together with teachers who participated in teaching the candidates in the subjects under examination.
- B. Examiners may be appointed from within the university/college for the supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subjects(s) under examination.

1.17 **External Examiners' Honorarium**

External Examiners shall receive such honoraria as the Council shall prescribe.

1.18 **Examination Irregularities or Academic Dishonesty** (*This also applies to continuous assessment tests*)

- (a) All cases of examination irregularities on the part of students or invigilators or any member of staff shall be referred to the Examinations Committee. The Committee shall have power to summon students and members of staff, as it deems necessary. The chairman shall submit a report of its findings and recommendations to the Senate, which shall decide what further action to take.
- (b) For avoidance of doubt, examination irregularities shall include, but are not limited to, the following:
 - (i) A candidate found with unauthorized material/information in any part of the examination process; inside the examination room or in the premises surrounding the examination room. The premises surrounding the examination room include the examination room toilets and areas within 20 meters.
 - (ii) A candidate with written or drawn examination related materials on his or her body, shoes and clothes.
 - (iii) A candidate copying from another candidate's work.
 - (iv) A candidate cheating by using or copying from unauthorized material.
 - (v) A candidate cheating or plagiarizing in research dissertation/thesis or report (eg elective field report, case study report etc).
 - (vi) A candidate communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so.
 - (vii) A candidate doing or attempting to do an examination on behalf of another candidate.
 - (viii) A candidate requesting or buying or stealing examination questions from examiners or from examination office or fellow students, or attempting to do so. In clinical examinations, this includes getting to know cases or patients set for examination.
 - (ix) A candidate colluding with another candidate who is involved in examination irregularities. This includes refusing to disclose the irregularity incident he or she witnessed eg refusing to sign the incidence form.

- (x) A candidate refusing to obey a lawful order by an invigilator.
 - (xi) A candidate behaving in such manner as would disrupt the examination process.
 - (xii) Submitting or attempting to submit answer sheet(s) or booklet(s) which were not written in the examination room.
 - (Xiii) An invigilator or examiner violating examination regulations.
- (c) Any candidate who is found guilty of deliberately involved in examination irregularities or dishonest shall be discontinued from studies.

2.0 SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES:

These instructions should be read together with the above University General Examination Regulations.

- 2.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.
- 2.2 Candidate shall be responsible for consulting the final Examination Time Tables for any changes. Failure to sit examination(s) for a reason of changes in timetable will not be entertained.
- 2.3 Candidates shall be seated 30 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason, without prejudice to regulation to 2.16 below.
- 2.4 Candidates must not begin writing before they are told to do so by the invigilator.
- 2.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department.
- 2.6 Candidates who will not observe CUHAS-Dress Code will not be allowed to enter examination room.
- 2.7 Candidates are **not allowed to enter the examination room**, with books, cellular or mobile phone, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, digital watches, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor responsible for Academic Affairs.
- 2.8 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations.

- Items allowed into the examination room shall be liable to inspection by the invigilator.
- 2.9 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklets.
 - 2.10 All candidates shall observe silence in the examination room
 - 2.11 No food or drink shall be allowed into the examination room
 - 2.12 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate an unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates disturbance and record the incident to the examination office and head of Department.
 - 2.13 In case of alleged cheating, the candidate and one or more invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Department.
 - 2.14 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is scheduled.
 - 2.15 Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the University General Examination Regulations and leads to discontinuation from studies.
 - 2.16 All candidates shall sign the Attendance Form at the beginning and the Submission Form at the end of every examination.
 - 2.17 No candidate will be permitted to enter the examination room after lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below (2.18).
 - 2.18 A candidate wishing to answer a call of nature may by permission of the invigilator and under escort leave the examination room for a reasonable period.
 - 2.19 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
 - 2.20 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should

personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.

- 2.21 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator of the respective examination. (This also applies to Continuous Assessment Tests)
- 2.22 Detailed instructions on the question papers should be followed.
- 2.23 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the University's notice board and website www.bugando.ac.tz or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or e-mails to facilitate communication.
- 2.24 Students must understand that the ultimate responsibility for taking the supplementary examination precisely at the time when they are given rests with the student.

3 GUIDANCE FOR INVIGILATORS

3.1 Before the Examination

- 3.1.1 Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination
- 3.1.2 Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination,
- 3.1.3 Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.
- 3.1.4 During these fifteen minutes the invigilator should
 - 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 paper
 - c. Tell the students to note any special rubric at the head of the paper.
 - d. Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

3.2 During the Examination

- 3.2.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.
- 3.2.2 By the end of thirty minutes from the commencement of the examination the invigilators should have a written list on the Examination Attendance sheet of the names of all the candidates present.
- 3.2.3 Invigilators should ensure that only one answer-book is provided for each candidate.
- 3.2.4 Candidate may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- 3.2.5 Invigilators shall report immediately after the examination to the Head of Department any candidate who contravenes the Examination Regulations and instructions, especially by unfair practices, as spelt out in Regulation 1.18above
- 3.2.6 In case of alleged examination irregularity, the invigilator shall require the candidate to sign an examination incident report and any other materials pertinent to the incident to confirm that they are his/hers. The invigilator also shall sign and submit to the Head of the Department the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.
- 3.2.7 The Head of the Department through the School Dean will submit a full written report on the incident to the Examinations Committee.
- 3.2.8 The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

3.3 At the End of Examination

- 3.3.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- 3.3.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- 3.3.3 Candidates shall sign the Examination Attendance Sheet when they turn in their script.
- 3.3.4 Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.

4 COMMON ACADEMIC REGULATIONS

4.1 Introduction

The common academic regulations cover Appeals, Grading System, Certificates and Transcripts, Carry over Courses, Graduation Requirements, and Common Courses.

4.2 Appeals against Academic Decisions

4.2.1 Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall first be lodged with the appellant's Faculty Dean, who shall forward it to Senate with the Faculty Board's observations and recommendations. The appeal by the student should be submitted within seven (7) days from the day the results were posted or a decision was communicated to the affected student. The decision of Senate shall be final.

4.2.2 In case of examinations, the Board of Examiner's recommendation shall be final except where well-authenticated claim for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, findings and observations to the Examinations Committee for detailed discussion. It makes recommendation to the Senate, whose decision shall be final

4.2.3 A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the Department in which the course was offered. The application should be made not less than one week after the release of the examination grades by Corporate Counsel or the individual instructor. A valid justification for the request must be given in writing. The Head of the Department and members of the faculty will then review the case to see if remarking is warranted. An examiner other than the one who initially marked the script will remark the paper. The grade after remarking the paper will be final regardless of whether it is lower or the same as the first grade. The student may not request for a second remarking of the same script. The grade will be communicated to the student by the Corporate Counsel or the head of the Department.

4.2.4 No appeal whatsoever pertaining to the conduct of any University examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged with the appropriate University authorities within seven days of the date of publication of the results by or under the authority of the Senate.

4.2.5 All appeals regarding semester examination should be accompanied by a fee of five thousand shillings (Tshs. 5000/=) for Diploma students for each course, and of ten thousand shillings (Tshs. 10,000/=) for undergraduate and postgraduate students. The fee is non-refundable.

4.3 Grading System

As appears under the specific regulations for each programme

4.4 Publication of Examination Results

The Deputy Vice chancellor for Academic Affairs may, after the School Board meeting, publish the examination results provisionally subject to confirmation of the results by the Senate upon the recommendation of the School Board

4.5 Withholding or Cancellation of Results

4.5.1 The Senate may, where a candidate has failed to fulfill a fundamental contractual or legal obligation with CUHAS or a breach of the same e.g. not paying fees or outstanding dues or where is dishonesty or fraud, bar him or her from doing examination or withhold examination results until he/she discharges the obligation or is exonerated from the wrong.

4.5.2 The Senate may cancel results of student(s) where there is evidence of fraud or examination leakage.

4.6 Graduation

With the approval of the Senate, students who complete and fulfill the requirements of the programme will graduate in the Saturday of the third week of November. Graduation attire will be hired for three days at twenty thousand shillings (50,000/=) for degree and fifteen thousand shillings (30,000/=) for diploma graduands. Any late return of the graduation attire shall be charged at ten thousand shillings (10,000/=) a day.

4.7 Certificates and Academic Transcripts

Persons applying to the Deputy Vice Chancellor for Academic Affairs for academic transcript shall be charged a fee of 10,000/=Tshs. A clearance form from the Bursar's office must be submitted along with a passport size photograph for preparation of transcripts.

4.8 Loss of Certificates

The University may issue another copy in case of loss or destruction of the original certificated on condition that:

- (i) The applicant produces a sworn affidavit testifying to the loss or destruction
- (ii) The applicant must produce evidence that the loss has been adequately publicly announced
- (iii) The replacement certificate will not be issued until 12 months from the date of loss.
- (iv) A fee of Tshs 20,000/= shall be charged for the copy of the certificate issued.

4.9 Carry over courses

Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year by fulfilling all the requirements of the course. Carryover of elective courses will be allowed only in exceptional circumstances, normally only when those units are needed to comply with regulations. All carried over courses shall be cleared within the allowable maximum period of registration;

otherwise the student is discontinued from studies. The maximum period of registration is as specified under the specific programmes.

5 EXAMINATION REGULATIONS FOR THE MD PROGRAMME

The General University Examination Regulations Also Apply

5.1 General Regulations for the MD Programme

- 5.1.1 The MD programme is a 10 semester programme and the maximum allowable period for registration shall be 14 semesters.
- 5.1.2 Registration of full time students shall be done yearly at the beginning of each academic audit year.
- 5.1.3 For every course taught there shall be at least one continuous assessment examination and an end of semester university examination. The continuous assessment shall constitute 50% of the end of semester examination grade.
- 5.1.4 A candidate who obtains a C grade or higher in all courses examined in an audit year shall be declared to have passed the examination and will be allowed to proceed to the next year of study.
- 5.1.5 A candidate who for compelling reasons does not appear for any regular examination wholly or partly shall be allowed by Senate to sit for special examination as first sitting on the recommendation of School/Institute and Academic Committee.
- 5.1.6 A candidate who fails in one or more subjects shall be allowed to sit for a supplementary examination during the long vacation if he/she obtained an overall GPA of 1.6 or higher.
- 5.1.7 A candidate who obtains an overall GPA of 1.5 at the end of an audit year shall be allowed to repeat a year.
- 5.1.8 A candidate who obtains an overall GPA of less than 1.5 at the end of an audit year shall be discontinued from studies.
- 5.1.9 A candidate who fails the first supplementary shall be allowed to proceed to the next year of study and sit for a second supplementary provided he/she obtains an overall GPA of 1.8 or higher.
- 5.1.10 A candidate who fails the first supplementary with an overall GPA of less than 1.8 shall be discontinued from studies.
- 5.1.11 Students failing two consecutive Supplementary Examinations in the same subject will automatically be required to Re-take the Course
- 5.1.12 Students Re-taking Courses will not pair them with other concurrent courses in the same semester, but will concentrate on re-take courses only.

- 5.1.13 Re-take involves registration and paying appropriate course/subject fees
- 5.1.14 There will be no supplementary examination in a respective subject after re-take. A candidate who fails a course after re-take means automatic discontinuation from the University.
- 5.1.15 The highest grade a candidate can obtain after a supplementary examination or after re-take or repeating a year in academic grounds shall be a "C" in the respective subject(s).

5.2 Examination regulations specific to MD in the Clinical Year

- 5.2.1 No candidate shall be allowed to proceed to the clinical year of study unless and until he/she has passed all professional basic science courses.
- 5.2.2 A candidate will be required to pass the junior rotation before he/she can proceed to the senior rotation.
- 5.2.3 At the end of a junior rotation, candidates shall sit for an examination, a clinical component of which will constitute 40% of the final clinical examination.
- 5.2.4 The candidate will be considered to have passed his clinical rotation if he will have demonstrated in the course of the rotation that;
 - 5.2.4.1 Has acquired a satisfactory level of clinical skills in eliciting a history and physical findings from a patient.
 - 5.2.4.2 Has clerked the required number of patients and submitted detailed write-up of the history, physical findings, lab results and a plan of management of each patient for evaluation.
 - 5.2.4.3 Has followed closely the patient's daily progress,
 - 5.2.4.4 Observe and assisted or executed the prescribed number of procedures
 - 5.2.4.5 Has passed an end of junior rotation examination.
- 5.2.5 A candidate who fails the junior clinical rotation shall be required to do a supplementary rotation of not less than 4 weeks in the failed rotation during the long vacation, provided that the maximum tenure of the MD program of 14 semesters is not exceeded.
- 5.2.6 At the end of the senior rotation the candidate will appear for a final examination comprising of a **written, clinical and oral** components;
- 5.2.7 A candidate will not pass the final examination in any clinical subject unless and until he/she has passed the clinical part, which will consist of 40% clinical continuous assessment and 60% of the final clinical examination.

- 5.2.8 A candidate failing the end of the year examination will be required to sit for a supplementary examination after repeating the senior rotation in the respective subject(s).
- 5.2.9 A candidate in the final year failing a supplementary examination after he/she has attended all prescribed courses shall sit for a second supplementary at the next opportunity of the same course.
- 5.2.10 A student shall be awarded the MD degree after passing all prescribed courses including an Elective Field Project.
- 5.2.11 The MD degree shall not be classified
- 5.2.12 **The grading system shall be as follows:**

Numeric Mark	Letter Grade	GPA
75-100	A	4.4 - 5.0
70-74	B⁺	3.5 - 4.3
60-69	B	2.7 - 3.4
50-59	C	2.0 - 2.6
45-49	D	1.5 - 1.9
< 44	E	0.0 - 1.4