



The University of
Dodoma

**UNDERGRADUATE
STUDIES**

**REGULATIONS
FOR UNDERGRADUATE PROGRAMMES**

2019

Regulations for Undergraduate Programmes

Fourth Edition

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ABBREVIATIONS

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

PREFACE

The vision of the University of Dodoma spells out the desire to become a centre of excellence that offers value added training, research and public services. In line with its vision, the intention of the University is to provide high quality education that meets international standards. Since achieving excellence is not a static but rather a continuous and deliberate process, the University finds it indispensable whenever necessary to undertake a review of its various regulations for improving efficient and effective administration of different degree programmes. In its history, undergraduate studies examination regulations came into existence as the first edition in 2007 when the University was founded. The second edition came into operation in 2012 while the third edition on 2016. At its 69th Meeting held on 17th June 2019, the Senate of the University of Dodoma directed the Office of the Deputy Vice-Chancellor – Academics, Research and Consultancy to review regulations for undergraduate programmes in order to keep abreast with developments taking place nationally and internationally in the education sector as a way to enhance and improve quality. In addition, at its 64th Meeting held on 15th August 2019, the Council of the University of Dodoma approved the new organization structure and decision making organs as part and parcel of the University of Dodoma Institutional Transformation Agenda 2019/2020 – 2024/2025. This change affected significantly powers, functions and scope of the mandate of various official bearers and boards in terms of, among other things, the management of undergraduate training. For the avoidance of doubt, the fourth revised edition of undergraduate studies regulations is not intended to review the existing curricula. Hence, while all new and continuing students will be trained as per their curricula at the time of their registration at the University until they complete their studies, the administration of their programmes is subjected under the revised regulations for improving quality teaching and learning processes in order to attain high-quality education thereby producing graduates who are competent and competitive nationally and internationally. The fourth revised edition of Regulations for Undergraduate Programmes of 2019 shall replace the “UDOM Examination Regulations for Undergraduate Programmes of 2016”. It is our hope that the “Regulations for Undergraduate Programmes of 2019” will be an essential tool for prospective and registered students, supervisors, instructors, examiners and all higher degree stakeholders.

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

DEFINITION OF KEY TERMS

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

De-registration refers to withdrawal of the registration. For any reason and at any phase of the undergraduate programme, a candidate may wish to withdraw his/her registration at the University.

Deferment of admission shall mean delaying commencing studies for an admitted undergraduate student until the next academic year following the emergence of extenuating circumstances.

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

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

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

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

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

The University shall mean the University of Dodoma.

Unauthorized material shall mean any written or printed material that is generally or specifically prohibited from being brought into the examination room/venue/centre.

1.0 Admission Regulations and Mode of Application

- 1.1 Applicants are required to lodge applications directly to the University of Dodoma through the UDOM Online Admission System (OAS) at <https://application.udom.ac.tz>.
- 1.2 Upon recommendations by the relevant Departments and College/ Institutes Boards, the Senate shall approve lists of selected applicants for admission and submit to the Tanzania Commission for Universities (TCU) for verification.
- 1.3 Upon verification by TCU, UDOM shall publish the names of all admitted students to pursue studies into various degree programmes.
- 1.4 All new students are required to report for the orientation programme that usually takes place during the week preceding the beginning of the new academic year.
- 1.5 Students discontinued on academic grounds from one College/Institute may be allowed to apply for admission into another College provided that the sponsor approves.
- 1.6 Students discontinued on academic grounds wishing to re-apply in the same College/Institute for the same or similar programme must show evidence of having attended a diploma in related discipline and obtain a GPA not less than 3.0 or an average of "B" Grade after discontinuation.
- 1.7 Students discontinued from studies because of examination irregularities and/or willingly deregistered from studies will be considered for readmission after they have been away for three (3) years. They will be required to re-apply and compete with other applicants for re-admission into the first year.
- 1.8 Notwithstanding the requirement of Regulation 1.7, the student who left the University beyond the allowed period, shall cease to be bona fide student of the University of Dodoma and therefore shall be allowed to re-apply afresh.
- 1.9 No change of names by students will be entertained during the course of study at the University and they will only be allowed to use names appearing on their academic certificates.

2.0 Admission Requirements

- 2.1 Minimum Entry Requirements to Degree programmes: The prospective students are requested to consult the Undergraduate Admission Guidebook prepared annually by TCU. The document is available at www.tcu.go.tz.
- 2.2 Direct Entry: For Form Six applicants, the general requirements are:
 - a. The minimum entry qualification is two (2) principal passes in relevant A-Level subjects totaling 4.0 points (except programmes at the College of Health Sciences 4.5) and three (3) credits at O-Level.
 - b. Each programme may have its own specific requirements for admission. Consult TCU Undergraduate Admission Guidebook

- 2.3 Recognition of Prior Learning (RPL): For the applicants with RPL qualification, the minimum qualification is a "B" grade.
- 2.4 Equivalent qualifications: For Diploma applicants the minimum entry qualification is at least Four O level passes Ordinary Diploma (NTA Level 6) with at least a GPA of 3.0; or
- i. Full Technician Certificate (FTC) with at least points average of 3.0 (where A=5, B=4, C=3 and D=2 points); or
 - ii. Diploma in Teacher Education with an average of "B" grade; or Health-related awards such as Clinical Medicine and others with an average of "B" grade; or
 - iii. Credit class diploma for classified diplomas and certificates in terms of "distinctions, credit or pass" or
 - iv. Lower Second Class diploma for classified non-NTA diplomas; Note: Two grading systems are currently operational:
 - a. Applicants who completed Form Four and Form six in 1988-2013 use the old system where A to E are considered as principal passes with S being a subsidiary pass. The grades are weighted as follows A = 5, B = 4, C = 3, D = 2, E = 1 and S = 0.5.
 - b. For applicants who completed their studies in 2014 and beyond, the principal passes are A to D. The grades are weighed as follows A = 5, B+ = 4, B = 3, C = 2, D = 1 and E = 0.5.
- 2.5 Applicants with foreign certificates: Applicants will be considered after obtaining an equivalence of translation of their academic certificates from NECTA for secondary education and NACTE for technical/vocational education. The applicant must arrange for an equivalent translation and obtain an equivalence number from NECTA; and an Award Verification Number (AVN) from NACTE.

3.0 Post-Admission and Change of Degree Programmes

- 3.1 A student will not be allowed to change from a degree programme he/she was admitted to another unless the candidate fulfills the following conditions: -
- a. Changes will be allowed depending on the availability of a vacancy in the preferred programme and the candidate meeting the minimum admission requirements for the sought programme.
 - b. The changes will only be permitted within three (3) weeks after the commencement of the first semester of studies upon payment of non-Refundable fee of TZS. 50,000 and as may be reviewed from time to time. Payment of TZS. 50,000 is for students who want to change programmes upon their own or sponsor's demand.
 - c. The candidate submits an application addressed to the Chairman of Senate through the Department, College/ Institute Board using form **UDOM/UGS.F1**.
 - d. The transfer shall be approved by the Chairman of the Senate.
 - e. Students admitted with equivalent qualifications shall NOT change courses, Departments or Colleges/Institute because they have been admitted on restrictive criteria.

- 3.2 Except for exceptional circumstances, no student will be allowed to change subjects/courses later than Friday of the fourth week after the beginning of the first semester. Transferring from one study programme to another after admission and registration shall not be allowed.

4.0 Registration for Studies

- 4.1 All admitted students at the University of Dodoma shall be required to register for studies.
- 4.2 All first-year students shall be registered for studies at the University of Dodoma upon submission and verification of original (Academic and Birth) certificates and payment of all prescribed fees of the University within three weeks from the first day of the orientation week.
- 4.3 Successful students shall be registered only after they have paid the requisite University dues.
- 4.4 All fees paid to the University shall not be refunded.
- 4.5 All students are expected to conform entirely to the University regulations.
- 4.6 The deadline for registration of the first year students will be two (2) weeks, from the first day of the orientation week; while for continuing students, it will be Friday of the second week after commencement of the first semester.
- 4.7 No change of names by students shall be entertained during the course of study at the University. A candidate shall be registered using names as appear in his/her O-Level certificate. Names with initials shall be defined using birth certificates for names to be written in full during registration.
- 4.8 All continuing students at the University of Dodoma shall be required to register for studies in every semester/academic year.
- 4.9 Upon completion of registration, all students shall register courses to proceed with studies not later than Friday of the second week after the commencement of every semester.
- 4.10 The University shall issue Identity cards (IDs) either for full-year or single semester for registered candidates who have paid in full or 50% of the prescribed fee, respectively.
- 4.11 Notwithstanding the requirement of Regulation 4.6, the University may grant conditional registration on the following conditions: -
- i. Under exceptional circumstances, a student may be allowed to fill and submit a formal request by using form UDOM/UGS.F2 to the Chairman of Senate for consideration through the relevant Department, College/ Institutes Board, Chairperson of SUSC after the recommendation of Director of Undergraduate Studies.

- ii. The granted conditional registration shall be in the form of a letter and contract which shall expire two (2) weeks before the commencement of University Examinations.
 - iii. The student who is granted with conditional registration shall not be issued with a University identity card and henceforth cannot be registered in the UDOM SR and sit for University Examinations.
- 4.12 No students will be allowed to use University facilities before payment of such prescribed fees. It is the responsibility of the student to arrange for payment of all prescribed fees by a sponsor or the Higher Education Students' Loans Board (HESLB).
- 4.13 Students who fail to pay the prescribed fee and do not fulfill requirements of Regulation 4.11 shall be expelled from the University.
- 4.14 It is an offence to submit false information when applying for admission and during registration. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal actions will be taken against them. Bonafide University students are cautioned not to attempt applying for admission. If such students submit their application, they will be liable to de-registration.

5.0 Registration for Courses

- 5.1 A candidate shall be required to register for core and elective courses as described in the respective programme curriculum.
- 5.2 Candidates will be required to select relevant elective courses where applicable from other programmes offered in the University subject to approval by the Department. The elective course(s) shall also count towards the degree classification as prescribed.
- 5.3 All candidates shall register for courses at the beginning of every semester of an academic year for a total minimum of 60 course credits which must include the core courses in that particular semester and a maximum of 30 percent additional of the minimum course credits per semester in the academic year.
- 5.4 Part-time students in a trimester system shall register for a minimum of 40 credits per trimester.
- 5.5 All candidates shall adhere to the deadline of two (2) weeks after the commencement of the Semester for course registration notwithstanding regulations 4.6 and 4.8.
- 5.6 No candidate will be allowed to drop a registered course after the fourth week from the commencement of the semester.

6.0 De-registration

- 6.1 Deregistration refers to withdrawal of the registration. For any reason and at any phase of the undergraduate programme, a candidate may wish to withdraw his/her registration at the University.
- 6.2 A candidate who withdraws his/her registration ceases henceforth to be a student of the University.
- 6.3 Permission for deregistration from studies shall be granted by Senate after applying using form number **UDOM/UGS.F3**
- 6.4 Deregistered candidate may apply for re-admission to the same study programme at least one year after de-registration.
- 6.5 All fees paid to the University by the deregistered candidate shall not be reimbursed.

7.0 Permission for Absence from Classes

- 7.1 No candidate shall be allowed to be absent from classes unless he/she has
 - i. proven ill health supported by a UDOM Medical Officer in Charge,
 - ii. genuine social grounds
 - iii. any other reasons recognised or authorised by the University
- 7.2 A candidate meeting the requirements of the Regulation 7.1 above shall be required to submit a formal request by filling form **UDOM/UGS.F4**.
- 7.3 Principal/Director of Institute may grant permission for a maximum of not more than seven days for a candidate requesting to be absent from studies but remain within Dodoma.
- 7.4 All permissions for traveling outside of Dodoma or exceeding the period of seven days shall be approved by the DVC-ARC; such approval shall not be beyond twenty-one (21) days. Otherwise, the candidate shall be advised to postpone studies.
- 7.5 Permission of absence for a candidate to travel outside Tanzania shall be granted by the VC; such approval shall not be beyond twenty-one (21) days. Otherwise, the candidate shall be advised to postpone studies.
- 7.6 Upon returning, any candidate granted permission to travel in accordance to regulations 7.3, 7.4 and 7.4 shall report to the Head of Department and shall be required to complete all assessments done during his/her absence.

8.0 Postponement of Studies

- 8.1 Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period
- 8.2 No student will be allowed to postpone studies after the effective commencement of an academic year except under special circumstances. Permission to postpone studies

will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include:

- i. A proven continued sickness supported by a UDOM Medical Officer in Charge,
- ii. Financial constraints with evidence from the sponsor
- iii. Serious social problems (each case to be considered on its own merit), or
- iv. Any other reasons recognized and authorised by the University

- 8.3 A candidate who intends to postpone studies shall submit a formal request by filling **form UDOM/UGS.F5** to the Chairman of the Senate for approval.
- 8.4 No applicant shall be deemed to have secured permission for postponement of studies until he/she has received a formal communication on the decision by the Chairman of the Senate.
- 8.5 A candidate shall not apply for postponement of studies after the 12th week from the commencement of the semester. Otherwise, the candidate is advised to postpone examination.
- 8.6 Postponement shall only be allowed within the maximum duration of the studentship.
- 8.7 A candidate who has been allowed to postpone studies during the first semester will be automatically considered to have postponed the entire academic year of study and therefore shall repeat the year of study. While those who postpone the second semester will resume in the second semester.
- 8.8 Failure to comply with terms of postponement shall result in discontinuation from studies.
- 8.9 Any monies paid to the University by the time of postponement shall not be refunded.
- 8.10 A candidate who has postponed studies shall not be required to repay the prescribed fee during the resumption of studies for the same year of study.

9.0 Postponement of University Examinations

- 9.1 No candidate shall be allowed to postpone examinations unless he/she has
 - i. A proven sickness supported by a UDOM Medical Officer in Charge, or
 - ii. Financial constraints with evidence from the sponsor for those with conditional registration, or
 - iii. Death of a close relative, or
 - iv. Serious social problems (each case to be considered on its own merit), or
 - v. Any other reason(s) recognized or authorized by the University, which is considered strong enough to prevent one from doing examinations effectively.

- 9.2 A candidate who intends to postpone examination(s) shall submit a formal request by filling form **UDOM/UGS.F6** to the Chairperson of College/Institute Boards. Any postponement of the examination(s) must be within the student's candidature.
- 9.3 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/Institute Boards. The Director of Undergraduate Studies to be notified.
- 9.4 Once the student has been approved for postponement of his/her examination(s), the accumulated coursework shall be maintained.
- 9.5 A candidate who has been granted permission to postpone examination(s) shall be required to sit for the special examination(s) when next offered.
- 9.6 A candidate who is required to sit for a special examination shall be assigned a **"PEX"** (Postponed Exam) in the UDOM SR.
- 9.7 Except with the approval of the respective College/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.
- 9.8 A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have absconded such examinations or assignment(s) and shall be discontinued from studies.

10.0 Registration for Examinations

- 10.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.
- 10.2 Notwithstanding the requirements of Regulation 10.1 above, a registered candidate shall be issued with the UDOM Studentship Identity card which shall guarantee him/her to sit for University Examinations.

11.0 Eligibility for Examinations

- 11.1 University examinations shall have two components:
 - (i) Coursework component which shall carry a weight of 50% for College of Health Sciences and 40% for all other Colleges/Institute and
 - (ii) End-of-Semester Examinations which shall carry a weight of 50% for College of Health Sciences and 60% for all other Colleges/ Institute.
- 11.2 A candidate whose coursework (CW) progress is below sixteen (16) marks (or 25 marks for College of Health Sciences) 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 Carry over. No make-up coursework assignments shall be allowed.

- 11.3 No candidate shall be allowed to carryover more than two (2) courses due to failure to attain a minimum of sixteen (16) marks (or 25 marks for College of Health Sciences) of the CA.
- 11.4 Any candidate who has not registered for a course and sits for an examination, the results of such examinations shall be nullified.
- 11.5 Any candidate who has not registered for an academic year and who does coursework assignments for a particular course (s) without authorization under conditional registration as per Regulation 4.11, coursework results obtained from such assignments shall be nullified.
- 11.6 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.
- 11.7 Any candidate 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.
- 11.8 No candidate shall be eligible for University examination in any subject unless the Instructor and the Head of Department have satisfied that the candidate has attended at least 75% of the course. Records of attendance in each class session(s) shall be administered by the instructors and periodically be submitted to the Heads of the Department.

12.0 Dates of Examinations

- 12.1 The University Examinations in all Colleges and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, i.e. after fifteen (15) weeks of teaching or 18 weeks of teaching for the College of Health sciences. Subject to such exceptions as Senate may allow upon recommendation by a College/Institute Board or as the case may be.
- 12.2 Notwithstanding Regulation 12.1, on exception cases, upon recommendation by a College, or Institute Board, and Directorate of Undergraduate Studies, Senate may allow University Examinations to be conducted in different dates.
- 12.3 Candidates who are referred and are required to do supplementary examinations shall be reexamined in the referred subjects at a time to be determined by the Senate or in particular cases by the relevant College/ Institute Board, as the case may be, which shall not be less than one month after the ordinary examinations at the end of the second semester in the academic year.

- 12.4 A candidate who, for reasonable cause, was unable to present himself/herself during the normal dates of University examinations may, with the special permission of Senate, present himself/herself for examination at a time fixed for any examination.

13.0 Examination Preparations

- 13.1 All University examinations set by the approved University format shall be subjected to the internal and external examination moderation process.
- 13.2 The Principal/ Director of an Academic Institute must ensure that external examiners are proposed and approved by the Senate through Institute/College Boards at least one 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.
- 13.3 Notwithstanding the provisions of Regulation 13.1, University examinations may be conducted by internal examiners only, provided that:
- i. The relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation;
 - ii. The results of such examinations shall be published in terms of Regulation 17.0 at the end of the First Semester.
- 13.4 To ensure that University examination questions are of an acceptable standard, clear and error-free:
- i. The Departments shall be responsible for ensuring that all University examinations are moderated using teams of at least four competent academic members of staff.
 - ii. All moderated University examinations should be approved by the Principal/Director of the academic Institute.
 - iii. The Head of the Department in liaison with the relevant office responsible for 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 under secure and confidential environment.
- 13.5 To avoid leakage of University examinations, all Heads of Department in liaison with the UBSE shall ensure that:
- i. Members of staff involved in handling University examinations are of high integrity and that their number is kept at a minimum without compromising efficiency.
 - ii. All operations are at all times under the confidentiality environment.
 - iii. With exception to the authorized officers in the relevant office responsible for Senate and examinations, non-academic members of staff shall not be allowed to handle University examination papers.
 - iv. All University examination answer booklets shall be processed and coded centrally.

14.0 Conduct of Examinations

- 14.1 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.
- 14.2 Before the commencement of the examination, Head of Department and Examination and Timetable Officer shall ensure the readiness of the examination venues, including the size.
- 14.3 Invigilation of University examinations of the University shall be effected in the following manner:
 - (i) 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 invigilator(s) for each examination room depending on the size of the venue.
 - (ii) 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.
 - (iii) The leading invigilators for each University examination shall collect from the Head of the Department sealed the envelope of question papers, answer booklets and attendance registers and shall sign a special form according to the given instructions. He/she shall sign again on returning the booklets at the end of the examination.
- 14.4 University examinations shall be conducted in each Department under the supervision of the Head of Department and Principal/Director of Institute or such other officer of the University as DVC-ARC may appoint.
- 14.5 The DVC-ARC shall have powers to issue such instructions, notes or guidelines to candidates, 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.
- 14.6 There shall be a seminar for all invigilators one (1) week before the commencement of end-of-semester examinations. The seminar shall be conducted at the College/Institute level under the facilitation of College Principal/Director of Institute and Heads of Department.
- 14.7 For the purposes of these regulations, examination room, centre or venue shall mean any area within the University, as approved by the Senate, to be used to conduct examinations of any form.

15.0 Examination Irregularities

- 15.1 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.
- 15.2 Any candidate found guilty of cheating part of the examination process shall be deemed to have committed examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued forthwith from studies, subject to confirmation by Senate.
- 15.3 Examination irregularities shall include
- i. Entering in an examination room without fulfilling the conditions set by the University as provided in Regulation 11.0,
 - ii. Making unauthorized verbal communication with and/or gesturing to another candidate,
 - iii. Possession of unauthorised material in the examination room,
 - iv. Causing disturbances in or near any examination room and any form of or kind of dishonesty,
 - v. Destruction or falsification of any evidence of irregularity or cheating in examination,
 - vi. Exchanging unauthorized 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 Answer Book(s) and/or Answer Sheet(s), any part of an examination Answer Book(s) and/or Answer Sheet(s) or blank examination stationery from the examination room/ except by a person with designated authority to do so.
 - xi. Tearing whole or any part of the Answer Books and/or Answer Sheets
 - xii. Borrowing materials from another candidate(s) in the course of examination,
 - xiii. Materials including but not limited to, calculators, rulers, pens/pencils, and slide rules interfering the invigilator(s) from performing his/her duties in the course of the examination.
 - xiv. Impersonating another candidate
 - xv. Involved in fraudulent alteration or misrepresentation of data and/or other information
 - xvi. Enter the examination room with any inscriptions on any body part or clothing or other objects that can be construed as an aid to answering examination questions.
 - xvii. Enter an examination room without a valid studentship Identity card
 - xviii. Attempting to do any of the acts described in (i) to (xvii).
 - 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 or one of the invigilators for the examination in question;

- 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.

15.4 “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.

15.5 Any incident associated with Examinations irregularity shall be reported using **UDOM/UGS.F7** form.

16.0 Handling of Examination Irregularities

16.1 All cases of examination irregularities shall be handled by the Senate Undergraduate Studies Committee (SUSC) or a subcommittee of five (5) senators appointed by the SUSC who shall present its findings to SUSC for adoption and recommendation to Senate.

16.2 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 examinations;
- ii. Question or interrogate any candidate, invigilator or any person in relation to the examination irregularity; and
- iii. Recommend to the Senate sanction(s) on the candidate(s) found guilty of such irregularity.

16.3 SUSC Undergraduate Studies Committee shall be:

- i. To deliberate, make findings and provisional decisions on any examination irregularity reported in the College/Institute.
- ii. To prepare a detailed report of the proceedings and submit the report containing the Committee’s findings and the decision 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 official responsible or 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.

- 16.4 When a candidate is suspected to be engaging in conduct 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 is not violated. Body searches should be done in the presence of another person as a witness.
 - 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 inscription 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.F7**.
 - v. A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.
- 16.5 All cases of alleged examination irregularities, including the designated forms and collected evidence as per 16.1 above, shall be reported to DUS by the invigilator through Head of Department, College Principal/Director of the Institute immediately by the invigilator for cases that occurred in the examination room and by the course instructor for cases of the report.
- 16.6 DUS shall charge the accused candidate of the allegation through formal communication and accompany it with a summons notice to appear before SUSC for his/her defense.
- 16.7 The candidate shall be given at least seven (7) days before appearing to the SUSC for hearing.
- 16.8 The accused candidate shall have rights to:
- i. Be accompanied by a representative who shall be a fellow student.
 - ii. To express his/her opinion against any member of the Committee and the Chairperson shall decide on that opinion.
- 16.9 A candidate will be informed of the Senate decision in writing.

17.0 Publication of Results

- 17.1 Heads of Department shall provide close supervision to ensure that all examination results are correctly uploaded by the course instructors in the UDOM SR for processing.
- 17.2 Course instructors shall be required to publish Coursework Assessment (CA) in the UDOM SR 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.

- 17.3 Prior to submission of examination results to the College/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.
- 17.4 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. Signed upload history,
 - vii. Attendance sheet in seminars/tutorials and examination,
 - viii. Signed print out of University Examination results from UDOM SR,
 - 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.
- 17.5 Course files and answer booklets shall be submitted to the Head of Department at least three (3) before Departmental Examiners' Board.
- 17.6 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate, or in that behalf, as provided under internal examination regulations of the relevant College or Academic Institute approved by Senate and not in conflict with these Regulations, shall be published by the College Principal/ Director of an academic Institute soon after the College/academic Institute Board meeting but the results shall not be regarded as final until they are approved by the Senate.
- 17.7 The results shall be published on UDOM SR.
- 17.8 Examination results having been recommended by the College/ Institute Board to the Senate Undergraduate Studies Committee shall be recommended by SUSC to the Senate for approval.
- 17.9 Results approved by Senate shall under no circumstances be altered or corrected without the explicit approval of the Senate or the Chairperson of Senate. Violation of this rule is amount to stern disciplinary measures.
- 17.10 The approved University Examination results by Senate shall be kept as permanent records of the University in the form of a book and a PDF soft copy of the same under the custody of the relevant office responsible for Senate and examinations.

18.0 Progress From Year to Year

- 18.1 Candidates are required to pass 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.

- 18.2 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 MD programme)** 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 previous marks of the course work.
- 18.3 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, or Institute Board, and SUSC.
- 18.4 Carrying over of courses shall be guided by the following conditions:-
- i. A candidate who scored an overall **GPA of 2.0 (1.8 for MD programme)** or above after Supplementary Examination, may be allowed to carry over flexibly into the subsequent academic years 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 in compliance with Regulation 19.1. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.
 - ii. Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course.
 - iii. The maximum grade for a carried over course shall be the minimum passing grade i.e. '**C**'.
 - iv. The maximum grade of C shall be assumed to a candidate with a remark "CVR" to allow GPA computation for those who fall in Regulation 11.2.
 - v. Notwithstanding Regulation 18.4(ii) a candidate who has carried more than two courses due to failure to attain a minimum of 16 marks (40%) or 25 marks for CHS in the CA shall be deemed to have failed examinations, and therefore discontinued from studies.
 - vi. Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to comply with Regulation 19.1.
 - vii. All carried over courses shall be cleared within the maximum allowable period of registration; otherwise, the candidate 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.
- 18.5 Under special circumstances and in accordance with Regulation 18.4, all candidates with pending supplementary or special examinations course shall be evaluated based on the GPA calculated using fully assessed courses.
- 18.6 Final year candidates who return to the University to clear a carryover course shall pay tuition fees and relevant direct costs. 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.

19.0 Classification of Awards

- 19.1 Subject to Regulation 18.1, a candidate shall qualify for a degree award upon attaining a cumulative total minimum number of course credits be a multiple of the minimum number of course credits required per academic year for the duration of each degree programme. That is:
- i. For a three-year degree programme, such cumulative total minimum shall be 360 credits;
 - ii. For a four-year degree programme, it shall be 480 credits; and
 - iii. For a five-year degree programme, it shall be 600 credits.
- 19.2 With the exception to courses with requirements of practical and field components, the final marks in each examination will be derived as follows:
- i. All Colleges except the College of Health Sciences, 40% from Coursework and 60% from End of semester examination.
 - ii. For the College of Health Sciences, 50% from Coursework and 50% from End of semester examination.
- 19.3 When presenting examination results, the percentage range and corresponding letter grades shown in Table 1 (for all programmes) and Table 2 (for programmes in College of Health Sciences) shall be used:

Table 1: Percentage Range, Corresponding Letter Grades, and Possible Complements

Percentage range	70 – 100%	60 – 69%	50- 59%	40 – 49%	35 – 39%	0 – 34%
Letter Grade	A	B+	B	C	D	E
Possible Compliment	Excellent	Very Good	Good	Fair	Weak	Poor

Table 2: Grading System for Undergraduate Degree Programmes at the College of Health Sciences (CHS)

Letter Grade	Percentage Range
A	75 - 100
B+	80 - 74
B	60 - 69
C	50 - 59
D	45 - 49
E	0 - 44

19.4 Except for Doctor of Medicine which is not classified, the final classification of degrees shall use a five-point grade point average (GPA) system for classification of its degrees.

19.5 The letter grades will be assigned points as shown in Table 3:-

Table 3: Letter Grades Assigned to Points

Grade	A	B+	B	C	D	E
Point	5.0	4.0	3.0	2.0	1.0	0

19.6 A credit value is attained when the learner has satisfied the assessment criteria for all designed learning outcomes. The awarding of credit values, therefore, follow a certain logic as summarized in Table 4 below:

Table 4: Grading Logic

Letter Grade	Grade Value	Logic behind the grade	Possible Compliment
A	5.0	Outstanding performance	Excellent
B+	4.0	Generally a very good performance with a few tolerable errors	Very good
B	3.0	Generally good work though a notable number of errors may be observed	Good
C	2.0	Performance is average/fair but with tolerable shortcomings	Fair
D	1.0	Fail, and some more work is required before credit be awarded	Weak
E	0	Fail, and considerable further work is required	Poor

19.7 In addition to scores from any elective courses, score from all core courses shall be included in computing the final grade for degree classification based on the minimum number of credits required to fulfill requirements for the degree award.

19.8 Notwithstanding Regulation 19.7, approved courses given for each degree shall be appropriately weighted in terms of credits.

19.9 The score for each course shall be a product of the grade point and the respective course weight.

19.10 The total score for the degree shall be the total score for all countable courses constituting the minimum number of course credits for the degree, computed as in Regulation 19.9.

19.11 The Grade Point Average (GPA) for the degree shall be computed by dividing the total score in Regulation 19.10 by the total weight obtained under and truncating down to one decimal point.

19.12 The final classification shall be as shown in Table 5.

Table 5: Award Classification

Class	Grade	Grade Points Range
First Class	A	(5.0 – 4.4)
Second Class Upper Division	B+	(4.3 – 3.5)
Second Class Lower Division	B	(3.4 – 2.7)
Pass	C	(2.6 – 2.0)

20.0 Degree Award

20.1 The College/Institute Board, upon its satisfaction that the standard required under relevant regulations for the award of a degree or other awards, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.

20.2 The Senate may recommend to the Chancellor to confer degrees and any other awards of the University to candidates who satisfy requirements of Regulation 19.1 for such conferment or grant by, the Board of Examiners in a College/ Institute Board.

20.3 Award of Honours Degree

20.3.1 Degree with honours shall be awarded to a candidate obtaining a First or Second class upper division.

21.0 Certificates, Certification, Provisional Results and Transcripts

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

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

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

- i. Submit a formal request using form **UDOM/UGS.F8** to the relevant office responsible for Senate and examinations.

- ii. A completed clearance form,
 - iii. One current passport size photograph,
 - iv. Student Financial Statement verified by the College Accountant to support payment of all prescribed University dues.
 - v. Certified copy of O- Level Academic Certificates,
 - vi. Certified Copy of A-Level Academic Certificates,
 - vii. Certified Copy of Birth Certificate
 - viii. Certified Copy of National Identity Card, OR
 - ix. Copy of Employment Identity Card, OR
 - x. Traveling Passport, OR
 - xi. Valid Driving License, OR
 - xii. ValidVoters' Registration Card.
- 21.4 Notwithstanding Regulation 21.3 applicants, wishing to receive Certificates and transcripts outside the country or upcountry shall be advised to apply online through email address dvc-arc@udom.ac.tz whereas the University will deliver the same using credible mail service.
- 21.5 Under Regulation 21.4, issuance of Transcript/Certificates to persons on behalf is not allowed; instead, applicants shall be advised to give powers of attorney, authorizing witness in the event of dispatch.
- 21.6 The relevant office responsible for Senate and examinations shall issue to applicants provisional results to candidates upon fulfillment of the following conditions : -
- i. Be a registered candidate without withheld results for any reasons,
 - ii. Possessing a valid university identity card,
 - iii. Candidates discontinued from studies are not allowed to be issued with provisional results.
 - iv. A finalist candidate whose final year examination results have been approved by Senate shall not be issued with provisional results
- 21.7 During the event of collecting certificate/transcript, a candidate shall be given at least 30 minutes to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.
- 21.8 Where re-prints of Certificates or Academic Transcript is required, the University will bear the full cost if the errors were not introduced by the failure of the former student to provide correct personal particulars. Otherwise, the former student will be required to bear the full cost of production and shipping (if applicable) of the re-prints at a sum approved by the Senate.

22.0 Loss of Certificate

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University (Office of the Deputy Vice-Chancellor-ARC, or such other office as the Deputy Vice-Chancellor-ARC, may authorize in writing) may issue a copy or another copy on condition that:

- a) The applicant produces an affidavit.
- b) The certificate so issued shall be marked "COPY" across it.
- c) The replacement certificate will not be issued for a period of twelve (12) months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or the manner in the applicant's home country or where the loss is believed to have taken place.
- e) A fee or such other sum as the Senate may from time to time prescribe shall be charged for the copy of a certificate issued.
- f) The partially destroyed certificate shall be physically surrendered during the event of an application for a replacement.

23.0 Appeals against Examination Results

- 23.1 Any candidate aggrieved by a decision approved by the Senate regarding their examination results may appeal against such a decision.
- 23.2 A candidate may appeal to the Chairman of the Senate against the decision of the Senate on his/her results by lodging the appeal through the DVC-ARC. Such an appeal shall only be entertained if it had at first been rejected by the Senate and if the student presents new facts or evidence that were not and could not be made available to the Senate and/or the Senate erred in applying the relevant regulation in arriving at its decision.
- 23.3 An appeal under Regulation 23.2 shall mean "review of Senate's own decision based on one or both of the following:
 - i. New facts have arisen which were not known to the Senate when deciding for the first instance
 - ii. Decision of the Senate was arrived by overlooking an essential aspect of the regulation/law.
- 23.4 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless such appeal has been lodged to the appropriate University authorities in accordance with these regulations within six (6) months from the date of publication of the results by or under the authority of the Senate.
- 23.5 All appeals must be made by a formal request to the Senate using form **UDOM/UGS.F9**.
- 23.6 All appeals must be supported with evidence certified by relevant and competent authorities.

23.7 If false claims of illness and/or the submission of false supporting medical or other documentation constitute an academic offence and therefore the appeal shall be dismissed.

23.8 There shall be a special Senate for the appeals.

23.9 Appeal Fee

23.9.1 All appeals shall be accompanied by a non-refundable appeal fee as may be prescribed by the University Council from time to time.

23.10 Grounds for Appeal

23.10.1 No appeal will be considered where:

- i. The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
- ii. It rises 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.

23.11 Appeals against Discontinuation from Studies on Examination Irregularities

23.11.1 Any candidate aggrieved by a decision of the Senate in terms of the provisions of Regulation 23.10.1 (i) may appeal to the Senate for reversal or moderation of the decision.

23.11.2 Appeals made under Regulation 23.1 shall directly be submitted formally using form **UDOM/UGS.F10** to the DVC in-charge of academics, research, and consultancy who shall forward them to the Senate with observations and recommendations thereon.

24.0 Disposal of Examination Answer Books and other Scripts

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

25.0 Conduct of University Examination

25.1 Instructions to Candidates

25.1.1 These instructions should be read together with the above University regulations *mutatis mutandis*.

25.1.2 To ensure unambiguous identification of the candidates:

- i. Candidates should make sure that they bring to the examination venue a valid University Identity Card or the examination identity card bearing their registration number.
 - ii. 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.
- 25.1.3 Candidates must acquaint themselves with the examination venue for their respective examinations in advance.
- 25.1.4 Candidates are advised to report at the examination room at least thirty (30) minutes before the commencement of the examination.
- 25.1.5 The sitting arrangements shall be determined by the invigilators of the respective examination room.
- 25.1.6 Candidates will be admitted by the invigilator to the examination room thirty minutes before the time the examination is due to begin. Ten (10) minutes before commencement of examinations the Lead Invigilator will:
 - i. Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
 - ii. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - iii. Call attention to any rubric at the head of the examination booklet which seems to require attention;
 - iv. Announce that both sides of the examination booklet must be used.
 - v. He/she will then tell students when they may begin writing.
 - vi. Candidates will be given five (5) minutes to read the paper.
- 25.1.7 No books, smart watches, bags, mobile phones, computers, digital cameras, tablets, other electronic devices, correction fluid or attached cases may be taken by candidates into the room unless otherwise stated (as per Regulation 25.2.2(vii)).
- 25.1.8 Once a candidate is found with unauthorized materials, Regulation 15.2 shall apply.
- 25.1.9 No candidate will be permitted to leave the examination room until thirty (30) minutes have expired from commencement of the examination, otherwise shall be deemed to have committed an examination irregularity.

- 25.1.10 No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in the case of an emergency.
- 25.1.11 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.

25.2 Instructions to Invigilators before the Examination

- 25.2.1 University Examinations shall be invigilated by persons other than course instructors. Course instructors shall only be allowed in the examination room in the first ten (10) minutes to provide clarifications on the examination questions if any.
- 25.2.2 All staff are duty-bound to abide by all the governing rules:-
- i. The timetables and rosters for invigilators must be prepared well in advance.
 - ii. A number of invigilators should be commensurate with the number of students taking the examination.
 - iii. Subject to Regulation 14.0, invigilators should be present in the examination room at least thirty (30) minutes before the commencement of the examination.
 - iv. Invigilators will be provided with the following items in sufficient quantities by the Head of Department:
 - a. Sealed envelopes containing question papers must be personally collected by each invigilator at least forty-five minutes before the examination.
 - b. A list showing the names of the papers to be attempted in the room. This will be distributed to invigilators in advance.
 - c. Examination irregularities sheet and attendance sheet.
 - v. 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.
 - vi. Any extra booklet sheet provided during an examination shall be stamped by the office of the Head of Department with the appropriate date of the examination.
 - vii. Question papers and any other material prescribed in the rubric (e.g. log-tables, charts, etc.) should be set out by the invigilator with the help of the Course Instructor.

- viii. Bags, bookcases, papers, correction fluid, printed matter, cell phones, tablets, computers, digital cameras, and other related items should be left outside the examination room.
- ix. 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.
- x. All invigilators must ensure that they seriously and solely invigilate the examinations rather than engaging in other businesses unrelated to examinations.

25.3 During the Examination

- i. 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 Books.
- ii. At the end of the first half-hour, the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Additional question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- iii. Invigilators shall ensure that all candidates have registered their particulars in the attendance sheet provided
- iv. Invigilators should ensure that candidates are provided with any additional requirements (e.g., scripts, log-tables, etc.).
- v. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.

25.4 At the End of the Examination

- i. 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 end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
- ii. No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in the case of an emergency. At the end of the examination period, invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- iii. 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 at the office.
- iv. Invigilators shall count the Answer Booklets used by candidates against the total number of candidates in the attendance sheet and record and sign the Answer Booklet movement sheet.

26.0 Regulations on Students Credit Transfer

26.1 General Regulations on Credit Transfer

- 26.1.1 Student credit transfer is allowed between Universities only.
- 26.1.2 Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- 26.1.3 Students discontinued from other universities are not allowed to transfer credits to UDOM.
- 26.1.4 Students will be required to undertake at least 2/3 of degree programme credits at UDOM.
- 26.1.5 Maximum credits allowable for transfer, therefore, is 1/3 of the required credits of the UDOM degree programme.
- 26.1.6 UDOM students under exchange programmes on study-abroad programmes shall be allowed to transfer credits obtained from the other university to the UDOM.

26.2 Conditions Governing Credit Transfer from other Universities to UDOM

- 26.2.1 The Higher Education institution from which a student wants to transfer credit from must be a University with full accreditation by a recognised body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by the UDOM and TCU. If in doubt, the UDOM reserves the right to give any applicant a performance verification test or reject the application.
- 26.2.2 The applying student must have an active degree programme registration at his/her institution.
- 26.2.3 The applicant's academic entry qualifications in the previous University shall be similar to that required by the UDOM including the respective programme's cut-off point in the relevant year.

26.3 Criteria for Establishing Equivalency of Courses

- 26.3.1 Courses can be judged to be equivalent to the UDOM courses if they meet the following criteria:
- 26.3.2 The course must be from a programme of the same level as that of the UDOM, i.e. Bachelors degree course for undergraduate degree courses. Courses at intermediate levels such as Advanced Diploma or Higher Diploma levels are not acceptable.
- 26.3.3 The course must have a theoretical component, i.e. involving a final examination, excluding clinical-based or practical only courses.
- 26.3.4 Course content must be at least 75% similar to that of the UDOM course.
- 26.3.5 The number of teaching hours used to cover the course must not be less than 75% of those used at the UDOM.

- 26.3.6 Once a course has been accepted as being equivalent to a UDOM course as per the criteria, the course shall be given the same number of credits as that of the course at the UDOM regardless of the credits in the other University.

26.4 Rules for Conversion of Grades

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

26.5 Procedures and Administration of Student Credit Transfer

- 26.5.1 Applications for credit transfer should be submitted to the Deputy Vice Chancellor (Academic), in writing, and attach copies of all required supporting documents.
- 26.5.2 All applications shall be scrutinized by relevant committees responsible for admission at the Department, College, and the Directorate of Undergraduate Studies levels before reaching the Senate for approval.
- 26.5.3 Students transferring from other universities to the UDOM shall apply for credit at least three months before the beginning of the semester they want to join. Cases of UDOM's study abroad students shall be dealt with on a case by case basis.
- 26.5.4 Supporting documents for credit transfer application shall include the following:
- i. Official transcript (to be sent by the other university);
 - ii. Letter of introduction/recommendation from the previous university;
 - iii. Course description, catalogue or syllabus (to include a number of hours of teaching, method of assessment and grading system);
 - iv. An official translation of the original documents (in case of non-English documents);
 - v. Photo-attached personal identification documents, e.g. Birth certificate, passport or ID;
 - vi. Certified copies of the original certificates used to gain admission into the previous university.
- 26.5.5 The following are reasons that shall be accepted for credit transfer, in addition to meeting credit transfer criteria:
- i. Courses not offered at the University of Registration (applies only for short-term transfers);
 - ii. Illness (to be certified by UDOM Medical Officer in-charge);
 - iii. Exchange programmes;

- iv. Refugee situation; and
- v. Returning resident.

26.5.6 Foreign students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain a resident permit from the nearest Tanzania Embassy or high Commission before they arrive.

27.0 Management of UDOM SR Access Powers

- 27.1 Heads of Department shall submit a formal request through College Principals and Directors of academic Institute to DVC-ARC who shall approve to assign or remove certain limited rights to various persons within Department.
- 27.2 There shall be a Central SR Administrator of UDOM.
- 27.3 The position of Central SR Administration shall be held by a person who is vetted by the relevant authority and shall be accountable in accordance with the relevant rules of the University and of the National.
- 27.4 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/Director or any relevant authority, may issue directives or guidelines on how to address the matter.
- 27.5 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.
- 27.6 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.
- 27.7 Where a person who has been assigned certain access powers in UDOM SR is no longer holding a post that enabled him or her to be assigned such powers, that person shall, within seven (7) days from the day he or she ceases holding that office report, in writing to the DVC-ARC and request for removal of such assigned powers.
- 27.8 Any person who fails to report to the DVC-ARC and continue to exercise or access any powers assigned to him or her after leaving a post that entitled him or her to hold such powers commits misconduct and disciplinary proceedings shall be instituted against him and punished accordingly in accordance with relevant University Rules and Regulations/ National security laws.
- 27.9 Any staff who is leaving for a special assignment, work or further studies for a period of more than one year shall within (7) days report to the DVC-ARC to be relieved of any powers which he or she was holding in relation to accessing UDOM SR.

- 27.10 The relevant appointing authority shall communicate in writing to that person who ceases to have access powers to UDOM SR informing him or her of his or her cessation to hold the said office as soon as such cessation occurs.
- 27.11 For the avoidance of doubt, the Principal/Director, after consultation with the Director of Human Resource or any other relevant authority, may ask the DVC-ARC to remove all access powers to UDOM SR to any person who, by any reason, is no longer an employee of the UDOM.
- 27.12 The DVC-ARC shall be the custodian in ensuring the security of the SR system, effecting changes as recommended by the Principal/Director and recommend to the latter any necessary improvements that need to be done in the system subject to approval by DVC-ARC.
- 27.13 Central SR Administrator shall enter, alter, remove and/or amend data in the UDOM SR only after proper authorization of the DVC-ARC.
- 27.14 Heads of Department/Principals/Directors who wish to enter, alter, remove and/or amend data in the UDOM SR shall seek approval from the DVC-ARC through DUS.

APPENDICES

FORMS FOR VARIOUS APPROVALS FOR UNDERGRADUATE PROGRAMMES

Form UDOM/UGS.F1: Application for Internal Transfer

Form UDOM/UGS.F2: Application for Conditional Registration

Form UDOM/UGS.F3: Application for De-Registration

Form UDOM/UGS.F4: Request for Permission to be absent from Classes

Form UDOM/UGS.F5: Request for Postponement of Studies

Form UDOM/UGS.F6: Request for Postponement of Examinations

Form UDOM/UGS.F7: Examination Irregularity Form

Form UDOM/UGS.F8: Request for Issuance of Academic Certificates and Transcripts

Form UDOM/UGS.F9: Request for Appeal against Examination Results

Form UDOM/UGS.F10: Request of Appeal Against Discontinuation



THE UNIVERSITY OF DODOMA
DIRECTORATE OF UNDERGRADUATE STUDIES
APPLICATION FORM FOR INTERNAL TRANSFER OF STUDENTS

This form must be filled in quadruplicate*

PART A: PERSONAL PARTICULARS

Name of Applicant

Registration Number

Phone Number

Current Program

Program Requested for Transfer

Reason(s) for Transfer

Date _____ Signature: _____

PART B: FOR OFFICIAL USE ONLY

i. Recommendation by Head of the releasing Department

Name: _____ Signature: _____ Date _____

ii. Recommendation by Head of the receiving Department

Name: _____ Signature: _____ Date _____

iii. Recommendation by Principal/Director of the receiving College/School/Institute

Name: _____ Signature: _____ Date _____

iv. Recommendation by the Director, Undergraduate Studies

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Name: _____ **Signature:** _____ **Date** _____

v. Recommendation by the Chairperson of the SUSC

--

Signature: _____ **Date** _____

vi. Approved/Not approved by the Chairperson of the Senate

--

Signature: _____ **Date** _____

NOTE:

REASONS FOR TRANSFER

- (i) Confirmed medical reasons (supported by Medical report).
- (ii) Lack of qualification
- (iii) Recommendation from the Department /School/Institute/College
- (iv) *Financial/sponsor's demands
- (v) *Other reason, please specify

*For reasons (iv) and (v) a payment of a non-refundable application fee of Tsh. 50,000/=shall be paid before the application is considered.



THE UNIVERSITY OF DODOMA

UDOM/UGS.F2

DIRECTORATE OF UNDERGRADUATE STUDIES

CONDITIONAL REGISTRATION FORM

(This form should be filled in quadruplicate)

PART A: PERSONAL PROFILE

Surname	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex	Nationality	Registration Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date and Year of Entry	Expected Completion Date	
<input type="text"/>	<input type="text"/>	
Year of Study	Semester	Academic Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme	Department	College/ Institute
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART A: PERSONAL PARTICULARS

Name of Applicant	Registration Number	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Year of the study	Programme	
<input type="text"/>	<input type="text"/>	
Reason for Conditional registration		
<input type="text"/>		
Date	Signature	
<input type="text"/>	<input type="text"/>	

PART D: TERMS AND CONDITIONS

Students registered under conditional/partial registration mode shall be allowed to attempt tests and assignments but shall not be allowed to sit for final University Examination until they fully complete all requirements for registration for Studies at the University of Dodoma for the 2019/2020 academic year.

PART E: FOR OFFICIAL USE ONLY

(i) Recommendations by the Head of Department

<input type="text"/>
Name _____ Signature _____ Date _____

(ii) Recommendations by the Principal/Director of College/School/Institute

<input type="text"/>
Name _____ Signature _____ Date _____

(iii) Recommendations by the Director, Undergraduate Studies

<input type="text"/>
Name _____ Signature _____ Date _____

(iv) Decision by the Chairperson of the SUSC

<input type="text"/>
Signature _____ Date _____



UDOM/UGS.F3

THE UNIVERSITY OF DODOMA
DIRECTORATE OF UNDERGRADUATE STUDIES
APPLICATION FORM FOR DE-REGISTRATION

This form must be filled in quadruplicate*

PART A: PERSONAL PARTICULARS

Name of Applicant

Registration Number

Phone Number

Current Program

Year of Study

Reason(s) for De-Registration

Date _____

Signature: _____

PART B: FOR OFFICIAL USE ONLY

vii. Recommendation by Head of Department

Name: _____ Signature: _____ Date _____

ii. Recommendation by Principal/Director of the College/School/Institute

Name: _____ Signature: _____ Date _____

iii. Recommendation by the Director, Undergraduate Studies

Name: _____ Signature: _____ Date _____

iv. Recommendation by the Chairperson of the SUSC

--

Signature: _____

Date _____

v. Approved/Not approved by the Chairperson of the Senate

--

Signature: _____

Date _____



UDOM/UGS.F4

THE UNIVERSITY OF DODOMA

**DIRECTORATE OF UNDERGRADUATE STUDIES
APPLICATION FORM FOR ABSENCE FROM CLASSES**

This form must be filled in quadruplicate*

PART A: PERSONAL PARTICULARS

Name of Applicant

Registration Number

Phone Number

Current Program

Year of Study

Department

Number of days requested

From (Dates)

To

Reasons for absence from the classes

Date _____

Signature: _____

PART B: FOR OFFICIAL USE ONLY

- i. **Recommendation by UDOM Medical Officer in charge (Applicable where the student is absent on medical grounds)**

Name: _____ Signature: _____ Date _____

- ii. **Recommendation by Head of Department:**

Name: _____ Signature: _____ Date _____

- iii. **Recommendation by Principal/Director of the College/School/Institute**

Name: _____ Signature: _____ Date _____

iv. Recommendation by the Director, Undergraduate Studies

--

Name: _____ **Signature:** _____ **Date** _____

v. Approved/Not approved by the Chairperson of the SUSC

--

Signature: _____ **Date** _____

THE UNIVERSITY OF DODOMA



DIRECTORATE OF UNDERGRADUATE STUDIES
APPLICATION FORM FOR POSTPONEMENT OF STUDIES
This form must be filled in quadruplicate*

PART A: PERSONAL PARTICULARS

Name of Applicant

Registration Number

Phone Number

Current Program

Year of Study

Department

Reasons for postponement of studies (*Financial/Medical/Serious Social problems*)

Date _____

Signature: _____

PART B: FOR OFFICIAL USE ONLY

i. Recommendation by Head of Department

Name: _____ Signature: _____ Date _____

ii. Recommendation by Principal/Director of Institute

Name: _____ Signature: _____ Date _____

iii. Recommendation by the Director, Undergraduate Studies

--

Name: _____ **Signature:** _____ **Date** _____

iv. Recommendation by the Chairperson of the SUSC

--

Signature: _____ **Date** _____

v. Approved/Not approved by the Chairperson of the Senate

--

Signature: _____ **Date** _____



UDOM/UGS.F6

THE UNIVERSITY OF DODOMA

DIRECTORATE OF UNDERGRADUATE STUDIES
APPLICATION FORM FOR POSTPONEMENT OF EXAMINATION
This form must be filled in quadruplicate*

PART A: PERSONAL PARTICULARS

Name of Applicant

Registration Number

Phone Number

Current Program

Year of Study

Department

Reasons for postponement of studies (*Financial/Medical/Serious Social problems*)

Date _____

Signature: _____

PART B: FOR OFFICIAL USE ONLY

i. Recommendation by Head of Department

Name: _____ Signature: _____ Date _____

ii. Approved/Not approved by the Principal/Director of Institute

Signature: _____

Date _____



UDOM/UGS.F7

THE UNIVERSITY OF DODOMA

DIRECTORATE OF UNDERGRADUATE STUDIES
REPORTING ON EXAMINATION IRREGULARITY

This form must be filled in quadruplicate*

PART A: PERSONAL PARTICULARS

Name of Student

Registration Number

Phone Number

Current Program

Year of Study

Department

College

Description of the irregularity charged with

Date _____

Signature: _____

Description of the Person who caught the Student

Name: _____ Signature: _____ Date _____

Description of Witness No.1

Name: _____ Signature: _____ Date _____

Description of Witness No.2

Name: _____ Signature: _____ Date _____

Description of Witness No. 3

Name: _____ Signature: _____ Date _____

i. Recommendation by Head of Department

Name: _____ Signature: _____ Date _____

ii. Recommendation by Principal/Director of Institute

Name: _____ Signature: _____ Date _____

iii. Recommendation from the Director, Undergraduate Studies

Name: _____ Signature: _____ Date _____

iv. Recommendation from the Chairperson of the SUSC

Signature: _____ Date _____

v. Approved/Not approved by the Chairperson of the Senate

Signature: _____ Date _____

NB: All evidences confiscated /collected at the incidence should be attached



THE UNIVERSITY OF DODOMA

ACADEMIC CERTIFICATE/TRANSCRIPT REQUEST FORM

Attach Colored
passport
size photograph

STUDENT PARTICULARS

Surname	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration Number	Current Address	E-Mail Address/Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Year of Admission	Year of Study	
<input type="text"/>	<input type="text"/>	
Name of the Programme Studied		
<input type="text"/>		
Certificate and Transcripts <input type="checkbox"/>	Certificate Only <input type="checkbox"/>	Transcripts Only <input type="checkbox"/>
		Number of Copies <input type="text"/>

PROCEDURES AND RULES FOR ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

- The Senate shall issue certificates for degrees or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended and approved by the Senate for the conferment or grant of such degree or another awards.
- Upon recommendations by the Senate, the University Council may prescribe from time to time such fee to be charged for certifying a copy of degree certificate and academic transcript.
- The relevant office responsible for Senate and examinations shall issue to applicants Certificate or Transcript upon fulfillment of the following conditions.
 - Application fee of Tsh. 15,000/= for Transcripts for first time applicants and Tsh 5,000/= for each extra copy.
 - Submit a formal request form available on the University website www.udom.ac.tz.
 - A completed clearance form,
 - One current passport size photograph,
 - Student Financial Statement verified by the College Accountant to support payment of all prescribed University dues.
 - Certified copy of O- Level Academic Certificates,
 - Certified Copy of A- Level Academic Certificates,
 - Certified Copy of Birth Certificate
 - Certified Copy of National Identity Card, OR
 - Copy of Employment Identity Card, OR
 - Travelling Passport, OR
 - Valid Driving License, OR
 - Valid Voters' Registration Card.

Notwithstanding regulation 21.3 applicants, wishing to receive Certificates and transcripts outside the country or upcountry shall be advised to apply online through email address dvc-arc@udom.ac.tz whereas the University will deliver the same using credible mail services.

Pursuant to regulation 21.4, issuance of Transcripts/Certificates to persons on behalf is not allowed instead applicants shall be advised to give powers of attorney authorizing witness in the event of dispatch.

N.B: Certificates for graduands whose names appear in initials shall not be processed until they produce valid and certified copy of Birth Certificates for variation and definition of names. The exercise of verification of names will be conducted at Chimwaga Hall from 27th November, 2019.

STUDENT ACKNOWLEDGMENT

I.....Without being forced do hereby admit that, I have collected the above stated Certificate (i.e. provisional result) and all the information provided above are mine and valid.

Student Signature:..... Date:.....

NOTE:

- It is criminal offence to sign this form on behalf of someone.
- Transcript will be processed within a day after the request has been received by the University.
- Transcript will be issued upon clearance of all University cost and charges.
- No Certificates will be issued before Transcripts

FOR OFFICIAL USE ONLY

Checked by.....Date.....Signature.....
Approved for issue.....Date.....Signature.....



THE UNIVERSITY OF DODOMA

DIRECTORATE OF UNDERGRADUATE STUDIES STUDENT APPEAL AGAINST EXAMINATION RESULTS

Please read carefully

1. The completed appeal form and documentary evidence (if any) will only be accepted if submitted within one year from the date of publication of the results by or under the authority of Senate.
2. All appeal should start at the Department level.
3. Pay slip of a non- refundable appeal fee and all relevant documents must be attached with this form.
4. Late appeal applications cannot be accepted.

PART A: CANDIDATE PERSONAL DETAILS

Name of Student

Registration Number

Phone Number

Current Program

Year of Study

Department

College

Ground of the appeal

- a. Unfair marking/grading
- b. Others (please specify):

Statement of appeal:

(Provide a written submission stating your case, be specific indicate course code and name if applicable, and attach any supporting document)

PART B: FOR OFFICIAL USE ONLY**i. Recommendations by the Department Appeal committee**

--

Name: _____ Signature: _____ Date _____

ii. Recommendations by the College/Institute Appeal committee

--

Name: _____ Signature: _____ Date _____

iii. Recommendations by the Director, Undergraduate Studies

--

Name: _____ Signature: _____ Date _____

iv. Recommendations by the Chairperson of the SUSC

--

Signature: _____ Date _____

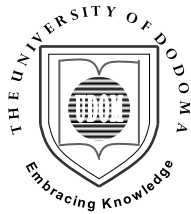
v. Approval/Not approved: Chairperson of the SENATE

--

Signature: _____ Date _____

PAYMENTS DETAILS

- i. You are required to pay total amount of 15,000/= per appeal
- ii. Original pay in slip should be submitted together with this form



UDOM/UGS.F10

THE UNIVERSITY OF DODOMA

**DIRECTORATE OF UNDERGRADUATE STUDIES
STUDENT APPEAL AGAINST DISCONTINUATION FROM STUDIES**

Please read carefully

1. The completed appeal form and documentary evidence (if any) will only be accepted if submitted within one year from the date of publication of the results by or under the authority of Senate.
2. All appeal should start at the Department level.
3. Pay slip of a non- refundable appeal fee and all relevant documents must be attached with this form.
4. Late appeal applications cannot be accepted.

PART A: CANDIDATE PERSONAL DETAILS

Name of Student
Number

Registration Number

Phone

Current Program

Year of Study

Department

College

Ground of the appeal

- a. Academic
- b. Examinations irregularities
- c. Social
- d. Others (please specify):

Statement of appeal:

(Provide a written submission stating your case, be specific indicate clear reasons of appealing against discontinuation)

PART B: FOR OFFICIAL USE ONLY

i. Recommendations of the Department Appeal committee:

--

Name: _____ **Signature:** _____ **Date** _____

ii. Recommendations by the College/Institute Appeal committee

--

Name: _____ **Signature:** _____ **Date** _____

iii. Recommendations by the Director, Undergraduate Studies:

--

Name: _____ **Signature:** _____ **Date** _____

iv. Recommendations by the Chairperson of the SUSC

--

Signature: _____ **Date** _____

v. Approval/Not approved: Chairperson of the SENATE

--

Signature: _____ **Date** _____

PAYMENTS DETAILS

- i. You are required to pay total amount of TZS. 15,000/= per appeal.
- ii. Original pay in slip should be submitted together with this form.