



ZANZIBAR UNIVERSITY

EXAMINATION REGULATIONS

OCTOBER 2022

9.0. GENERAL UNIVERSITY EXAMINATION REGULATIONS.

The University shall have two types of examinations, namely, entrance examinations and University examinations.

9.1. Entrance Examinations

Candidates who meet the University minimum admission requirements may be required to sit for entrance examination before they are admitted. The examination is divided into two parts: -

Part One: This is a three-hour paper consisting of two sections, whereby candidates are required to answer all questions:

Section I: English Language (grammar, structure and comprehension)

Section II: Logical Reasoning Test (including simple arithmetic)

Part Two: This paper contains questions from A Level or equivalent subjects. Candidates are required to answer questions from three sections of their choice provided they make a Form VI subject combination.

9.2. University Examinations

- (i) These are all examinations, tests, quizzes, class and laboratory assignments, clinical practices, seminar presentations, oral, viva voce and other forms of examinations administered to candidates registered at the University as full time, or short term students. In some cases, occasional students may be exempted from doing examinations.
- (ii) Each module shall be assessed in two (2) parts, course work and end of semester examination.

9.2.1. Course Registration

- (i) Registration by a candidate and payment to the University of all required prescribed fees for the University shall be deemed as adequate registration for the requisite examinations in the particular study.
- (ii) Registration for the course shall be 14 days at the beginning of every semester.

- (iii) Subject to the approval by the Faculty or Institute, Department shall make such internal examination regulations as necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree.

9.2.2. Course Work Requirements

- (i) The course work for postgraduate programmes shall contribute 50% of the total marks.
- (ii) The course work shall contribute 30% of the total marks for all undergraduate programmes except Engineering, Sciences, and Health and Allied Sciences that will be 40%.
- (iii) The course work shall contribute 30% of the total marks for all non-degree programmes except those determine by NACTE, TCU and National Boards.
- (iv) The coursework contribution for occasional students shall be determined by rule (i), (ii) and (iii) above (University examination).
- (v) A student who does not have course work results shall not be allowed to sit for the final examination in that module.

9.2.3. Coursework Component

- (i) The coursework shall include: - Assignments, Quizzes, Tests, Laboratory practical, group work presentation and Project Paper.
- (ii) All coursework submitted for assessment should be of original nature, rather unique, and differs significantly from the conventional work of other students. All reference materials used must be shown and acknowledged accordingly.
- (iii) The coursework component of each course shall carry 50, 40, and 30 percent of the total final marks and the final semester examination shall carry 50, 60, and 70 percent of the overall total final examination marks as specified by respective programme.

9.3. Evaluation for the Ph.D. Programmes by Thesis

- (i) A candidate in a Ph.D. by Thesis degree programme shall be required to make at least three seminar presentations, one during the proposal writing stage and the other two during the thesis stage before examination.
- (ii) At least one independent internal examiner and two external examiners shall examine the thesis.
- (iii) The final examination shall include a viva voce session composed of a panel of at least five examiners including two external examiners
- (iv) For a doctorate degree, the viva voce panel shall include at least one member from the profession involved.
- (v) For a candidate to qualify for the Ph.D. award a minimum of six semesters with 540 credits shall be required accumulated as spelt out in the University regulations pertaining to postgraduate studies as guided by the credit system provided in the UQF.
- (vi) Zanzibar University shall establish a credit accumulation system for students pursuing a Ph.D. degree programme by thesis, which shall be set by the Commission in the process of accrediting the programme.
- (vii) For a candidate to qualify for the Ph.D. award he/she shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her thesis and the journal shall be acceptable or recognizable by the Zanzibar University.

9.4. Evaluation for the Master Programme by Coursework

- (i) Every student pursuing a Master degree program by Coursework shall be assessed during each semester.
- (ii) There shall be final semester examinations at the end of every academic semester. Each registered postgraduate student shall be required to sit for examinations for all courses offered during the semester.
- (iii) The assessment of academic performance shall be both in coursework and final semester examinations in every subject offered and taught during the semester.
- (iv) A candidate shall be declared to have passed the examination if he/she scores a total

of coursework mark and final examination mark of 50 percent or more for every subject examined.

- (v) For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall produce at least one draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, the journal being acceptable or recognizable by the Zanzibar University.

9.5. Evaluation for the Master Programme by Thesis

Candidates enrolled in a Master's Degree by thesis shall be required to observe the following procedures:

- i. Develop a research proposal and present it for review within four months after registration before the Faculty's Postgraduate Studies Committee.
- ii. The Proposal so developed shall conform to the ZU thesis/dissertation preparation manual on the writing of Research Proposal. The proposal should not exceed 25 pages in length, typed in 12-point font (Times New Roman) and have double-spaced lines.
- iii. On receipt of the Research proposal, the Chairperson of the Faculty Postgraduate Committee shall distribute copies of the proposal to members of the Committee for scrutiny at least seven days before the date of the seminar presentation.
- iv. The candidate shall be called to present his/her Research Proposal before the Postgraduate Studies Committee.
- v. On the date of presentation, the candidate shall be allowed 30 minutes of presentation followed by 45 minutes of questions and answers.
- vi. If satisfied with the Proposal's quality, the faculty shall submit the proposal to the Postgraduate Studies Committee.
- vii. If satisfied with the quality of the Proposal the School's/Institute's/College's Postgraduate Studies, Research and Publications Committee shall subsequently approve the proposals and report to the Senate Postgraduate Studies Committee for noting.
- viii. Research proposals of a candidate for Master's degree by thesis must be submitted to the Faculty Postgraduate Studies, Research and Publications Committee and approved within six months from the date of formal registration. Candidates shall pay to ZU a fee for each monthly extension beyond the six months as the Council may from time to time prescribe.

- ix. The duration of the study for a candidate of Master's degree by thesis, shall be two years for full-time candidates and three years for part-time candidates.
- x. A candidate registered for Master's degree by thesis, may on the recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to his/her field of study.
- xi. For a candidate to qualify for an award of a Master by research and thesis degree he/she shall accumulate a minimum of 180 credits and shall have submitted at least two paper manuscripts based on his/her research submitted to a peer reviewed journal and the journal shall be acceptable or recognizable by the Zanzibar University.

9.6. Eligibility for End of Semester Examinations

- (i) No candidate shall be allowed to sit for any examination in any subject unless the candidate has fully completed all the requirements of the coursework component.
- (ii) Candidate should have a minimum attendance of 75 percent.
- (iii) Where a candidate who is not eligible for examination enters into the examination room and sits for the paper shall be deemed to have committed examination irregularity and be discontinued.
- (iv) A candidate who has not completed any part of the coursework in a course for genuine reasons will be required to repeat any part of the coursework missed at least two weeks before sitting for that examination.
- (v) For Health and Allied Sciences programme student must score at least 50 percent of coursework component.

9.7. Oral Examinations

- (i) A candidate, at any examination, may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- (ii) When Oral Examination is applicable, the percentages of the total marks awarded shall be as follows: written examination marks 50 percent, practical examination marks 30 percent and oral examination marks 20 percent. Otherwise, the Senate, on the recommendation of the appropriate Faculty Board or Institutes shall determine

the distribution.

9.8. End of Semester Examinations

- (i) End of semester examination shall constitute either 70 percent or 60 percent or 50 percent of the overall total of final examinations marks depending upon the contribution of the coursework component.
- (ii) Except for the programmes in Health and Allied Sciences and postgraduate where pass mark is 50 percent, pass mark for all other programmes shall be 40 percent comprising of both coursework and final examination marks.

9.9. Absence from Examinations

A candidate who absents himself/herself from an examination without genuine reasons shall be discontinued from studies on grounds of abscondment.

9.10. Examination Moderation and Marking

- (i) Every University examination for non-degree, undergraduate and postgraduate programmes may be internally moderated by moderators appointed by Chief examination officer before being externally moderated.
- (ii) After internal moderation, all examinations shall be externally moderated by external examiners appointed from the approved list of University's external examiners.
- (iii) The University examinations answer scripts shall be both internally and externally marked.
- (iv) Both internal and external examiners shall be entitled to such honoraria as the Council shall prescribe.

9.11. Conduct of Examinations

- (i) University examinations shall be conducted under the control of the DVC (Academic).
- (ii) Subject to approval by the Senate, the Office of the DVC (Academic) shall have powers to issue instructions, notes and guidelines to candidates, invigilators, and examiners.
- (iii) All examinations shall be held at a time to be determined by the Senate, which shall

normally be at the end of each semester, subject to such exceptions as Senate may allow.

- (iv) There shall be first sitting/supplementary examinations at the end of each academic year.
- (v) There shall be first sitting/supplementary examinations at the end of each semester for students of Diploma in Nursing and Midwifery.
- (vi) A Postgraduate student shall pay 150,000 TZS per module for management of Supplementary Examination
- (vii) Undergraduate and Non-Degree students shall pay 130,000 TZS per module for management of Supplementary Examination
- (viii) Fees for Management of Supplementary examination shall be payable one week before the Supplementary Examinations start.
- (ix) Every Instructor shall be required to set two sets of Examinations to cater for both First sitting and Supplementary Examinations
- (x) Honorarium of 50% of fees paid by students for setting and marking supplementary Examinations shall be paid to Instructors for setting and marking of Supplementary Examinations.

9.12. Instructions to Candidates

The following instructions shall be read together with other University regulations governing the conduct of examinations: -

- (i) Candidates are encouraged to go to toilets before examinations start. Later on, during examination, if it is extremely necessary for a candidate to go to a toilet, he/she shall be accompanied by an invigilator;
- (ii) All candidates should have their examination ticket and valid University Identity card which shall be availed to the supervisor/invigilator for inspection.
- (iii) Candidates shall read the examination timetable and report any discrepancies to the Examination Officer two weeks before the beginning of the Examinations.
- (iv) Candidates are required to know in advance where and at what time the examination will take place.

- (v) No candidates shall enter into the examination room unless they are told to do so by the Invigilator.
- (vi) The Invigilator shall allow candidates to enter into the examination room at least ten minutes before the examination begins.
- (vii) After being admitted into the examination room, candidates shall observe silence.
- (viii) Zanzibar University Dressing Code shall be observed in examination Room.
- (ix) Rough work shall be done at the end of the examination answer book and crossed.
- (x) If a candidate needs an additional answer book, she/he shall ask for it from the Invigilator.
- (xi) No books, papers, bags, mobile phone, radios, cassette players, computers and all other electronic devices, and any kind of unauthorized material shall be taken into the examination room.
- (xii) Each candidate shall have his/her own stationery, i.e. pen, pencil, eraser, ruler, etc. Sharing of any of the above-mentioned items is strictly prohibited.
- (xiii) Candidates may request the Invigilator to provide logarithmic tables, statutes, and/or any other material required for a particular examination.
- (xiv) Unauthorized materials printed or not shall not be allowed in the examination room. All answer papers to be used shall be supplied by the examination office.
- (xv) Once a candidate is found with unauthorized materials in the examination room, he/she shall be made to sign on the materials to confirm that they are his/hers.
- (xvi) Invigilator shall have the power to take away any book; manuscript, paper, electronic device or other unauthorized material brought into the examination room by a candidate.
- (xvii) The Supervisor/Invigilator may inspect any candidate at any time. This may include but not limited to body search.
- (xviii) Failure of the candidate to adhere to the Regulation Number 37.2.17 above shall constitute an offence.
- (xix) The invigilator shall have the power to expel any candidate who creates disturbance in the examination room.
- (xx) No candidate shall be allowed to enter into the examination room after lapse of thirty minutes from the commencement of the examination.

- (xxi) No candidate shall be allowed to leave the examination room during the first thirty minutes after the commencement of the examination.
- (xxii) All candidates should remain seated during the last 10 minutes before the end of the examination.
- (xxiii) No candidate shall be allowed to leave the examination room without permission from the Invigilator.
- (xxiv) At the end of the examination and on instruction from the Invigilator, candidates shall stop writing and remain seated until all examination scripts are collected and counted by the Invigilator.
- (xxv) Each and every candidate shall sign the attendance sheet before leaving the examination room.
- (xxvi) Candidates shall not leave the examination room until the Invigilator tells them to do so.
- (xxvii) Candidates are not allowed to take anything from the examination room unless they are instructed otherwise.
- (xxviii) If a candidate falls sick during the examination, he/she shall report the matter to the Invigilator, who shall allow him/her to see the University Nurse, Counsellor or Doctor for treatment.
- (xxix) A candidate who falls sick prior to the examination, and cannot sit for it, he/she shall have to produce to his/her faculty Dean a medical certificate from a clinic he/she has been treated, and the certificate shall have to be approved by the Zanzibar University doctor.
- (xxx) Examination rules shall be announced and attached to the appropriate notice boards.

9.13. Instructions to Invigilators

The invigilators are informed to follow the following procedures: -

9.13.1. Procedures before the Examinations

- (i) The Invigilator shall be present in the examination room at least twenty minutes before the commencement of the examination.
- (ii) If he/she finds some students in the examination room, he/she shall order them to vacate the room.
- (iii) Invigilators shall make sure that the University Examinations Officer provides them with the following items:
 - a) Question papers: Sealed envelopes containing question papers must be personally collected by each Invigilator from the

Examinations Officer at least thirty minutes before the examination.

- b) List of candidates required to sit for the examination;
 - c) Attendance sheet to be signed by each candidate;
 - d) Examination answer books;
 - e) Any other material needed for the examination (e.g. charts, log tables, statutes etc.).
- (iv) Invigilators shall announce that bags, books, attached cases, papers, electronic devices are not allowed in the examination room. For security of some items, the Invigilator may allow candidates to deposit them with him/her before the candidate is permitted to enter the examination room.
- (v) Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination. In case of a big class twenty minutes is recommended.
- (vi) Invigilators shall make sure that all candidates have taken their proper seats.
- (vii) After all candidates have seated, the Invigilator shall inspect the room to make sure that there is no unauthorized material.
- (viii) After everybody is seated the Invigilator shall:
- (a) Remind the candidates that unauthorized material is not allowed in the examination room;
 - (b) Distribute examination papers;
 - (c) Distribute examination answer books;
 - (d) Call attention to any instructions on the answer book and question papers questions if necessary;
 - (e) Announce time of the examination;
 - (f) Give candidates three to five minutes to read the examination paper and ask question if there is any;

- a. Tell the candidates to start writing the examination.

9.13.2. During the Examinations

- (i) Invigilators shall not admit any candidate to the examination room after thirty minutes from the commencement of the examination.
- (ii) Invigilators shall not allow any candidate to leave the examination room within the first thirty minutes of the examination.
- (iii) After the first thirty minutes the invigilator shall pass around the attendance sheet. She/he shall also note the total number of candidates present and collect examination papers and answer books from vacant seats.
- (iv) During the examination, the Invigilator shall make sure that candidates are provided with any additional requirements like papers, log tables, statutes, etc.
- (v) Candidates shall not be provided with rough papers but shall be allowed to do rough work at the end of their answer books and cross it.
- (vi) No candidate shall leave his/her seat during the examination without permission.
- (vii) In case of an examination irregularity, (especially cheating i.e. copying, communicating, or causing disturbance and any other unfair practice) the Invigilator shall call the attention of another Invigilator or any other staff member who is around to act as a witness, if available. Then the case shall be reported to the Examination Officer immediately.
- (viii) Once the Invigilator finds a candidate with unauthorized material, she/he shall make the candidate sign on the material to confirm that the material belongs to him or her. If the candidate refuses, that shall be another offense.
- (ix) Invigilators shall have the power to take away unauthorized material and order the candidate to leave the examination room if she/he creates disturbance.
- (x) In the case of Regulations (vii) and (viii) above, the candidate shall be informed that he/she has contravened The University Examination Regulations and that he/she shall be reported to the University Authorities, but she/he shall be allowed to continue with the examination.
- (xi) After the examination the Invigilator shall write a report on the incident and submit report and the confiscated material to the Examinations Officer.
- (xii) In case of an examination irregularity the Examinations Officer shall inform the DVC (Academic) who shall call the Examinations Committee to discuss the matter and

send recommendations to Senate. The accused student and other witnesses shall appear before the committee.

- (xiii) During the examination, the Invigilator shall move around the examination room as frequently as possible.

9.13.3. At the End of the Examinations

- (i) No candidate shall be allowed to leave the examination room before their scripts and Examination Question papers. However, candidates wishing to leave before the end of the examination shall be permitted to do so after handing over their examination scripts and Question papers.
- (ii) At the end of the examination period the Invigilator shall ask students to stop writing and then collect all scripts.
- (iii) Invigilator shall count the examination scripts and Examination Questions papers and compare them to the attendance sheet. This is to ensure that all scripts and Questions papers have been collected.
- (iv) Invigilators shall sign the attendance sheet before they hand over the scripts to Examination Officer.
- (v) The Examination Officer or his representative, who shall also be present during the examination, shall counter check the number of scripts and countersign the attendance sheet.
- (vi) Invigilators shall hand over all extra examination papers and answer books to the Examinations Officer.
- (vii) In case of illness of a candidate the Invigilator shall report the incident immediately to the Examinations Officer or his representative.

9.14. Examination Irregularities

- (i) An examination irregularity includes: -
 - (a) Unauthorized absence of the candidate from or presence in the examination room;

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- The logo of Zanzibar University is a circular emblem. It features a central shield with a green and white design, possibly representing a map or a traditional symbol. The shield is surrounded by a wreath. The words "ZANZIBAR UNIVERSITY" are written in a circular path around the central shield.
- (b) Possession of unauthorized materials either during examination or after examination before leaving exam room by a candidate or non-candidate;
 - (c) Copying, communicating or causing disturbance and any other unfair practice in or near any examination room;
 - (d) Cheating during examination time; and
 - (e) Failure of the candidate to adhere to regulation number 9.14 (ii) (b)
 - (ii) In this regulation:
 - (a) “Unauthorized materials” include: -
 1. Unauthorized painting;
 2. Unauthorized hand-written or printed materials;
 3. Any unauthorized part of university answer script;
 4. Whole or part of unauthorized examination paper;
 5. Unauthorized electronic devices; and
 6. Any other suspicious circumstances and material specified from time to time by the University Senate.
 - (b) “Unauthorized absence from examination room” includes: -
 1. Going out of the examination room by a candidate, temporarily; or otherwise without permission from invigilator;
 2. Staying outside the examination room for unduly long period without permission from the invigilator.
 - (c) “Unauthorized presence in the examination room” includes entering into examination room by a non-candidate, temporarily or otherwise, pretending to be a candidate who is supposed to write that specific examination.
 - (d) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of examination irregularity. It is an activity that is intended to gain unfair academic advantage through:
 1. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others;

2. Using any device, implement, or other form of study aid during an examination, quiz, test, project, laboratory experiment, or any other academic exercise without the academic member of staff permission; and
3. Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by instructors as part of any academic exercise.

9.15. Procedure of Managing Examination Irregularities

- (i) All cases of alleged examination irregularities shall be referred to the Senate Examinations Committee through the Examinations Officer.
- (ii) The procedure for handling examination irregularities shall be as follows: -
 - (a) A candidate found cheating shall have his/her materials confiscated, but will be allowed to continue doing the examination.
 - (b) The candidate concerned shall sign unauthorized materials where applicable and both the invigilator and candidate shall fill the Examination Cheating Form.
 - (c) The case shall be reported to the Senate Examinations Committee.
 - (d) Senate Examinations Committee shall have power of summoning students and members of staff when it deems necessary.
 - (e) Senate Examinations Committee shall submit a report of its findings and recommendations to the Senate based on the gravity of the examination irregularity.
 - (f) A candidate or student found guilty of any examination irregularity shall be liable to punishment herein provided.

9.16. Penalties

- (i) The Senate may impose one or more of the following penalties: -
 - (a) Reprimand;
 - (c) Cancellation of the relevant examination results;
 - (d) Suspension/freezing from studies;
 - (e) Cancellation of University sponsorship; and

(f) Discontinuation.

- (ii) Notwithstanding the above provisions, the Senate may impose such penalty/penalties on a candidate found guilty of committing an examination irregularity, depending on the gravity of the facts or circumstances of the case as the Senate may deem appropriate.

10.0. APPROVAL OF EXAMINATION RESULTS

The Faculty or Institute Board shall release provisional examination results at the end of each semester. These results are subject to approval of the Senate.

10.1. Appeals

- (i) Any student not satisfied by the decision of the Senate has a right to appeal.
- (ii) The appeal can be processed only for students who fulfilled financial obligation to the University.
- (iii) Any appeal must be lodged to the Deputy Vice Chancellor for Academic Affairs through the relevant Faculty or Institute Board.
- (iv) An appeal pertaining to the conduct of any Faculty or Institute's examinations and marking scripts must be lodged in accordance with these regulations within thirty (30) days from the date of approval of the results by the Senate.
- (v) Any member of the appellant's Faculty or Institute, who participated in the making of the decision against which the appeal is lodged, shall not have a voting right in the Senate over such an appeal.

10.2. Appeal Fee

All appeals shall be accompanied by a receipt of the appeal fee to be determined from time to time by the Senate.

11.0. PRESERVATION OF SCRIPTS

The University shall preserve the student's scripts for the purpose of reference for a period of not less than three years.

12.0. PROGRESSION

- (i) Normal progress shall occur when a student has passed all the courses required for each academic year.
- (ii) A postgraduate student who fails some of the courses, but his/her annual CGPA is at least 2.70 in a given academic year shall be allowed to proceed from one year to another provided that the annual CGPA is at least 3.0 after considering the supplementary examinations results.
- (iii) An undergraduate student who fails some of the courses, but his/her annual CGPA is at least 1.80 in a given academic year shall be allowed to proceed from one year to another provided that the annual CGPA is at least 2.0 after considering the supplementary examinations results.
- (iv) Diploma student who fails some of the courses, but his/her annual CGPA is at least 1.80 in a given academic year shall be allowed to proceed from one year to another provided that the annual CGPA is at least 2.0 after considering the supplementary examinations results.
- (v) A student of Diploma in Nursing and Midwifery who fails some of the courses, but his/her semester GPA is at least 2.0 in a given academic semester and shall be allowed to proceed from one Semester to another.

13.0. FIRST SITTING/SUPPLEMENTARY EXAMINATIONS

- (i) First sitting and supplementary examinations shall be conducted at the end of each academic year.
- (ii) For Diploma in Nursing and Midwifery student first sitting and supplementary examinations shall be conducted at the end of each academic semester.
- (iii) The following are the conditions for first sitting and supplementary examinations: -
 - a) A candidate who fails some of the courses, but his/her annual CGPA is at least 2.70 (postgraduate), 1.80 (undergraduate and diploma), and 1.60 (certificate) in a given academic year, shall be allowed to sit for supplementary examinations in the failed courses.
 - b) A candidate who for any genuine reason was unable to sit for final examination may be allowed to write the first sitting examination.

- (iv) First year and continuing students who were unable to sit for the first sitting/supplementary examinations for any genuine reasons may be allowed to sit for the special first sitting/supplementary at the time to be determined by the Senate.
- (v) For special first sitting /supplementary the applicant shall be responsible for cost of conduct of the examination.

14.0. REPEATING A YEAR

- (i) A continuing student whose annual CGPA is less than 2.70 (postgraduate), 1.80 (undergraduate and diploma) may be allowed to repeat a year provided that his/her overall CGPA is at least 3.0 (postgraduate) and 2.0 (undergraduate and diploma).
- (ii) The regulations (i) above shall not apply to first year (undergraduate), Certificate and pre-university students.
- (iii) When a number of the failed courses after supplementary examinations is equal or above the semester load shall be required to repeat a year regardless of his/her annual CGPA.

15.0. CARRY OVER

- (i) A first year/continuing student who fails to clear some courses after supplementary shall be allowed to carryover the failed courses provided that his/her annual CGPA is at least 3.0 for Postgraduate and 2.0 for other programmes.
- (ii) Finalists who fail supplementary examinations may be allowed to carryover the failed courses when next offered.
- (iii) When a number of the failed courses, after supplementary examinations is below semester load a student shall be required to carryover the failed courses provided that his/her annual CGPA is at least 3.0 for Postgraduate, and 2.0 for other programmes.
- (iv) A candidate required to carryover courses shall have to clear them within the next academic year otherwise he / she will be discontinued from the study on academic ground.

- (v) A carried over subject shall be considered as first sitting course such that a candidate: -
- a) has to pay for each carried over module as prescribed by the Senate from time to time
 - b) has to attend all the prescribed lectures, tutorials, clinical or practical sessions, and fieldwork in that course;
 - c) has to satisfy all the requirements for the coursework component of that course;
 - d) has to sit for the end of semester examination in that course; and
 - e) can score up to a maximum possible grade.

16.0. DISCONTINUATION FROM STUDIES

A student shall be discontinued from studies on one or more of the following bases: -

- (i) If a first-year student fails to score an annual GPA of at least 2.70 for postgraduate, 1.80 for undergraduate and diploma, and 1.60 for Certificate before supplementary;
- (ii) If a student of Diploma in Nursing and Midwifery fails to score a semester GPA of at least 2.0 before supplementary
- (iii) For a student of degree in Nursing fails to score an annual GPA of at least 2.0 before supplementary
- (iii) If a student fails to obtain an annual GPA of 3.0 for postgraduate, and 2.0 for other programmes after supplementary examination results and his/her overall CGPA is below 3.0 for postgraduate, and 2.0 for other programmes;
- (iv) If a repeating student failed to obtain annual GPA of 3.0 for postgraduate and 2.0 for other programmes before supplementary examinations;
- (v) If a student overstay on an academic programme for more than two years;
- (vi) If a student absconds or fails to sit for any examination without a justifiable reason;
- (vii) If a student fails to resume studies after any postponement/freezing he/she had been allowed;
- (viii) If a student is found guilty of examination irregularity;
- (ix) If a student breaches University regulations;
- (x) If a student breaches immigration regulation and
- (xi) if a student fails to clear a carried over course(s) within a stipulated period

17.0. CONCEDED PASS

A “Conceded Pass” is a pass granted for only one course in which a final year candidate, class representative, ZANUSO leader, or a student who has represented and tried to boost the image of the University is within five marks to a pass mark of the final aggregate mark.

17.1. Procedure of Managing Conceded Pass

- (i) Conceded Passes are granted at the discretion of the Faculty or Institute Boards.
- (ii) The Board shall during the time of consideration of examination results, identify the students eligible for conceded pass.

17.2. Eligibility of a Conceded Pass

- (i) A conceded pass shall be granted under the following conditions:
- ii) A candidate must be a final year student, an active class representative, an active member of ZANUSO government, a student who has represented and tried to boost the image of the University. AND
- (iii) If the final mark in a course is within five marks to a pass mark of the final aggregate mark. AND
- (iv) The candidate’s cumulative grade point average (CGPA) will be at least 2.70 (postgraduate), 1.80 (undergraduate and diploma), and 1.60 (Certificate) when conceded pass is included.

18.0. DEGREE AWARDS

18.1. Honors Degree

A degree with honors shall be given to any undergraduate candidate who has an overall CGPA of 3.5 and above and who has never supplemented in any examination and has never committed any examination irregularities or breach of any University rules throughout his/her studies.

18.2. Aegrotat Degree

A candidate who has completed a course of study, but he/she has been absent from the final examination of one course due to serious illness, may apply to the University for the award of an Aegrotat degree in accordance with the following regulations: -

- (i) A candidate who has completed all the continuous assessment of written assignments, tests, field research, projects and a portion of final examination as determined by the Faculty or Institute Board is eligible to apply for an Aegrotat Degree of the Zanzibar University;
- (ii) Application from or on behalf of the candidate should reach the office of the DVC (Academic) through Faculty or Institute within the period of examination or later when the candidate finds he/she cannot continue with the examination under various provisions allowed. The application should also be accompanied with a report from a registered Medical Practitioner and verified by the Zanzibar University Medical Personnel.
- (iii) An Aegrotat degree candidate is not eligible for the award of an honours degree.

18.3. Honorary Degree

- (i) An honorary degree of the Zanzibar University is the degree of Doctor honoris causa.
- (ii) The award may be granted in accordance with relevant provisions of the Zanzibar University Senate, with the approval of the Chancellor, to confer upon any person who has rendered distinguished service in the advancement of any branch of learning and contributed much to the growth and prosperity of humanity.
- (iii) The following Honorary Degrees may be conferred by the Zanzibar University: -
 - a) Doctor of Laws (LLD);
 - b) Doctor of Letters (D.Litt);
 - c) Doctor of Science (D.Sc.);
 - d) Doctor of Education (Ed.D).

18.4. Post-Humous Degrees or Diplomas or Certificates

A post-humous Degree or Diploma or Certificate shall be conferred to a Zanzibar University student, who completed all requirements of the programme of study, but died before graduation.

19.0. CALCUALTION OF THE COMMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by: -

- (i) Multiplying the grade point obtained in each course by the credit units assigned to the course to arrive at the weighted score for the course.
- (ii) Adding together the weighted scores for all the courses taken up to that time to obtain total grade points for the courses.
- (iii) Dividing the total grade points for all courses by the total number of credit units taken up to that time as expressed in the equation below: -

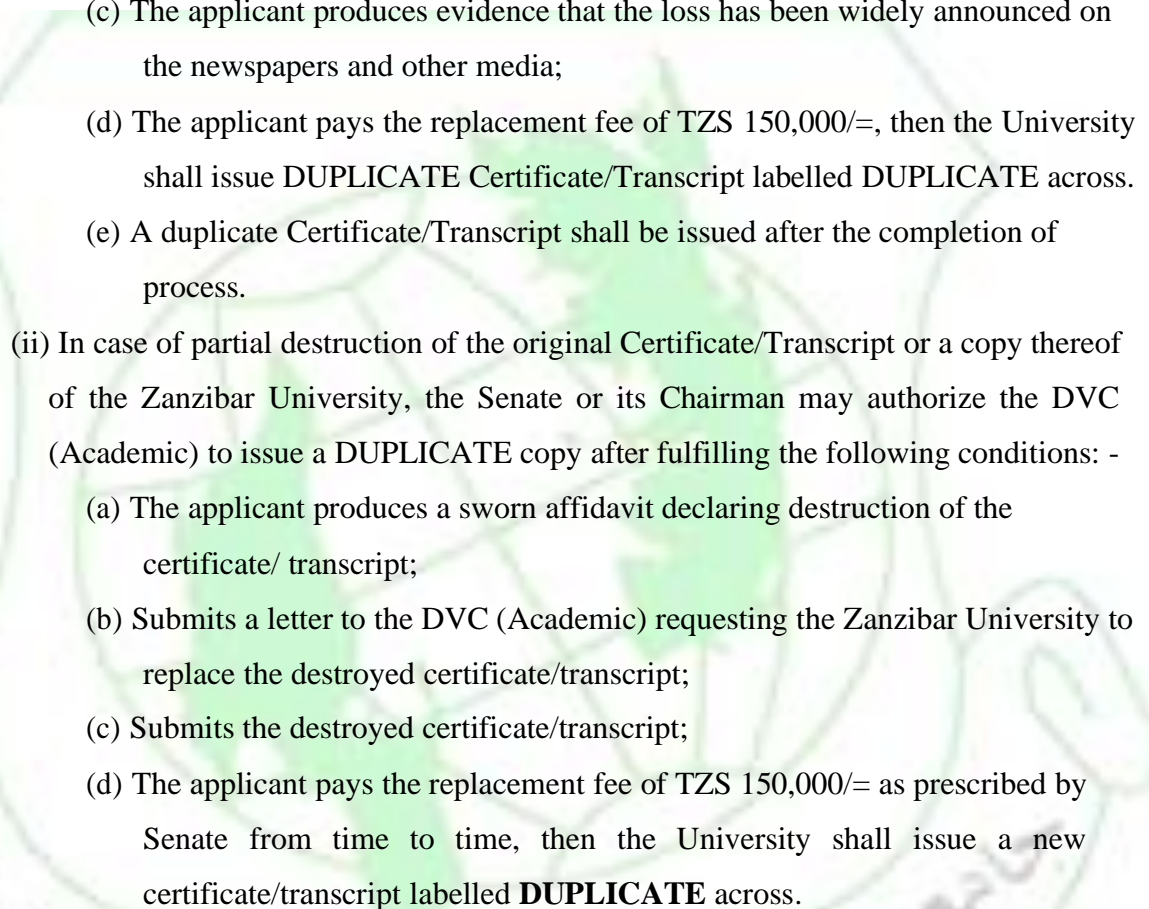
$$CGPA = \frac{\text{Total grade points for all courses}}{\text{Total number of credit units}}$$

20.0. CERTIFICATES AND TRANSCRIPTS

- (i) The Zanzibar University Certificates shall carry special features as prescribed in the University Charter and TCU/NACTE. Original Certificates and Transcripts shall be issued to graduates upon successful completion of their programme.
- (ii) The DVC (Academic) certify copies of certificates and Transcripts as true copies of the original.
- (iii) A final year student requiring an academic transcript shall fill a clearance form to the Faculty or Institute for the preparation of transcript.
- (iv) A graduate who requires certified copies of original academic document shall pay a fee of TZS 5,000/-.
- (v) A fee of TZS 10,000/- as the Senate may from time to time prescribe, shall be charged for certifying up to five copies of Academic Documents.
- (vi) Graduate who delayed to collect certificate/transcript after completion of study for more than one year is liable for a fine to be determine by the senate.

20.1. Loss of Certificate/Transcript

- (i) In case of loss of the original Certificate/Transcript or a copy thereof of the Zanzibar University, the Senate or its Chairman may authorize the DVC (Academic) to issue a DUPLICATE copy after fulfilling the following conditions: -

- 
- (a) The applicant produces a sworn affidavit declaring the loss of the certificate/transcript;
- (b) The applicant produces evidence that the loss has been reported to applicant's nearest Police Station;
- (c) The applicant produces evidence that the loss has been widely announced on the newspapers and other media;
- (d) The applicant pays the replacement fee of TZS 150,000/=, then the University shall issue **DUPLICATE** Certificate/Transcript labelled **DUPLICATE** across.
- (e) A duplicate Certificate/Transcript shall be issued after the completion of process.
- (ii) In case of partial destruction of the original Certificate/Transcript or a copy thereof of the Zanzibar University, the Senate or its Chairman may authorize the DVC (Academic) to issue a **DUPLICATE** copy after fulfilling the following conditions: -
- (a) The applicant produces a sworn affidavit declaring destruction of the certificate/ transcript;
- (b) Submits a letter to the DVC (Academic) requesting the Zanzibar University to replace the destroyed certificate/transcript;
- (c) Submits the destroyed certificate/transcript;
- (d) The applicant pays the replacement fee of TZS 150,000/= as prescribed by Senate from time to time, then the University shall issue a new certificate/transcript labelled **DUPLICATE** across.

21.0. PAYMENT OF FEES

- (i) Fees may be paid in two instalments, an instalment being due at the beginning of each semester prior to registration and two weeks before University Examination.
- (ii) Fees paid for the semester partially or fully studied are not refundable.
- (iii) Students are required to produce evidence of sponsorship otherwise they will be required to pay full tuition and University fees.
- (iv) Students who have not registered shall not be allowed to attend any classes.
- (v) Any candidate who owes the University as a result of non-payment of any part of university fee shall not be allowed to graduate.

- (vi) A candidate who owes the University shall not be issued with an academic transcript, certificate, statement of results or any other academic document.

22.0. GRADING SYSTEM

- (i) The University applies the following grading System.

Table 1: Grading System for Postgraduate Programmes

Letter Grade	Point Value	Percentage Range	Remarks
A	5	70-100	Excellent
B+	4	60-69	Very Good
B	3	50-59	Good
C	2	40-49	Fail
D	1	0-39	Absolute Fail

Table 1.1: Classification of Postgraduate award

Class	Grade	Grade Point Range
First Class	A	4.5 – 5.0
Second Class	B+	4.0 – 4.4
Pass	B	3.0 – 3.9

22.1. Classification of Postgraduate Degrees and Postgraduate Diplomas

- (i) Ph.D degrees shall not be classified.
- (ii) Master degrees shall be classified as PASS with First Class (70+) or PASS (Less than 60).
- (iii) Postgraduate Diplomas shall be classified as; Distinction 4.0 – 5.0 or Credit.3.0 – 3.9 or Pass 2.0 – 2.9 (GPA).

Table 2: Grading System for Undergraduate Programmes excluding Nursing and Counselling Psychology

Letter Grade	Point Value	Percentage Range	Remarks
A	5	70-100	Excellent
B+	4	60-69	Very Good
B	3	50-59	Good
C	2	40-49	Fair/Satisfactory (Pass)
D	1	30-39	Fail
E	0	0-29	Absolute Fail

Table 3: Grading System for Undergraduate (Nursing and Counselling Psychology) Programme

Letter Grade	Point Value	Percentage Range	Remarks
A	5	75-100	Excellent
B+	4	70-74	Very Good
B	3	60-69	Good
C	2	50-59	Fair/Satisfactory (Pass)
D	1	40-49	Fail
E	0	0-39	Absolute Fail

Table 4: Classification of Undergraduate award

Class	Grade Point Range
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6

Table 5: Grading System of Diploma Programmes

Letter Grade	Point Value	Percentage Range	Remarks
A	5	75-100	Excellent
B+	4	65-74	Very Good
B	3	55-64	Good
C	2	45-54	Average
D	1	35-44	Poor
F	0	0-34	Fail

Table 6: Grading System for Diploma in Nursing and Midwifery First and Second Year

Letter Grade	Point Value	Percentage Range	Remarks
A	4	80-100	Excellent
B	3	65-79	Good
C	2	50-64	Satisfactory
D	1	40-49	Below Average
F	0	0-39	Poor

Table 7: Grading System for Diploma in Nursing Midwifery Third Year

Letter Grade	Point Value	Percentage Range	Remarks
A	5	75 – 100	Excellent
B+	4	70 – 74	Very Good
B	3	60 – 69	Good
C	2	50 – 59	Satisfactory
D	1	40 – 49	Below Average
F	0	0 – 39	Failure

Table 8: Classification of Diploma award

Class	Grade Point Range
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second Class	2.7 – 3.4
Pass	2.0 – 2.6
Failure	0.0 – 1.9

Table 9: Grading System for Certificate Programmes

Letter Grade	Point Value	Percentage Range	Remarks
A	4	80-100	Excellent
B	3	65-79	Good
C	2	50-64	Satisfactory
D	1	40-49	Fail
F	0	0-39	Absolute Fail

Table 10: Classification of Certificate awards

Class	Grade Point Range
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

23.0. POSTGRADUATE DEGREE AWARDS

- (i) To be awarded a Ph.D. or a Master degree or a postgraduate diploma of the Zanzibar University by coursework, a candidate must pass the course work and dissertation or thesis report separately within a given time frame.
- (ii) In Master Degree programmes involving examinations by thesis alone without course work component, the candidates shall, in addition to writing a thesis, appear for a viva voce examination.

24.0. TOTAL CREDIT UNITS FOR DISSERTATION AND RESEARCH REPORTS

- (i) The total credit unit for Master degree dissertation shall be 6 for MBA, 15 for LLM, 15 for MPA credit units and a maximum of 18 for MBA credit units.
- (ii) The total credit unit for a postgraduate diploma research report shall be 4 credit units.

25.0. REGULATIONS FOR THESIS AND DISSERTATIONS

- (i) Candidates who qualify to continue with research after the completion of the coursework part, shall be required to submit a dissertation, in partial fulfilment of the degree requirements, after a specific period set by the relevant Faculty.
- (ii) Candidates shall be required to make at least one seminar presentation before the initial submission of the dissertation/thesis.
- (iii) A candidate through the supervisor shall fill a form of notice three months before, showing the intention to submit a dissertation/thesis to the relevant Department. Faculty shall forward a notice form to the Director of IPGSR for the purpose of Dissertation/thesis examination arrangement.

- (iv) Every dissertation/thesis submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work and that it has not been submitted for any award at any other Institution. The dissertation/thesis shall be submitted in two copies.
- (v) A dissertation/thesis submitted for Ph.D., Master degrees and postgraduate diplomas must be satisfactory as regards to format of IPGSR guideline and literary presentation. It must also contain an abstract of 250 to 300 words.
- (vi) The abstract shall indicate in a summary form, essential points of the thesis/dissertation/research report, the important results achieved, and the conclusions reached.

25.1. Examination of Dissertation

- (i) Every dissertation/thesis submitted shall be examined by two specialists. One of them shall be Internal Examiner excluding the supervisor recommended by the Board of the relevant Faculty and approved by the Board of IPGSR.
- (ii) The Examiners shall be required to submit their detailed reports on the dissertation/thesis within a period of one month from the date of receipt of the dissertation/thesis. If the reports are not received within a period of one-month, new examiners shall be appointed.
- (iii) Each examiner shall be required to summarize the report about the dissertation/thesis by filling a Summary Recommendation Form with definite recommendation for one of the following actions: -
 - a) The degree be awarded unconditionally; OR
 - b) The degree be awarded subject to typographical corrections or minor or major revisions; OR
 - c) The degree not be awarded but the candidate be allowed to revise and submit the dissertation/thesis for re-examination; OR
 - d) The dissertation/thesis to be rejected outright.
 - e) A dissertation/thesis recommended for re-writing must be re-submitted for degree award within one year after notification.
- (iv) A dissertation/thesis passed subject to typographical corrections or minor revisions must be submitted for degree award within two weeks after notification.

- (v) A dissertation/thesis passed subject to major revisions must be submitted for degree award within three months after notification.
- (vi) A candidate who fails, without convincing reasons, to submit his/her dissertation/thesis within the time frame stated by the IPGSR shall be discontinued from studies.
- (vi) Whereas the examiners are not in agreement with these overall recommendations, PSC shall examine the case and recommend one of the following actions: -
 - a) The recommendation of the External Examiner (s) be adopted; OR
 - b) An additional independent examiner to be appointed; OR
 - c) The faculty shall be requested to establish a panel from amongst the experts available to examine the candidate orally.
- (vii) Candidates are free to appeal to Senate against any decisions regarding the results of the examinations.
- (viii) The Directorate of Postgraduate Studies and Research Institute shall recommend payment of honorarium to the Supervisor(s) and examiners on receiving detailed reports of the dissertation/thesis under examination. However, the honorarium shall be determined from time to time by the Council on the recommendation by Senate

25.2. Size of Theses, Dissertations and Research Reports

- (i) Theses, dissertations and research reports shall be typed according to IPGSR guideline.
- (ii) Length of Theses, dissertations and research reports shall be in accordance with IPGSR guideline.

25.3. Copies of Theses, Dissertations and Research Reports

- (i) In all cases on successful completion of the research each student shall be required to submit a soft copy and 4 hard cover bound copies to be certified by the IPGSR.
- (ii) The copies shall be distributed as follows; relevant Faculty shall receive one (1) copy; IPGSR one (1) copy; and University Library one (1) copy; and the candidate shall receive one (1) copy as well.
- (iii) The color shall be black and the wording in golden color.

25.4. Honoraria

Honoraria for Supervisors and Examiners of Theses, Dissertations and Research Reports shall be determined by Senate on the recommendations of the Board of IPGSR.

25.5. Viva-Voce

- (i) Candidates who are registered for a Master degree Programme by Coursework and Dissertation shall be required to appear for viva-voce examination. This is an oral examination.
- (ii) Viva-voce examination shall take place only after the PSC has been satisfied that the thesis/dissertation submitted by the candidate is satisfactory.
- (iii) Questions to be asked at the viva-voce shall primarily focus on the candidate's dissertation/thesis research area.
- (iv) The IPGSR shall recommend a viva voce panel of at least three (3), but not more than five (5) experts, as per TCU guidelines.
- (v) The viva-voce panel shall be as follows: -
 - a) External examiner/Representative;
 - b) Internal examiner
 - c) Supervisor
 - d) Two other members appointed by the IPGSR.
- (vi) Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the viva-voce examination.
- (vii) At the end of the viva-voce examination, the panel members shall sign a Viva-voce Examination Results Form that gives recommendation on the candidate's performance. Each panelist shall receive an honorarium, to be determined by the Council from time to time.
- (viii) Where there is disagreement between the recommendation of the thesis and viva voce examiners, the Postgraduate Studies Committee shall study the case and recommend to the Senate one of the following options: -

- (a) The candidate revises and re-submits the thesis and to finally re-appear for further oral/written examination, within a period of one year since the date of the decision by the Senate; OR
 - (b) The candidate is deemed to have failed outright.
- (ix) The purpose of the viva-voce shall be as follows:
- (a) To ascertain that the dissertation presented is the original work of the candidate;
 - (b) The candidate has grasped the broader subject area in which the study is based;
 - (c) Any weaknesses in the thesis/dissertation are adequately clarified by the candidate;
 - (d) To recommend whether the candidate should be passed or failed;
 - (e) A majority vote in favor of passing the candidate shall be required.

26.0 MATERIALS PERTAINING TO THE CONDUCT OF UNIVERSITY EXAMINATIONS

The University examinations shall be conducted in accordance of the following regulations: -

26.1 Internal Examiners

- (i) All academic members of staff who have participated in teaching subjects under examination shall constitute Board of Internal examiners. Where more than one teacher is involved in the teaching of a subject, one of them, who is the most senior, shall act as a principal examiner.
- (ii) In a case where all staff members have the same rank, the Head of Department may recommend to the DVC (Academic), the appointment of one of them as a principal examiner. The appointment criteria may include the following: -
 - a) Experience in teaching the subject;
 - b) Publications on the subject;
 - c) Teaching portion of the subject.
- (iii) Internal Examiner shall be a level higher than Supervisee.

26.2 Duties and Responsibilities of Internal Examiners

- (i) Participate in the Examination Process.
- (ii) Attend the examination room for some minutes to clarify some ambiguities, if there are any, on the examination paper.
- (iii) Mark the examination and submit provisional results to the Head of Department.
- (iv) Any other duties.

26.3 External Examiners

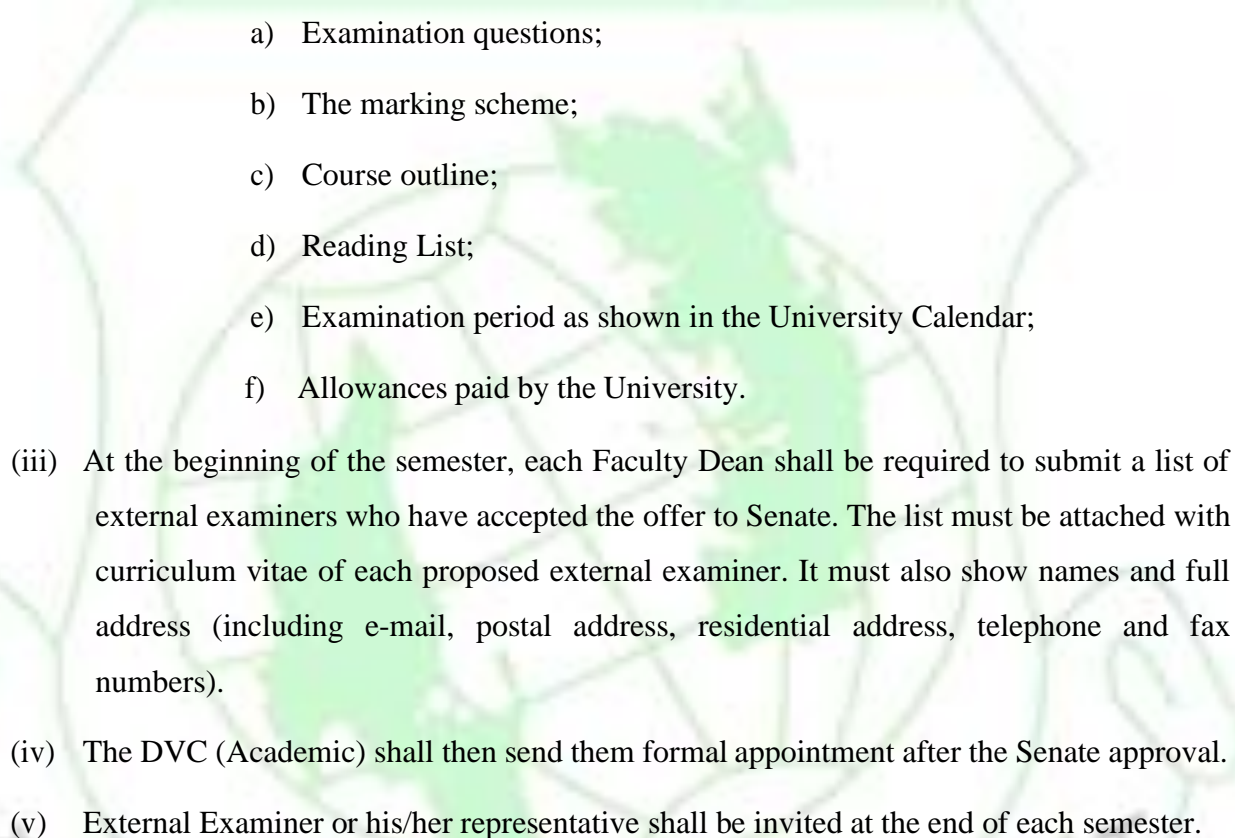
- (i) External Examiners shall be appointed from qualified persons outside the University who have not served the University for any post (part time, temporary, or permanent) for at least two years before the appointment.
- (ii) One person may serve as an external examiner for four consecutive years. After four years, another person must be appointed unless the Senate decided otherwise.
- (iii) For a person, who has already served as an external examiner at Zanzibar University, must stay for at least two years before being re-appointed.

26.4 Appointing Authority for External Examiners

- (i) After informal communication with the proposed external examiner, the Department through the Faculty may recommend to Senate the appointment of External Examiner. The recommendation must be attached with the candidate's CV and reason as to why the Department and Faculty are in favor of the appointment of the candidate;
- (ii) The minimum period of field experience before someone can be eligible for appointment, as external examiner should be at least three (3) years for Masters candidates. For people with Doctorate Degree should be at least two (2) years or one year for people with honorary degrees from the date they receive their respective degree.

26.5 Procedures for Appointing External Examiners

It is recommended that the following procedure be used as guidance for Faculty Deans and Heads of Departments in the appointment of external examiner:

- 
- (i) At the beginning of the First Semester, each Head of Department will have to informally approach the proposed External Examiner.
- (ii) In their communications, the proposed External Examiner must be provided with the following information to enable him/her to decide to accept or reject the offer:
- a) Examination questions;
 - b) The marking scheme;
 - c) Course outline;
 - d) Reading List;
 - e) Examination period as shown in the University Calendar;
 - f) Allowances paid by the University.
- (iii) At the beginning of the semester, each Faculty Dean shall be required to submit a list of external examiners who have accepted the offer to Senate. The list must be attached with curriculum vitae of each proposed external examiner. It must also show names and full address (including e-mail, postal address, residential address, telephone and fax numbers).
- (iv) The DVC (Academic) shall then send them formal appointment after the Senate approval.
- (v) External Examiner or his/her representative shall be invited at the end of each semester.

26.6 Allowances for External Examiners

In consideration of their services to the University, External examiner shall receive:

- (i) Honorarium as prescribed by Senate;
- (ii) Free Hotel accommodation in case they came to Zanzibar for a period not exceeding seven days;
- (iii) Return ticket;
- (iv) Meal allowance (the amount to be prescribed by Senate);

- (v) Refund of incidental expenses (postage, fax, local transport, Visa etc.) upon submission of relevant receipts.

26.7 Allowances for Internal Examiners

In consideration of their services to the University, Internal examiner shall receive

- (i) Honoraria as prescribed by Senate from time to time.
- (ii) Internal Examinations shall not be considered as part of workload for Internal Examiners

26.8 External Examiner's Reports

External Examiners are required as part of their duties to report to Senate on the general standard of the examination papers and the candidates' performance. The external examiners shall be provided with the syllabus, course outlines and course contents on their first appointment. It is recommended that the report should follow the following format:

- (i) Introduction (General overview of the syllabus, course outline, course content, examination questions and material covered);
- (ii) Relevance of the material covered to the subject matter;
- (iii) Relevance of the examination in relation to the syllabus course outlines and course contents and the material covered;
- (iv) Comments on each examination question;
- (v) Recommendations on areas of improvement;
- (vi) Conclusion.

26.9 Examination General Format and Examination Regulations

Examinations format in this program will not differ from other programs of the Zanzibar University. The Course regulations and moderations shall be governed by the University policies on examinations. This is summarized in the following sections of the Zanzibar University Prospectus.

- (i) Entrance Examinations (section 9.1)
- (ii) University Examinations (section 9.2; which explains Registration for Examinations, Course Work Requirements and Eligibility for End of Semester Examinations)
- (iii) Oral Examination (section 9.7)
- (iv) End of Semester Examination (section 9.8)
- (v) Absence from Examination (section 9.9)
- (vi) Examination Moderation and Marking (section 9.10)
- (vii) Conduct of Examinations (section 9.11)
- (viii) Examination Irregularities (section 9.14)
- (ix) Procedure for Managing Examination Irregularities (section 9.15.) and
- (x) Penalties for examination irregularities (section 9.16)

