

**THE MWALIMU NYERERE MEMORIAL ACADEMY**



# **GENERAL EXAMINATION REGULATIONS AND GUIDELINES**

**SECOND EDITION**



**JANUARY, 2024**



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These examination regulations and guidelines shall be published periodically to give information about the Academy, examination regulations and guidelines to students and staff members.

The Academy reserves the right to amend these examination regulations and guidelines any time without prior notice to students.

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## TABLE OF CONTENTS

TABLE OF CONTENTS .....	i
-------------------------	---

LIST OF ABBREVIATIONS .....	v
-----------------------------	---

<b>1</b>	<b>INTRODUCTION.....</b>	<b>1</b>
1.1	Historical Background of the Academy.....	1
1.2	Location of the Academy.....	3
1.2.1	Kivukoni Campus .....	3
1.2.2	Karume Campus Zanzibar .....	3
1.2.3	Pemba Campus.....	3
1.3	Vision.....	3
1.4	Mission Statement.....	3
1.5	Functions of the Academy.....	3
1.6	Accreditation Status .....	4
1.7	Training Programmes.....	4
<b>2</b>	<b>GENERAL EXAMINATION REGULATIONS AND GUIDELINES .....</b>	<b>7</b>
2.1	Background .....	7
2.2	Definition of Terms.....	7
2.3	Administration of Continuous Assessments .....	8
2.4	Module Assessment and Evaluation .....	9
2.4.1	Assessment Procedures .....	9
2.5	Grading System.....	11
2.5.1	Basic Technician and Technician Certificate Programmes (NTA Levels 4 & 5) .....	11
2.5.2	Ordinary Diploma Programmes (NTA Level 6).....	11
2.5.3	Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) .....	12
2.6	Computation of Grade Point Average (GPA).....	12
2.7	Classification of Awards .....	13
2.7.1	Award of Technician Certificate (NTA Level 5) and Higher Diploma (NTA Level 7) .....	13
2.8	Procedures for Setting of End of Semester Examinations .....	14
2.9	Moderation of End of Semester Examinations.....	14
2.10	Examinations Seasons.....	15
2.11	Registration and Eligibility for End of Semester Examinations.....	15
2.12	Postponement of End of Semester Examinations/Studies.....	16
2.13	Interpretation of Examination Regulations .....	16
2.14	Incomplete Work .....	17
2.15	Examination Irregularities.....	17
2.16	Procedures for Dealing with Examination Irregularities.....	21



2.17	Examination Instructions to Candidates .....	22
2.18	Invigilation of End of Semester Examination .....	23
2.18.1	Responsibilities of the Invigilators before the start of the examination .....	23
2.18.2	Responsibilities of the Internal Examiner(s) before the start of an examination .....	24
2.18.3	During Examinations .....	24
2.18.4	At the End of Examinations .....	25
2.19	Marking of End of Semester Examinations .....	25
2.20	Examination Approval Procedures .....	26
2.21	Release of End of Semester Examination Results.....	26
2.21.1	Release of Provisional Results.....	26
2.21.2	Procedures for Appeals.....	26
2.21.3	Release of Final Examination Results.....	27
2.21.4	Withholding Examination Results or Barring Candidate from Doing Examination .....	27
2.22	Conditions for progressing from Semester to Semester and from year to year .....	27
2.23	Supplementary Examinations.....	28
2.23.1	Conditions for Doing Supplementary Examinations .....	28
2.23.2	Rules which Shall Apply if a Student Fails in a Supplementary Examination.....	28
2.24	Conditions for Repeating the Failed Module(s).....	28
2.25	Conditions for Carrying Forward the Failed Module.....	29
2.26	Eligibility for Special Examinations.....	30
2.27	Circumstances under which a Student Shall Repeat a Semester.....	30
2.28	Maximum Registration Periods for Various Programmes.....	30
2.29	Circumstances under which a Student shall be Discontinued from Studies .....	31
2.30	Preservation of Examination Scripts .....	31
2.31	Procedures for Field Attachment Training .....	31
2.32	Research Project/Dissertation.....	32
2.33	Teaching Practice (TP) for Bachelor Degree of Education Programmes.....	32
2.33.1	General Rules and Regulations of Teaching Practice .....	33
2.33.2	First Year Teaching Practice for Bachelor's Degree Programmes .....	33
2.33.3	Second Year Teaching Practice for Bachelor's Degree.....	34
<b>3.</b>	<b>POSTGRADUATE REGULATIONS .....</b>	<b>35</b>
3.1	Registration .....	35
3.2	Extension of Registration Period .....	36
3.3	Freezing Registration .....	36



3.4	Postponement of Studies .....	36
3.5	Maximum Period of Registration .....	36
3.6	Administration of Continuous Assessments .....	37
3.7	Grading System.....	38
3.8	Computation of Grade Point Average (GPA).....	38
3.9	Classification of Awards .....	38
3.10	Procedures for Setting of End of Semester Examinations .....	39
3.11	Examinations Seasons.....	39
3.12	Moderation of End of Semester Examinations .....	40
3.13	Registration and Eligibility for End of Semester Examinations.....	40
3.14	Postponement of End of Semester Examinations/Studies.....	40
3.15	Incomplete Work .....	41
3.16	Examination Irregularities.....	41
3.17	Procedures for Dealing with Examination Irregularities.....	45
3.17.1	Students .....	45
3.17.2	Academicians and Other Employees .....	46
3.17.3	Examination Instructions to Candidates .....	46
3.18	Invigilation of End of Semester Examination.....	46
3.18.1	Before Examination .....	47
3.18.2	Responsibilities of the internal examiner(s) before the start of an examination .....	48
3.18.3	During Examinations .....	48
3.18.4	At the End of Examination.....	49
3.19	Marking of End of Semester Examination .....	50
3.20	Examination Approval Procedures .....	50
3.21	Release of End of Semester Examination Results.....	50
3.21.1	Release of Provisional Results.....	50
3.21.2	Procedures for Appeals .....	51
3.21.3	Release of Final Examination Results.....	51
3.22	Withholding Examination Results or Barring Candidate from doing Examination.....	51
3.23	Supplementary Examinations.....	52
3.23.1	Conditions for Doing Supplementary Examinations .....	52
3.23.2	Rules which Shall Apply if a Student Fails in a Supplementary Examination .....	52
3.24	Conditions for Repeating the Failed Module(s).....	52
3.25	Eligibility for Special Examinations.....	53
3.26	Circumstances under which a Student shall be discontinued from Studies .....	53
3.27	Academic Dishonesty.....	54
3.28	Dissertation/ Thesis Phase.....	54
3.28.1	General Requirements .....	54



3.28.2	Assessment of Dissertations/Theses .....	54
3.28.3	Detection of Plagiarism for Postgraduate works .....	56
3.28.4	Conflict Resolution during Supervision.....	56
3.29	Graduation Ceremony .....	57
3.30	Issue of Academic Transcripts.....	57
3.31	Replacement of Lost Academic Certificates.....	57
3.32	Rectification of Errors .....	57
<b>4.</b>	<b>MISCELLANEOUS PROVISIONS.....</b>	<b>59</b>
<b>5.</b>	<b>APPOVAL AND AMENDMENT .....</b>	<b>59</b>
<b>6.</b>	<b>COMMENCEMENT DATE .....</b>	<b>59</b>





## LIST OF ABBREVIATIONS

BD.EGE	-	Bachelor Degree of Education in Geography and English Language
BD.EGH	-	Bachelor Degree of Education in Geography and History
BD.EGK	-	Bachelor Degree of Education in Geography and Kiswahili Language
BD.EHE	-	Bachelor Degree of Education in History and English Language
BD.EKE	-	Bachelor Degree of Education in Kiswahili and English Languages
BD.EKH	-	Bachelor Degree of Education in Kiswahili and History
BD.EoD	-	Bachelor Degree in Economics of Development
BD.GD	-	Bachelor Degree in Gender and Development
BD.MSD	-	Bachelor Degree in Management of Social Development
BD.PRO	-	Bachelor Degree in Procurement and Supply Chain Management
BDEPM	-	Bachelor Degree in Environment Planning and Management
BTC.AC	-	Basic Technician Certificate in Accountancy
BTC.BA	-	Basic Technician Certificate in Business Administration
BTC.COD	-	Basic Technician Certificate in Community Development
BTC.ED	-	Basic Technician Certificate in Economic Development
BTC.HRM	-	Basic Technician Certificate in Human Resource Management
BTC.ICT	-	Basic Technician Certificate in Information and Communication Technology
BTC.LIM	-	Basic Technician Certificate in Library and Information Management
BTC.PRO	-	Basic Technician Certificate in Procurement and Supply
BTC.REC	-	Basic Technician Certificate in Records, Archives and Information Management
BTC.YW	-	Basic Technician Certificate in Youth Work
CA	-	Continuous Assessment
DIPLAS	-	Diploma in Library, Archives and Documentation Studies
EDU	-	Modular Code Letters for Bachelor's Degree of Education
ES	-	Modular Code Letters for Bachelor's Degree in Economics of Development
EST	-	Modular Code Letters for Diploma in Economic Development
GD	-	Gender and Development
GPA	-	Grade Point Aggregate
GST	-	Modular Code Letters for Diploma in Gender Issues and Development
HD.EGH	-	Higher Diploma of Education in Geography and History
HD.EKE	-	Higher Diploma of Education in Kiswahili and English Languages
ICT	-	Information and Communication Technology
KASS	-	Kivukoni Academy of Social Sciences
MA	-	Master of Arts
MA.HRM	-	Masters of Art in Human Resource Management
MA.LEG	-	Master degree in Leadership, Ethics and Governance
MA.GRD	-	Master Degree in Gender and Rural Development
MASO	-	The Mwalimu Nyerere Memorial Academy Students Organisation



MNMA	-	The Mwalimu Nyerere Memorial Academy
NACTVET	-	The National Council for Technical and Vocational Education and Training (NACTVET)
NTA	-	National Technical Award
OD.GD	-	Ordinary Diploma in Gender and Development
OD.HRM	-	Ordinary Diploma in Human Resource Management
OD.MSD	-	Ordinary Diploma in Management of Social Development
PSU	-	Modular Code Letters for Bachelor's Degree in Management of Social Development
TC.GD	-	Technician Certificate in Gender and Development
TC.HRM	-	Technician Certificate in Human Resource Management



## 1. INTRODUCTION

### 1.1. Historical Background of the Academy

The Mwalimu Nyerere Memorial Academy is initially a product of Kivukoni College. In February, 1958 the National Conference of TANU which was held in Tabora passed a Resolution to establish a college for adults in the lines of Ruskin College of Oxford University. The College was to be a tool for spreading understanding of social, political and economic problems facing underdeveloped countries such as Tanganyika among people who were likely to become leaders in newly independent country but who did not have qualifications necessary to enter educational institutions. The Adult College was formally established on 29<sup>th</sup> July, 1961 as a private company under Companies Ordinance (Cap 212).

The Institution was given the name Kivukoni College. While inaugurating Kivukoni College, Mwalimu Julius Kambarage Nyerere, the President of TANU and the Prime Minister of Tanganyika by then had this to say about the name of the College.

*“The name of this College is significant. It is not just the question of the site being of crossing place physically. Tanganyika itself is at the crossing place now; on December 9<sup>th</sup>, we assume new and great responsibilities. We shall need a strong and able crew to effect a safe journey, and every student must become part of that crew. But first he/she has his/her own crossing to make; a crossing to wide understanding and to new opportunities for service”.*

Regarding the Adult College, Mwalimu said:

*“... Kivukoni College is not intended to be a College for an Elite, it is intended to make a contribution to the development of all the people. To come here as a student is to be given a wonderful opportunity and a privilege. The responsibility is proportionately great. If any student ever tried to divorce himself/herself from the people who indirectly sent him/her here he/she would be abusing the privilege but I do not believe that will happen. The graduates of Kivukoni must be like the yeast in a loaf, effective because it cannot be isolated, its presence being known by the work it had done....”*

The College opened with 43 students only. Subjects taught were Political Science, History, Sociology, Literature, Geography, Administration, Law, Modern Languages plus other relevant subjects.

In 1971 Kivukoni College was transformed into an Ideological College. The College was considered best suited to inculcate the Party Ideology of Socialism and Self-Reliance. The main functions of Kivukoni Ideological College were:

- a) To spread and reinforce the ideology of the Party (TANU) through interpreting, teaching, analysing and defending it and in so doing raise the level of understanding of leaders and masses at large.
- b) To be a source of ideas to help the Party promote the development of Tanzania.
- c) To be a source of information and an advisory organ on various issues regarding the ideology of the Party.

Kivukoni Ideological College had eight zonal colleges, namely Zanzibar, Lushoto, Murutunguru, Hombolo, Msaginya, Mahiwa, Kihinga and Ilonga.

Kivukoni Ideological College and its zonal colleges offered the following subjects:

- a) Ideology and Politics
- b) History – The History of the Party
- c) Political Economy
- d) Management and Administration
- e) People's Combat, and
- f) Social Science Research Methodology.

All zonal colleges except Zanzibar were closed and handed-over to the Government of The United Republic of Tanzania in 1992 due to adoption of the multi-party system which became operational with effect from 1<sup>st</sup> July, 1992.

In order to enable Kivukoni Ideological College to assume a new role under a multi-party system, the college was transformed into an academic institution and named Kivukoni Academy of Social Sciences (KASS).

The Memorandum and Articles of Association which established Kivukoni Academy of Social Sciences gave mandate to the Academy to undertake the following functions:

- a) To take over the assets and liabilities of Kivukoni College
- b) To provide instruction to students in various branches of Social Sciences relevant to the promotion and advancement of social, political, scientific and technological development of a developing country
- c) To provide and assist in the study of Social Sciences and allied subjects through classes, or any other means suitable to that end and cooperate with any bodies that are or may be doing similar or connected work.
- d) To carry out and or sponsor research activities in various branches of Social Sciences and allied subjects and provide consultancy services.
- e) To award certificates, diplomas, testimonials, transcripts in a manner that shows the results of examinations administered by KASS.
- f) To administer any scholarships or other monies which may become available to KASS, and to conduct tests in a manner likely to assist in the selection of students for whom KASS is designed.

In terms of training programmes, KASS offered a one year Certificate in Youth Work and two year Diploma Programmes in Social Studies, Economic Development and Gender Issues in Development.

A national need for expansion of higher education necessitated Kivukoni Academy of Social Sciences to be transformed into a public higher learning institution. The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005. The Act became operational on 1<sup>st</sup> October, 2005 by publication of Government Notice No. 433 of 23<sup>rd</sup> December, 2005. The Academy took-over functions, assets and liabilities of the former Kivukoni Academy of Social Sciences.

The Academy has been renamed after Mwalimu Nyerere in honour and recognition of his contribution as the Father of the Nation and the Founder of Kivukoni College.

## **1.2. Location of the Academy**

### **1.2.1 Kivukoni Campus**

The Academy is located at Kivukoni in Kigamboni District, Dar es Salaam. Its location is along the shores of the Indian Ocean and one kilometre south of the Kigamboni side Ferry gate. From Dar es Salaam city centre, one reaches the Academy by two ways; either by driving through Mwalimu Nyerere bridge which takes about fifteen minutes or by Panton which operates 24 hours on daily basis. The Panton ferries both people and vehicles and it takes about five minutes to cross the Magogoni Creek.

### **1.2.2 Karume Campus, Zanzibar**

The Mwalimu Nyerere Memorial Academy has a Campus in Zanzibar located on Plot No. 75 at Bububu area in West "A" District. The campus is 08 kilometres away from town centre.

### **1.2.3 Pemba Campus**

The Mwalimu Nyerere Memorial Academy has a Campus in Pemba. The Pemba Campus is located at Pujini in Chake Chake town in Pemba.

## **1.3. Vision**

The vision of MNMA is to become a centre of excellence for knowledge acquisition and adoption which provides education and training for creativity and innovativeness and promotes peace and national unity.

## **1.4. Mission Statement**

The Mission of the Academy is to dedicate itself to the advancement of lifelong learning through excellence in teaching, research, consultancy and public service in a challenging and supportive learning environment where the pursuit of knowledge, creative enquiry, critical thinking and applied skills are cultivated and sustained.

## **1.5. Functions of the Academy**

The Academy has the following functions:

- a) To provide facilities for study and training programmes in social sciences, leadership and continuing education and allied Sciences;
- b) To engage in research and development in the disciplines specified in paragraph (a) and to evaluate the results achieved by the Academy training programmes;
- c) To provide consultancy services to the public and private sectors in specified fields as prescribed in Act No. 6 of 2005;
- d) To sponsor, arrange, facilitate and provide facilities for conferences, symposia, meetings, seminars and workshops for discussion of matters relating to social sciences, leadership and continuing education;

- e) To conduct examinations and grant awards of the Academy as approved by the National Council for Technical Education.
- f) To arrange for publication and general dissemination of materials produced in connection with the work and activities of the Academy.
- g) To engage in income generating activities for effective financing and promotion of entrepreneurship.
- h) To establish and foster close association with Universities and other institutions of higher education and promote international cooperation with similar institutions.
- i) To do all such acts and transactions as are in the opinion of the Governing Board expedient or necessary for the proper and efficient discharge of the functions of the Academy.
- j) To perform such other functions as the Minister or the Governing Board may assign to the Academy, or as are incidental or conducive to the exercise by the Academy of all or any of the preceding functions.

### **1.6. Accreditation Status**

The Academy is a legal and viable institution which was awarded Full Registration and Full Accreditation by the National Council for Technical and Vocational Education and Training (NACTVET) on 21<sup>st</sup> May, 2002 and 30<sup>th</sup> November, 2005 respectively. It was also re-accredited in 2012, 2017 and 2023.

### **1.7. Training Programmes**

MNMA conducts training in twelve (12) degree programmes, thirteen (13) diploma programmes, twelve (12) technician certificates programmes, twelve (12) basic technician certificate programmes and three Master's programmes.

The three years degree programmes lead to the following awards to candidates who successfully complete their studies:

- i) Bachelor Degree in Economics of Development
- ii) Bachelor Degree of Education in Geography and History
- iii) Bachelor Degree of Education in Geography and Kiswahili Language
- iv) Bachelor Degree of Education in Geography and English Language
- v) Bachelor Degree of Education in History and English Language
- vi) Bachelor Degree of Education in History and Kiswahili Language
- vii) Bachelor Degree of Education in Kiswahili and English Languages
- viii) Bachelor Degree in Gender and Development
- ix) Bachelor Degree in Management of Social Development
- x) Bachelor Degree in Human Resource Management
- xi) Bachelor Degree in Procurement and Supply Chain Management
- xii) Bachelor Degree in Leadership and Governance

The Academy has the following one-year diploma training programmes:

- i) Ordinary Diploma in Economic Development

- ii) Ordinary Diploma in Accountancy
- iii) Ordinary Diploma in Business Administration
- iv) Ordinary Diploma in Procurement and Supply
- v) Ordinary Diploma in Community Development
- vi) Ordinary Diploma in Information and Communication Technology
- vii) Ordinary Diploma in Records, Archives and Information Management
- viii) Ordinary Diploma in Gender Issues in Development
- ix) Ordinary Diploma in Human Resource Management
- x) Ordinary Diploma in Library and Information Management
- xi) Ordinary Diploma in Youth Work
- xii) Ordinary Diploma in Leadership and Ethics
- xiii) Ordinary Diploma in Management of Social Development

The Academy has the following one-year training programmes leading to the award of:

- i) Technician Certificate in Economic Development
- ii) Technician Certificate in Accountancy
- iii) Technician Certificate in Business Administration
- iv) Technician Certificate in Procurement and Supply
- v) Technician Certificate in Community Development
- vi) Technician Certificate in Information and Communication Technology
- vii) Technician Certificate in Records, Archives and Information Management
- viii) Technician Certificate in Gender Issues in Development
- ix) Technician Certificate in Human Resource Management
- x) Technician Certificate in Library and Information Management
- xi) Technician Certificate in Leadership and Ethics
- xii) Technician Certificate in Management of Social Development

The Academy also offers one-year training programmes leading to the award of:

- i) Basic Technician Certificate in Economic Development
- ii) Basic Technician Certificate in Accountancy
- iii) Basic Technician Certificate in Business Administration
- iv) Basic Technician Certificate Procurement and Supply
- v) Basic Technician Certificate in Youth Work
- vi) Basic Technician Certificate in Community Development
- vii) Basic Technician Certificate in Gender and Development
- viii) Basic Technician Certificate in Information and Communication Technology
- ix) Basic Technician Certificate in Human Resource Management
- x) Basic Technician Certificate in Records, Archives and Information Management
- xi) Basic Technician Certificate in Library and Information Management
- xii) Basic Technician Certificate in Leadership and Ethics

The Academy also offers two-year training programme leading to the award of:

- i) Master Degree in Human Resource Management
- ii) Master Degree in Leadership, Ethics and Governance
- iii) Master Degree in Gender and Rural Development



Besides the above-mentioned training programmes, the Academy runs tailor-made courses related to Social Sciences, Leadership, Ethics and Governance.





## 2. GENERAL EXAMINATION REGULATIONS AND GUIDELINES

### 2.1 Background

Section 4 (1) (f) of Act No. 6 of 2005 that established the Academy provides that the Academy shall conduct examinations and grant awards of the Academy as shall be approved by the National Council for Technical and Vocational Education and Training (NACTVET). Section 10 (1) and (2) of the same Academy Act empowers the Academic Committee to make decisions for proper administration of the academic matters of Academy, including making regulations (Section 10 (2) (b - c)). These Regulations provide the general examination regulations which set the course of actions to be pursued by the Academy on all matters related to the conduct of examinations and its awards.

### 2.2 Definition of Terms

- a) "Academy" means the Mwalimu Nyerere Memorial Academy established under Act No. 6 of 2005.
- b) "Academic Committee" shall mean a committee established by Section 9 of "The Act" as defined in these regulations.
- c) "Act" means the Mwalimu Nyerere Memorial Academy Act No. 6 of 2005.
- d) "Class Tests" means a written examination in a particular module conducted in class at any period during the module but before end of semester examination session.
- e) "Core Module" means an independent package of learning matters specifically related to the programme of study.
- f) "Coursework" means an aggregate of a student's scores in class tests, quizzes, assignments, case studies and any other mode of assessment except final/supplementary examination.
- g) "Examination" shall include continuous assessment, end of semester examination or supplementary examination.
- h) "Examination Season" means the period designated by the Management of the Academy for conducting tests, end of semester examinations, Special / supplementary examinations.
- i) "External Examiner" means an expert, other than a person working at the Academy appointed by the Academy and approved by the Academic Committee to moderate the Academy's examinations.
- j) Fundamental Module (none core) means a package of learning matters which is not directly related to the programme of study.
- k) "Graduate" is a person who has satisfied examination requirements for any award offered by the Academy.
- l) "Principal Internal Examiner" means any person who sets or participates in setting an examination of the Academy.
- m) "Module" is a subject taught in a semester that together with other such subjects counts towards a qualification.
- n) "Module Description" entails the detailed information about the module.
- o) "NTA Level" stands for National Technical Award which is a competence-based and designed to testify that the holder of the award is able to apply

competently the knowledge, skills, understanding and wider attributes described in the relevant occupational sector.

- p) “Level of the Study” implies exit level of a particular programme. (NTA Level 4, 5, 6, 7, 8, 9 and 10).
- q) “Programme” means the totality of all modules offered for the purpose of award of any qualification.
- r) “Student” means any person admitted to undertake any course of study conducted by the Academy.
- s) “Special Examination” means an examination administered to a student who did not do a specified number of modules during the regular end of semester examinations.
- t) “Supplementary examination” means examination done by a student who failed in the first sitting to get the minimum pass mark of the semester examination as per regulations governing supplementary examinations.
- u) “Unauthorized Materials” means any form of materials which are not allowed into the examination hall/room as shall be determined from time to time by the Academy.

### 2.3 Administration of Continuous Assessments

Continuous assessment is an ongoing process that measures a learner’s achievement during the course of a grade or level, providing information that is used to support a learner’s development and enable improvements to be made in the learning and teaching process.

- 2.3.1 For each module, a minimum of two (2) class tests shall be administered along with quizzes, assignments and/or other forms of assessment the module lecturer(s) may consider appropriate. **Note that the number of class tests indicated is the minimum.** The module lecturer is free to administer more tests.
- 2.3.2 The administration of these assignments and assessed work shall be the duty of the relevant module lecturer.
- 2.3.3 The first test for each module shall be conducted in the 6<sup>th</sup> week while the second test shall be conducted in the 10<sup>th</sup> week of the semester. During the test week there will be no lectures. Tests shall be conducted for at least one hour under the supervision of module lecturer(s) or any other academic/administrative staff.
- 2.3.4 Continuous assessment results shall be prepared in duplicate and submitted to both the Head of Department and Examinations Officer prior to commencement of semester examinations. It should be noted that the follow-up of continuous assessment results is primarily a task of the Head of Department.
- 2.3.5 While each module assessment carries maximum of 100 percent, the breakdown for continuous assessment (class tests and class assignments) and end of semester examination shall be as indicated in Table 2.1 and Table 2.2.
- 2.3.6 Continuous assessment results for each module shall be completed and released to students at least one week before the beginning of semester examinations.

- 2.3.7 A candidate failing in a Continuous Assessment (CA) shall be required to repeat/re-take the module(s) when next offered, provided that he/she passes at least 50% of the total modules.
- 2.3.8 Students are required to sign against their names and/or scores when informed about their performances in the continuous assessment prior to commencement of end of semester examinations.

**Table 2.1: Breakdown of Continuous Assessment and Semester Examination for ED, LIM, GI, MSD, HRM and YW**

Programme	Continuous Assessment		End of Semester Examinations	Total
	Tests	Assignments		
Basic Technician Certificate	30	20	50	100
Technician Certificate	30	20	50	100
Ordinary Diploma	30	15	55	100
Higher Diploma	25	15	60	100
Bachelor's Degree	25	15	60	100

**Table 2.2: Breakdown of Continuous Assessment and Semester Examination for COD, BA, REC, ICT, PRO and AC Programme**

Programme	Continuous Assessment			End of Semester Examinations	Total Marks
	Tests	Assignments	Others		
Basic Technician Certificate	30	25	Portfolio 5	40	100
Technician Certificate	30	25	5	40	100
Ordinary Diploma	30	25	5	40	100

## 2.4 Module Assessment and Evaluation

### 2.4.1 Assessment Procedures

- Students shall be assessed in every module through coursework and end of semester examination. For Ordinary Diploma programmes, assessment should also include Research Report which carries 100% while for Bachelor's Degree programmes assessment should also include Field Attachment Report and Research Report for non-education students and Teaching Practice for education students which will carry 100% each.
- A student who scores less than a required minimum of the total marks of the continuous assessment/coursework in a particular module shall not be allowed to sit for end of semester examination and shall repeat/re-take or carry the particular module depending on the level of study. Repeating/re-taking or carrying of a module shall be within the same level of study.
- Continuous Assessment will carry 50 marks for Basic Technician Certificate and Technician Certificate programmes in Library and Information Management, Gender Issues and Development, Management of Social Development,

Human Resources Management and Youth Work, while it will carry 45 marks for above mentioned Ordinary Diploma programmes and 40 marks for Higher Diploma and Bachelor's Degree programmes. Table 2.3 provides pass mark for continuous assessment on the mentioned programmes.

**Table 2.3: Minimum Scores for Continuous Assessment**

Programme	Continuous Assessment		
	Total Marks	% Needed for Pass Mark	Score
Basic Technician Certificate	50	50	25
Technician Certificate	50	50	25
Ordinary Diploma	45	40	18
Higher Diploma	40	40	16
Bachelor's Degree	40	40	16

- d) Continuous Assessment will carry 60 marks for Basic Technician Certificate, Technician Certificate and Ordinary Diploma programmes in Community Development, Economic Development, Accountancy, Business Administration, Procurement and Supply, Information and Communication Technology and Records, Archives and Information Management. Table 2.4 provides pass mark for continuous assessment on the mentioned programmes.

**Table 2.4: Minimum Scores for Continuous Assessment**

Programme	Continuous Assessment		
	Total Marks	% Needed for Pass Mark	Score
Basic Technician Certificate	60	50	30
Technician Certificate	60	50	30
Ordinary Diploma	60	45	27

- e) Semester examinations will carry 50 marks for Basic Technician Certificate and Technician certificate programmes in Economic Development, Library and Information Management, Gender Issues and Development, Management of Social Development, Human Resources Management and Youth Work, while it will carry 55 marks for above mentioned Ordinary Diploma programmes and 40 marks for Higher Diploma and Bachelor's Degree programmes. Table 2.5 provides pass mark for continuous assessment on the mentioned programmes.

**Table 2.5: Minimum Score for Semester Examination**

Programme	Semester Examination		
	Total Marks	% Needed for Pass Mark	Score
Basic Technician Certificate	50	50	25
Technician Certificate	50	50	25
Ordinary Diploma	55	50	27.5

Higher Diploma	60	40	24
Bachelor's Degree	60	40	24

- f) Semester Examinations will carry 40 marks for Basic Technician Certificate, Technician certificate and Ordinary Diploma programmes in Community Development, Accountancy, Business Administration, Procurement and Supply, Information and Communication Technology and Records, Archives and Information Management. Table 2.6 provides pass mark for continuous assessment on the mentioned programmes.

**Table 2.6: Minimum Score for Semester Examination**

Programme	Semester Examination		
	Total Marks	% Needed for Pass Mark	Score
Basic Technician Certificate	40	50	20
Technician Certificate	40	50	20
Ordinary Diploma	40	45	18

- g) A student will be considered to have failed and therefore needed to carry or repeat/re-take if he/she scores less than the required minimum for either continuous assessment OR semester examination.

## 2.5 Grading System

The raw score for continuous assessment and end of semester examination shall be recorded to a whole number with one decimal point. The final score for grading purpose shall be rounded off to the nearest whole number.

### 2.5.1 Basic Technician and Technician Certificate Programmes (NTA Levels 4 & 5)

The grading system for NTA Level 4 and 5 shall be as shown the Table 2.7.

**Table 2.7: The grading system for NTA Level 4 and 5**

SCORE RANGE	GRADE	GRADE POINT	REMARKS
80% - 100%	A	4	Excellent
65% - 79%	B	3	Good
50% - 64%	C	2	Satisfactory
40% - 49%	D	1	Poor
0% - 39%	F	0	Failure

**NB:** Grades A, B and C shall be regarded as pass in ascending order of merit, where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

### 2.5.2 Ordinary Diploma Programmes (NTA Level 6)

The grading system for Ordinary Diploma (NTA Level 6) shall be as shown the Table 2.8.

**Table 2.8: The grading system for NTA Level 4 and 5**

SCORE RANGE	GRADE	GRADE POINTS	REMARKS
75% - 100%	A	5	Excellent
65% - 74%	B+	4	Very good
55% - 64%	B	3	Good
45% - 54%	C	2	Satisfactory
35% - 44%	D	1	Poor
0% - 34%	F	0	Failure

**NB:** Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

### 2.5.3 Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as indicated in Table 2.9.

**Table 2.9: The grading system for NTA Level 7 and 8**

SCORE RANGE	GRADE	GRADE POINTS	REMARKS
70% - 100%	A	5	Excellent
60% - 69%	B+	4	Very good
50% - 59%	B	3	Good
40% - 49%	C	2	Satisfactory
35% - 39%	D	1	Poor
0% - 34%	F	0	Failure

**NB:** Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

### 2.6 Computation of Grade Point Average (GPA)

The computation of GPA for all NTA Levels is based on the average performance of all modules studied. Hence, accumulative Grade Point Average (GPA) shall be used for the purpose of classifying awards. The cumulative GPA for all modules shall be calculated using the following procedures:

- i) The letter grades obtained shall be converted into “points” as stipulated under Regulations 2.5.1 to 2.5.3.
- ii) The credits for modules taken in each programme shall be used to determine the weight of each module. The credits for each module are shown in the programme curricula and under respective Sections of the Academy’s prospectus.
- iii) To get the score for the module, the points in (i) shall be multiplied by the module credits in (ii).
- iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii).

- v) To get the GPA, total score in (iv) shall be divided by sum of credits for all modules taken.
- vi) The final value of the GPA shall be truncated to one decimal point. For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9.
- vii) Symbolically, the formula for computing the cumulative Grade Point Average (GPA) can be presented as:

$$GPA = \frac{\sum (P \times N)}{\sum N}$$

Where:

$\Sigma$  = Summation symbol;

P = Grade Point assigned to a letter grade scored in the module;

N = Number of credits associated with the respective module

## 2.7 Classification of Awards

Basing on the GPA calculated in Regulation 2.6, the classification of award at a particular NTA Level shall be as follows (Table 10):

**Table 2.10 (a): NTA Levels 4 and 5**

CLASS OF AWARD	CUMMULATIVE GPA
First Class	3.5-4.0
Second Class	3.0-3.4
Pass	2.0-2.9
Fail	0-1.9

**NB.** Any student who scores a GPA of less than 2.0 in a year shall be discontinued from studies.

**Table 2.10 (b): NTA Levels 6, 7 and 8**

CLASS OF AWARD	CUMMULATIVE GPA
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
Fail	0-1.9

**NB.** Any student who scores a GPA of less than 2.0 in a year shall be discontinued from studies.

### 2.7.1 Award of Technician Certificate (NTA Level 5) and Higher Diploma (NTA Level 7)

Successful completion of Technician Certificate (NTA Level 5) entitles one to either proceed to the Ordinary Diploma (NTA Level 6) or to exit. A student who will successfully complete NTA Level 5 and wants to exit will be awarded a Technician Certificate of the programme understudy.

On the other hand, successful completion of the Higher Diploma (NTA Level 7) entitles one to either proceed to the Bachelor's Degree (NTA Level 8) or to exit. A student who will successfully complete NTA Level 7 and wants to exit will be awarded a Higher Diploma (NTA Level 7) of the programme understudy.

## **2.8 Procedures for Setting of End of Semester Examinations**

- 2.8.1 All examinations of the Academy shall be set by internal examiners of the Academy.
- 2.8.2 The Examinations Officer in consultation with Heads of Departments shall compile a schedule of examination papers to be set.
- 2.8.3 The Heads of Departments and Examinations Officer shall compile a list of Principal Internal Examiners (PIE) who may be the module or course lecturer against each module/course whose examination is to be set.
- 2.8.4 For cases where modules have more than one lecturer, it is the duty of the Head of Department to designate one PIE for the module(s).
- 2.8.5 The Examinations Officer after consultation with the Deputy Rector (Academic) shall set a deadline for submitting proposed examination papers by the respective examination setters.
- 2.8.6 Every end of semester examination paper must be accompanied with a recommended Supplementary/Special and Special-Supplementary paper.
- 2.8.7 Internal examiners shall set and submit end of semester examination papers together with model solutions; suggested marking schemes; course outlines and/or assessment plans to the Head of Department offering the module. It should be noted that the follow-up of the timely setting of these papers, model solutions/markings outlines is primarily a task of the Dean of Faculty, Head of Department and the Examinations Officer(s).

## **2.9 Moderation of End of Semester Examinations**

- 2.9.1 Every end of semester examination of the Academy shall be moderated at a designated time and place by an external examiner.
- 2.9.2 The Head of Departments shall simultaneously submit end of semester examination, Supplementary/Special examination and Special-Supplementary examination papers with their corresponding attachments to the respective External Examiners for pre-moderation.
- 2.9.3 External Examiners shall review critically and recommend modifications to the questions, model answers and the marking scheme.
- 2.9.4 Internal Examiners shall ensure that comments and recommendations by external examiners are incorporated in the semester examinations.
- 2.9.5 Immediately after marking, The Head of Departments shall simultaneously submit the Examination Paper, Marking Scheme, Answer Booklets, and score sheets to the respective External Examiners for post-moderation.
- 2.9.6 External Examiners shall fill the forms provided by NACTVET and comment on the question papers, individual questions, and students' performance and recommend improvement for future examinations.



## **2.10 Examinations Seasons**

- 2.10.1 All assessments and examinations shall be completed within each semester for the two intakes (September and March Intakes) and shall be conducted at the same time.
- 2.10.2 There shall be six (6) examination seasons namely, End of First Semester, First Semester Supplementary/Special Examinations, First Semester Special-Supplementary Examinations, End of Second Semester Examinations, Second Semester Supplementary/Special Examinations and Special-Supplementary Examinations in each academic year unless directed otherwise by the Academy.
- 2.10.3 In each semester, after the end of semester examinations there shall be Supplementary/Special examinations for both September and March intakes alike, and at the same time. Also after the end of Supplementary/Special examinations there shall be Special-Supplementary examinations for those who failed in Special examinations. Only students who have failed Special Examinations in the respective semester shall be allowed to sit for Special-Supplementary examinations.
- 2.10.4 A student shall be allowed to proceed to the next semester only upon passing all semester examinations, except for NTA Level 7 which has at least four (4) semesters.
- 2.10.5 The minimum GPA for PASS shall be 2.0 for NTA Levels 4, 5, 6, 7 and 8. Thus, any student achieving less than the minimum GPA shall be regarded as Failed and shall be required to repeat the respective semester.

## **2.11 Registration and Eligibility for End of Semester Examinations**

- 2.11.1 At the beginning of each semester, each student in any programme of study shall be required to register. Registration shall be subject to payment of tuition fee and fulfilling any other obligations as provided for by the Academy. Every person registered as a student at the Academy shall be deemed to be also registered for the appropriate examinations in his/her programme of study.
- 2.11.2 A student pursuing any programme at the Academy shall be eligible for examination on the condition that he/she:
  - i) Has paid tuition fees in respective semester and does not owe other financial dues.
  - ii) Has passed continuous assessment as defined in Regulation 2.3.
  - iii) Has attained a minimum attendance of 80% of the time allocated to each module in that semester.
  - iv) Has not been barred by any lawful order or law.
- 2.11.3 Only a student who meets the examination eligibility criteria under regulation 2.11.2 (i), 2.11.2 (ii), 2.11.2 (iii) and 2.11.2 (iv) shall be allowed to sit for examinations.
- 2.11.4 If a student fails to meet the conditions set under regulation 2.11.2 (i), 2.11.2 (ii), 2.11.2 (iii) and 2.11.2 (iv) he/she shall not be allowed to sit for examinations and shall have to repeat module(s) in the respective

semester or repeat a semester depending on the circumstances.

- 2.11.5 When a student, who has been barred, enters the examination room and sits for examinations, his/her results in that paper/examination shall be declared null and void. Such a candidate shall be discontinued from studies.

## **2.12 Postponement of End of Semester Examinations/Studies**

- 2.12.1 A student may in extenuating circumstances approved by the Deputy Rector (Academic) postpone examinations or studies.
- 2.12.2 The student shall report the matter in writing, as soon as is practical, to the Deputy Rector (Academic) through the Head of Department and the Dean of Faculty. Such a report shall be accompanied with supporting documents.
- 2.12.3 No student shall postpone examinations without a written permission from the Deputy Rector (Academic). Postponement without written permission shall be regarded as having absconded the examinations, hence shall be required to repeat the respective semester.
- 2.12.4 A student may be allowed to postpone studies for a reason, which in the opinion of the Deputy Rector (Academic) is strong enough to prevent one from pursuing studies effectively. Such postponement shall be for a semester or an academic year as the case may be. The maximum period for a student to postpone studies shall be two academic years. Otherwise, he/she shall have to start the programme afresh.
- 2.12.5 A student may be allowed to postpone examinations/studies on medical grounds provided that the postponement has been recommended by a registered medical practitioner from a registered or recognised hospital and approved by the Deputy Rector (Academic). With the exception of emergency cases, such requests must be submitted to the Deputy Rector (Academic) at least forty-eight (48) hours before commencement of a respective examination.
- 2.12.6 Re-admission of a student who has postponed studies on medical grounds is subject to a recommendation by a registered medical practitioner and approval of the Deputy Rector (Academic). Where practical, such a student shall be allowed to continue with his/her studies from the point at which he or she was when he/she felt sick.

## **2.13 Interpretation of Examination Regulations**

The examination regulations stated in these guidelines shall be harmonised with other Academy's rules and regulations which shall be promulgated by the Academic Committee of the Academy from time to time. In case of ambiguity in the interpretation of the Examination Rules and Regulations, the interpretation of the Academic Committee shall be final and conclusive.

## 2.14 Incomplete Work

- 2.14.1 A student who absents oneself from any continuous assessment or fails to submit assignment(s) given during the semester without compelling or justifiable reasons shall be considered to have attempted such assignment(s) and shall be awarded a zero mark.
- 2.14.2 The Deputy Rector (Academic) shall bar any student from being admitted to any examination in any module where he/she is satisfied that the student has not satisfactorily completed, by attendance or otherwise, the requirements of the module.
- 2.14.3 If a student has been barred from sitting for an examination and decides to sit for examination without permission, then his/her examination paper in that examination shall be considered null and void.
- 2.14.4 Students who fail to meet the prescribed time to submit their research papers may request an extension of time through their supervisors. The extension of time shall not exceed 30 days. The request must state the reasons for the extension and must be received by the Head of Department ten (10) days before the paper is due for submission.

## 2.15 Examination Irregularities

- 2.15.1 All the parties involved in the examination process are obliged to maintain academic integrity and ethical conduct so as to ensure smooth conduct of the examinations. Violations of examination regulations shall be subject to disciplinary action.
- 2.15.2 For the purpose of these regulations, examination irregularities include but not limited to:
  - a) Cheating before the examination, which mostly involves leakage. Examination is said to have leaked if its contents or any part of it is disclosed prior to taking the examination;
  - b) Cheating during marking. Marker malpractice is deliberate alteration of mark designed to inflate or deflate a candidate's original mark. This can be initiated by examination officials, by students making contact with markers, or markers making contact with students.
  - c) Cheating during the examination which involves acts like impersonation, carrying unauthorized materials like mobile phones and the likes as described under regulation 2.15.3 of this Examination Regulations and Guidelines, external assistance, smuggling of foreign materials, access to foreign materials, copying, collusion, intimidation and substitution of scripts;
  - d) Attempting to copy or to make references to unauthorized materials in the examination room;
  - e) Doing examination on behalf of another student, or asking another student to do examination on his/her behalf;
  - f) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator;

- g) Permitting a student to copy from another student's paper;
- h) Obtaining, or endeavouring to obtain assistance from any other person directly or indirectly or endeavouring to give assistance to any student;
- i) Removing examination answer book/sheet from the examination room;
- j) Starting to attempt the examination before being authorized to do so;
- k) Continuing to attempt the examination after being ordered to stop;
- l) Failing to comply with any other examination rules, regulations, or directions given by the invigilator(s);
- m) Destroying or attempting to destroy evidence relating to any suspected irregularity;
- n) Reproducing the works of another person or persons in coursework assignments or research report without acknowledgement and with the intention to deceive (Plagiarism);
- o) Leaving the examination room to read at pre-hidden notes;
- p) Drunkenness or doing any disorderly conduct or unbecoming behaviour in the examination room;
- q) Entering into examination room by using another student's identity card.

**2.15.3 For the purpose of these regulations, unauthorized materials include but not Limited to:**

- a) Any written or printed material
- b) Crib note (Answers)
- c) Cellular or mobile phone and its accessories
- d) Smart watch, pen or any smart technological materials
- e) Pager
- f) Radio
- g) Radio cassette or any type of cassette players
- h) CD Player
- i) VCD/DVD
- j) Computer, Ipads and Tablets
- k) Magazines
- l) Any kind of drinks, food stuffs and drugs
- m) Purse, bag and wallet
- n) Jacket, coat, head piece/cover, *Kanga*, and any form of cloth assisting in hiding unauthorized materials
- o) Programmable calculator
- p) Expired or Forged student Identity Card
- q) Any kind of material that may assist a candidate to cheat or disturb other candidates in the examinations
- r) Any other material as may be specified by the Academic Committee from time to time.

**2.15.4** Any Candidate found with any of the unauthorized materials listed above (a-r) in the examination room shall be guilty with examination irregularities and his/her

results shall be nullified or discontinued from the level of studies or both of them.

**2.15.5** No candidate shall be allowed to borrow any examination tool/material such as calculator, ruler, pen or any others materials from any student during examination. Borrowing any tool or material from other students during examination is interpreted as cheating. Where borrowing is necessary, the respective student shall communicate with an invigilator.

**2.15.6** Examination irregularities and their penalties are summarised in Table 2.11.

**Table 2.11: Summary of Examination Irregularities and Their Penalties**

No.	Examination Irregularity	Penalty
1.	Cheating before the examination, which mostly involves leakage. Examination is said to have leaked if its contents or any part of it is disclosed prior to taking the examination.	(i) Nullification of the candidate's examination results at the level of study, or (ii) Discontinuation from studies for a period depending on the level of study, or (iii) Both of them.
2.	Cheating during marking. Marker malpractice is deliberate alteration of mark designed to inflate or deflate a candidate's original mark. This can be initiated by examination officials, by students making contact with markers, or markers making contact with students	(i) Nullification of the candidate's examination results at the level of study, or (ii) Discontinuation from studies for a period depending on the level of study or both of them.
3.	Cheating during the examination which involves acts like impersonation, carrying unauthorized materials like mobile phones and the likes as described under section 2.11.3 of this prospectus, external assistance, smuggling of foreign materials, access to foreign materials, copying, collusion, intimidation and substitution of scripts.	(i) Nullification of the candidate's examination results at the level of study, or (ii) Discontinuation from studies for a period depending on the level of study, or (iii) Both of them.
4.	Attempting to copy or to make references to unauthorized materials in the examination room	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.



No.	Examination Irregularity	Penalty
5.	Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator	(i) Nullification of the candidate's examination results at the level of study, or (ii) Discontinuation from studies for a period depending on the level of study.
6.	Doing examination on behalf of another student, or asking another student to do examination on his/her behalf	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.
7.	A student doing examinations by using another student's identity card	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study
8.	A student permitting another student to copy his/her work	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies depending on the level of study.
9.	Obtaining, or endeavouring to obtain assistance from any other person directly or indirectly or endeavouring to give assistance to any student	(i) Nullification of the candidate's examination results at the level of study or (ii) Discontinuation from studies for a period depending on the level of study or both of them.
10.	Removing examination answer book/sheet from the examination room	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.
11.	Starting to attempt the examination before being authorized to do so;	Nullification of the candidate's examination results of the respective module
12.	Continuing to attempt the examination after being ordered to stop	Nullification of the candidate's examination results of the respective module
13.	Failure to comply with any other examination rules, regulations, or directions given by the invigilator(s);	Nullification of the candidate's examination results of the module
14.	Destroying or attempting to destroy evidence relating to any suspected irregularity.	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.

No.	Examination Irregularity	Penalty
15.	Any student who will be proven to have cheated, including being involved in plagiarism, in any part of the examination shall be deemed to have failed in the whole examination for the semester and shall be discontinued from studies.	(i) Nullification of the candidate's examination results, and (ii) Discontinuation from studies.
16.	Leaving the examination room to read at pre-hidden notes.	(i) Nullification of the candidate's examination results, or (ii) Discontinuation from studies, or (iii) Both (i) and (ii).
15.	Drunkenness or doing any disorderly conduct or unbecoming behaviour in the examination room.	(i) Nullification of the candidate's examination results, or (ii) Discontinuation from studies, or (iii) Both (i) and (ii).

## 2.16 Procedures for Dealing with Examination Irregularities

### 2.16.7 Students

- i) It shall be the responsibility of an Invigilator to report immediately all suspected cases of cheating to the Examinations Officer. When an Invigilator has reason(s) to believe that a student has been cheating or has aided in cheating, he/she shall immediately inform the student and follow up with a written report of the charges to the Examinations Officer.
- ii) The Examinations Officer shall immediately forward the report to the Deputy Rector (Academic).
- iii) The Deputy Rector (Academic) shall set up an Investigation Committee which shall complete the investigation within seven (7) working days.
- iv) The Investigation Committee shall notify the students on the day, date, time and place upon which the investigation shall be held. Failure by the student to appear at the investigation committee shall not vitiate the proceeding. The Academy shall proceed ex parte determining the alleged irregularities basing on the available evidence.
- v) The Investigation Committee shall submit the report to the Deputy Rector (Academic), who shall in turn table the matter before the Academy's Undergraduate Studies Committee.
- vi) The Undergraduate Studies Committee shall have the powers of summoning student(s) and invigilator(s), as it deems necessary.
- vii) The Undergraduate Studies Committee shall submit a report of its findings and recommendations to the Rector who will decide what further action to be taken. However, the final decision is vested with the Academic Committee.

### 2.16.8 Academicians and Other Employees

Any member of the staff of the Academy who is found to have participated and/ or involved in cheating of examinations will be dealt with in accordance with the Employment and Labour Relations Act, 2004, the Academy's Staff Service

Regulations, and Standing Orders for the Public Service.

## **2.17 Examination Instructions to Candidates**

- 2.17.1 For each examination, a student shall be responsible for checking the date, time and venue and presents himself/herself for the examination at the approved time and place.
- 2.17.2 A student shall be allowed to enter the examination room 30 minutes prior to the time prescribed for the commencement of end of semester examination.
- 2.17.3 In any end of semester examination, no student shall be allowed to enter the examination room for more than half an hour after the examination has started and no student shall be permitted to leave the examination room until half an hour has elapsed from the start of the examination.
- 2.17.4 No direct communication (verbal or otherwise) between candidates is allowed during the examination. If any student needs to communicate, he/she must do so by raising his/her hand to attract attention of the Invigilator.
- 2.17.5 Smoking and drinking alcohol and/or being in a condition of alcohol influence in the examination room is completely prohibited.
- 2.17.6 Candidates, subject to the permission of the invigilator, are allowed to go out of the examination room, one at a time, with an escort for not more than ten minutes and only for the purpose of a call of nature.
- 2.17.7 A student shall make sure that he/she has been issued with an identity card before end of semester examinations begin after being registered by the Academy.
- 2.17.8 Students should use only their registration numbers for the end of semester examinations. As such names, initials or any other mark that may distinguish one student from another should never be written on script papers or answer books for the end of semester examinations.
- 2.17.9 Using any other student's registration number is considered as a case of dishonesty that is liable for disciplinary action as shall be determined by examinations decisions bodies. Such dishonesty may lead to discontinuation from studies subject to confirmation by Academic Committee.
- 2.17.10 A candidate who may wish to attract the attention of the invigilator shall do so by raising his/her hand without disturbing other students.
- 2.17.11 Candidates are not allowed to chew anything while in the examination room unless granted permission under special circumstances. A candidate found to be doing so and refuses to produce the material being chewed shall be deemed to have destroyed evidence of possession of unauthorized materials while in the examination venue and thus cheating.





## 2.18 Invigilation of End of Semester Examination

### 2.18.1 Responsibilities of the Invigilators before the start of the examination

The responsibilities of the Invigilators before the start of the examination shall be as follows:

- a) Invigilators shall be physically present in the examination premise/room **at least thirty minutes** before the commencement of the examination.
- b) Invigilators will be provided with the following items by the Academy's Examinations Officer:
  - i) The question papers to be attempted by students. **Sealed** envelopes containing question papers must be **personally** collected by each Chief Invigilator from the office of the Examinations Officer **at least thirty minutes** before the examination time.
  - ii) A list showing the names of the papers to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of timetable for the Academy's examinations.
  - iii) Invigilators must also ensure that **ONLY ONE** answer book is provided to each candidate unless the rubric on the question papers requires otherwise. **The answer-booklet must be filled before any additional paper is provided.**
  - iv) Question papers and any other materials prescribed in the rubric (e.g. log tables, charts, etc.) shall be set out by the Invigilators.
- c) All students must show their identity cards clearly showing their Registration Numbers to the respective invigilators before entry into the examination room. Students who fail to show identity cards shall not be allowed to sit for the examinations.
- d) Invigilators may search/check students to ensure that they do not enter the examination premise/room with unauthorized materials.
- e) Invigilators shall admit students to the Examination room thirty minutes before the commencement of the examination and they shall ensure that students take the right places. Handbags, purses, wallets, sweaters, pullovers, jackets, overcoats, books, papers, smart watches/pens, mobile phones and other similar articles shall not be allowed in the examination premise.
- f) During the first ten minutes before the commencement of an examination the Invigilator(s) shall:
  - i) Make an announcement to the effect that students satisfy themselves that they are in possession of the correct paper.
  - ii) Call for an attention to anything that seems to require attention.
  - iii) Announce that, where it is practicable, both sides of the paper must be used;
  - iv) Tell students when they may begin writing. Students will normally be allowed for five minutes to read through the examination paper;
- g) Invigilators shall not admit students to the examination room after thirty minutes from the commencement of the examination and shall not permit

students to leave the room until thirty minutes have elapsed.

### **2.18.2 Responsibilities of the Internal Examiner(s) before the start of an examination**

Every internal examiner shall be in the examination room at the commencement of examination of the module in which he/she lectures. His/her presence is meant at assisting the invigilators to clarify issues which may be raised by the students concerning the examination. Instructions which the Internal Examiner may wish to be given shall be announced by the Invigilators. Internal Examiner may leave the examination room after having settled all the raised issues.

### **2.18.3 During Examinations**

- a) At the commencement of the examination, the Chief Invigilator shall remind candidates to ensure that they are attempting the right examination paper.
- b) The Chief Invigilator shall remind candidates to ensure that they do not possess any unauthorized materials.
- c) Invigilators shall ensure that candidates are provided with additional requirements, depending on the nature of the examination. Candidates are permitted to do rough work on the inside covers of the answer scripts on the understanding that this is crossed out at the end of the examination. Candidates will not be allowed to do rough work on the examination papers. No candidate shall be permitted to leave his/her place during the examination.
- d) At the end of the first thirty minutes the total number of candidate's present shall be recorded. Invigilators shall then collect the answer books from all vacant places. Spare question papers shall be returned to the correct envelopes for collection by the Chief Invigilator.
- e) Invigilators shall not sit in one place; rather they shall walk around and strategically observe candidates from the back.
- f) Random checks of answer booklets shall be done to search for unauthorized materials usually hidden within the answer booklets.
- g) Invigilators shall not in any circumstances do any activity not related to the assigned task of invigilation. Such activities which are not allowed to be done by invigilator(s) include: reading newspapers, novels, chatting with mobile phones or using laptop or computer and that invigilator(s) shall be fully responsible for any act which hinder effective invigilation of an examination.
- h) Invigilators shall have the authority to confiscate any unauthorized material brought into the examination room.
- i) To make sure that no candidate leaves the examination room/hall with examination paper and answer sheets.
- j) To obtain clarification or guidance from the module lecturer or respective Department where there is a misprint or missing information in the examination paper. The candidate should be advised to carry on with the rest of the questions.
- k) To take appropriate measures where the Invigilator(s) notice that a candidate is in breach of examination regulations in the examination room/hall or

premises of the examination against such candidate which will include to require the candidate to write a statement about the incident and sign the statement. The candidate shall not be allowed to continue with examination until being proved not guilty.

- l) To report in a prescribed form incident of breach of examination regulations to the head of examinations department immediately after the end of the respective examination.
- m) To make announcements concerning the conduct of the examination or any other important information to the candidate.
- n) Students shall use either black or blue pens in writing their examinations and pencils for sketches and drawings.

#### **2.18.4 At the End of Examinations**

- a) Invigilators shall not permit candidates to leave their places until examination scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand in their scripts to the Invigilator before leaving the examination room.
- b) No candidate shall leave the examination room during the last thirty minutes of the time allocated for the examination except in case of emergency. At the end of the examination Invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- c) To require candidates to remain seated until all answer books and/or answer sheets have been collected.
- d) To make any announcement to ensure orderly collection of examination answer books and /or answer sheets.
- e) To make sure that all examination answers books and/or answer sheets have been collected and verified against the attendance sheet.
- f) To make sure that all examination answer books and/or answer sheets are serially arranged according to their registration numbers.
- g) Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examinations Officer at the time of collecting the Examination papers.
- h) Invigilators shall sign the Attendance Sheet before handing over all the scripts to the Head of Department. On receipt of the scripts, the Head of Department shall check them and sign on the collection form.

#### **2.19 Marking of End of Semester Examinations**

- a) Marking of the end of semester examinations shall be done in marking panels as may be determined by the relevant authority.
- b) The markers shall countercheck and convince themselves that the model answers are correct. Within a question, marks shall be allocated according to the mark distribution indicated on the question paper and the marking criteria as agreed with the External Examiner;
- c) The marker shall use a pen (not a pencil), which writes in red ink. The External Examiner shall use a pen that writes in green ink.
- d) The overall total marks on a script must be a whole or in one decimal point.

All marks that are less than 10 must be preceded by a 0, e.g. 03, 07, etc. The total for each question shall be ringed where it appears inside the script, and transcribed onto the front of the script;

- e) For each examination script, the External Examiner must ensure that all pages have been marked, all additions are correct, the student's marks have been appropriately allocated in the light of the examination rubric, and all totals have been correctly transferred to the cover of the examination booklet and to module mark sheet,
- f) Each page that has been considered by the External Examiner (including all rough work and the front cover) must have some clear indication (in green ink) to this effect, preferably a tick in the top corner,
- g) The Internal Examiners shall be required to submit all mark sheets (scripts) for final examinations to the Head of Department immediately after the marking exercise is over.

## **2.20 Examination Approval Procedures**

To ensure that academic standards, quality and integrity are maintained, the examination results shall be discussed at the Departmental Examinations' Committee, Faculty Academic committee and Undergraduate Studies Committee before being approved by the Academic Committee. The decision of the Academic Committee shall be final and conclusive.

## **2.21 Release of End of Semester Examination Results**

### **2.21.1 Release of Provisional Results**

- a) Provisional examination results refer to those which have received an official endorsement of the Undergraduate Studies Committee. Provisional end of semester examination results in every semester shall be released by the Deputy Rector (Academic).
- b) The Deputy Rector (Academic) shall release the provisional examination results within 7 days after having been confirmed by the Undergraduate Studies Committee.
- c) The release of provisional examination results shall be through the Academy's website.
- d) Each student shall access his/her released examination results by using his/her user name and password. The Academy is not responsible for keeping (or any loss of) the student user name and/or password. No case of negligence and irresponsibility on the part of the student shall be entertained.

### **2.21.2 Procedures for Appeals**

- a) As soon as the Undergraduate Studies Committee confirms the provisional examination results and after the Deputy Rector (Academic) has released the provisional examination results, a student who would like to appeal against the result/paper shall appeal within seven (7) days from the date of release of result (counted from the day of release of provisional results) to

- lodge his/her appeal regardless of the results being withheld or not.
- b) Any appeal shall have to be on material issues and shall be in written form accompanied with all relevant and substantive evidence documented and addressed to the Deputy Rector (Academic).
  - c) An appeal shall be accompanied with a non-refundable fee of TShs. 50,000/= per script. Such fee shall be revised from time to time.
  - d) Examination scripts shall be re-marked by External Examiner and the marks given by the External Examiner shall be final,
  - e) The Deputy Rector (Academic) shall submit the appeal results to the Undergraduate Studies Committee which shall recommend to the Rector the action to be taken.
  - f) If one is not satisfied with the appeal results then he/she may appeal to the Academic Committee.

### **2.21.3 Release of Final Examination Results**

- a) Final examination results shall be approved by the Academic Committee.
- b) The Deputy Rector (Academic) shall publish examination results after they have been approved by the Academic Committee.
- c) Approved results shall show letter scores obtained in each course of the academic year, the annual GPA and cumulative GPA of each student.
- d) Issues of results and awards shall be entirely to the discretion of the Academy. The Academy shall reserve the right to reduce the classification, withhold or cancel an award of any student, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke any certificate it has issued and to require the issued certificate to be returned.
- e) The Academy may withhold or cancel the results of a student if it satisfies itself that such student has been involved in irregularities before, during or after examination.

### **2.21.4 Withholding Examination Results or Barring Candidate from Doing Examination**

The Deputy Rector (Academic) in consultation with the Rector may, where a student has failed to fulfil a fundamental contractual or legal obligation with the Academy or a breach of same (for example, where there is dishonesty or fraud), bar him/her from doing examination or withholding examination results until he/she discharges the obligation or is exonerated from the wrong.

### **2.22 Conditions for progressing from Semester to Semester and from year to year**

- a) A student shall be allowed to proceed to the next semester if he/she passes all modules examined in the preceding semester.
- b) A student shall be allowed to proceed from one academic year to another if:
  - i) He/she passes all modules examined in the two semesters of the preceding academic year.
  - ii) He/she meets the conditions for carrying forward the modules failed as stipulated under Regulation 2.25.

## **2.23 Supplementary Examinations**

There shall be supplementary examinations for students in all programmes. The purpose of supplementary Examination is to provide a second chance to the student who has failed in the first sitting.

### **2.23.1 Conditions for Doing Supplementary Examinations**

- 1) A candidate who fails in semester examination, that is, scoring below pass mark, shall be required to sit for supplementary examination for the failed module(s), provided that he/she does not fail in more than half of the modules examined during that semester; for example, for a candidate who sat for examination in seven (7) modules should not fail in more than three (3) modules.
- 2) A supplementing student shall have a GPA of 2.0 and above.
- 3) A supplementing student shall be assessed exclusively on the basis of his/her supplementary examination results and his/her continuous assessment scores shall not be taken into account.
- 4) Where a student has passed by virtue of a supplementary examination, his/her results shall be recorded as a passing grade "C".
- 5) Supplementary and Special examinations will be held once in each semester prior to the commencement of the subsequent semester.
- 6) Supplementary examinations shall be conducted before the commencement of the next semester.

### **2.23.2 Rules which Shall Apply if a Student Fails in a Supplementary Examination**

- a) A student who fails in supplementary examination shall repeat/re-take the failed module(s) and pass for NTA Level 4, 5, 6, and 7 (second year), provided that the overall GPA is 2.0 and above, shall not be allowed to proceed to the next level.
- b) A student who fails supplementary in NTA Level 7 first year shall carry forward the failed module(s) into the second year and pass, provided that the overall GPA is 2.0 and above.
- c) A student who fails supplementary for NTA Level 8 shall repeat/re-take the failed module(s) and pass, provided that the overall GPA is 2.0 and above.

## **2.24 Conditions for Repeating the Failed Module(s)**

In repeating the failed module(s) the following rules shall apply:

- i) Repeating shall be allowed only once.
- ii) A student eligible for repeating a module(s) has to register for the same by filling in the registration form at the beginning of the semester. The registration should be approved by respective Head of Department and Dean of Faculty.
- iii) Repeating shall be according to the semester in which the module is offered.
- iv) Coursework shall be considered in assessing the repeated module(s). A student shall attend lectures of the failed module(s) and fulfil all its

- coursework requirements, and pay fees for the period of study.
- v) The fees for repeating the failed module(s) shall be 50 percent of the total annual fees regardless of the number of the modules to be repeated.
  - vi) A student failing in the first repeat has to supplement and if he/she fails the supplementary examination of the repeated module he/she has to repeat the respective semester(s) in which his/her repeated module(s) falls.
  - vii) Examinations for repeated module will take place during the end of semester examination season, while the supplementary of the same will take place during the supplementary season.

## **2.25 Conditions for Carrying Forward the Failed Module**

In carrying forward the failed modules the following conditions shall be observed:

- a) NTA level 7 students are allowed to carry-over a maximum of two (2) modules of the first academic year (first and second semesters) while undertaking second academic year modules.
- b) NTA level 7 students who have failed more than two (2) modules in the first academic year (first and second semesters) shall re-take the failed modules and pass before undertaking second academic year modules (third and fourth semester).
- c) A student eligible for carrying forward a module has to register for the same by filling in the registration form. The registration should be approved by the respective Head of Department and Dean of Faculty.
- d) A Non-degree and NTA Level 7 (Second Year) student is not eligible to carry forward, rather he/she shall repeat and clear the failed modules so as to qualify for moving to the next NTA level or qualify for the award of a certificate in that level.
- e) A student shall be eligible for carry forward within the same NTA level only.
- f) There shall be no carry-over modules for NTA Levels 4, 5, 6, 8 and 9, except NTA Level 7 which has at least four semesters.
- g) Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course.
- h) The maximum grade for a carried over course shall be the minimum passing grade i.e. 'C'.
- i) Examinations for carried forward modules shall be done during the supplementary examination season.
- j) A student will have to attend lectures of the failed module(s).
- k) No coursework shall be considered in assessing the carried forward module(s).
- l) Attending lectures requirements of the failed modules is only meant for making sure that a student is well prepared before sitting for the carried forward module(s).
- m) There will be no extra payments for carrying forward modules.
- n) The grade for the carried forward module shall be C for any score equal to or above the pass mark.

## 2.26 Eligibility for Special Examinations

- a) Where a student pursuing any programme of study at the Academy fails to attend the whole or part of an examination under circumstances which are beyond his/her control, such a student may, subject to production of authentic evidence approved by the Deputy Rector (Academic), be allowed to sit for special examination in the module(s) which he/she did not sit.
- b) A student who appears for special examination under sub regulation 2.26 (a) of this section shall be treated as if he/she is sitting for examinations for the first time.
- c) Special examinations shall be conducted at a time and date coincident with supplementary examinations as provided for under these regulations.
- d) A student who fails special examination(s) shall sit for special-supplementary examinations in the same semester prior to the commencement of the subsequent semester.

## 2.27 Circumstances under which a Student Shall Repeat a Semester

A student shall be allowed to repeat the respective semester if he/she:

- a) Fails more than half of the modules examined in a particular semester.
- b) Fails in the supplementary examination of any repeated module(s).
- c) Fails in the module(s) carried forward.
- d) Scores less than a minimum coursework or semester examination of a particular module(s).
- e) Fails to attain 80% class attendance in every module in a particular semester.
- f) A student shall only repeat the respective semester(s) in which his/her failed module falls.
- g) Fails any supplementary examination.

## 2.28 Maximum Registration Periods for Various Programmes

- a) The maximum periods of registration for various programmes allowed for Repeating Semester are indicated in Table 2.12.

**Table 2.12: Maximum Registration Periods allowed for Repeating Semester**

No	Programmes	Normal Duration (Years)	Maximum Registration Period (Years)
1	Basic Technician Certificate	1	2
2	Technician Certificate	1	2
3	Ordinary Diploma	1	2
4	Bachelor Degree	3	5

- b) A student who, for various reasons, cannot complete his/her studies within the maximum period of registration indicated in Section 2.28 (a) may have his/her registration cancelled and may have to re-apply for fresh admission if he/she still meets the admission requirements.



## **2.29 Circumstances under which a Student shall be Discontinued from Studies**

- a) A student shall be discontinued from studies at the Academy if he/she:
  - i) Absents himself/herself from the end of semester/ special/ supplementary examination without permission of the Deputy Rector (Academic);
  - ii) Absconds from studies;
  - iii) Fails to submit the research proposal and/or research report;
  - iv) Fails to attend a Fieldwork placement allocated to him/her without acceptable reason(s) approved by the Deputy Rector (Academic);
  - v) Deliberately not reporting to his/her teaching practice station.
  - vi) Is found guilty of examination/academic irregularities as provided for under these regulations;
  - vii) Has been involved in great misconduct as provided under Students' by-laws of the Academy;
  - viii) Is convicted of criminal offence;
  - ix) Is found to have joined the Academy using forged certificates;
  - x) Is found guilty of cheating in relation to fieldwork/field attachment training report/dissertation.
  - xi) Scores a GPA of less than 2.0 in a year.
- b) A student who has been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the Academy after a lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.
- c) A student who was discontinued from any course on disciplinary grounds or involvement in an examination irregularity shall not be re-admitted to the Academy in any course.

## **2.30 Preservation of Examination Scripts**

The Academy shall preserve students' examination scripts for the purpose of reference for a period of five (5) academic years counted from the date examination results to which they relate were approved by the Academic Committee.

## **2.31 Procedures for Field Attachment Training**

- a) Field Attachment Training (FAT) shall be an essential part of NTA Level 4, 5 and 7. For NTA Level 7 FAT shall be conducted at the end of the second (2nd) year of studies. The Field Attachment Training for all programmes shall last for a period of eight (8) weeks.
- b) Prospective FAT's students shall be required to identify and select/suggest placements for field attachment training within four (4) weeks of the beginning of the first semester of the subsequent year. The name and address of selected/suggested placement shall be submitted to the respective Head of Academic Department within the period mentioned above.
- c) Students shall be supervised by the Field Supervisor and Academy's Supervisor.

- d) A student who deliberately does not report to the field placement shall be deemed to have failed in FAT and absconded from studies, hence shall be required to repeat/re-take based on the level of the study.
- e) The Department hosting the FAT's students shall make the assessment of the field attachment training reports. The Format of the report shall be indicated in the FAT Logbook.
- f) A student who attended FAT and fails to submit the FAT report in time without compelling reasons will be deemed to have failed, hence shall be required to repeat/re-take based on the level of the study.
- g) A student who fails to submit FAT report with compelling reasons shall be required to submit the report within three (3) weeks after his/her request has been accepted.
- h) A student who fails to attain minimum grades on FAT shall not be allowed to continue to the next level of study and will be required to repeat/re-take.
- i) A pass in the Field Attachment Training shall be required before a candidate is allowed to graduate or proceed to next level.

### **2.32 Research Project/Dissertation**

- a) Diploma and Bachelor's Degree students shall be required to undertake an independent research on a topic relevant to the field of study.
- b) The research proposal followed by research report/dissertation shall be prepared during the last year of his/her programme of study as indicated in the guidelines for writing research projects and dissertations.
- c) The Research Project report/dissertation shall be marked. Passing in Research Project report and dissertation is a requirement for the award of a diploma and degree respectively.
- d) Students shall be required to pass this module separately and shall be assessed out of 100% marks.
- e) Any candidate whose Research Proposal, Research Report or dissertation will not be submitted for assessment within the specified date of the deadline as indicated in the Academy's Almanac shall be considered to have failed the module; hence shall be required to repeat/re-take or carry forward based on the level of the study.
- f) A student who fails in Research Project proposal shall be required to re-submit the research project proposal within one month of the release of the results.
- g) A student who fails either in Research Project report or dissertation will be allowed to re-submit the report or dissertation within three (3) months from the date of the release of examination results or within such period as shall be recommended by the Undergraduate Studies Committee.

### **2.33 Teaching Practice (TP) for Bachelor Degree of Education Programmes**

- a) Teaching Practice (TP) forms an integral part for all students undertaking Bachelor's Degree in Education.
- b) All Bachelor's Degrees of Education students shall be required to do a total of 16 weeks of supervised teaching practice throughout their training, the

manner of which is prescribed in this Teaching Practice Regulations and Procedures.

### **2.33.1 General Rules and Regulations of Teaching Practice**

- a) For a student to pass teaching practice, he/she must have taught for the whole of teaching practice period.
- b) Each student on Teaching Practice shall be assessed by Internal Examiner or both Internal and External Examiners at a minimum of two times for each of the teaching subjects.
- c) A student in NTA Level 7 (First or Second Year) who fails to attain pass mark in teaching practice units shall do supplementary teaching practice and shall not be allowed to proceed to the next level (NTA Level 8).
- d) A student in NTA Level 7 (First or Second Year) who fails to do teaching practice on acceptable grounds shall do special teaching practice and shall not be allowed to proceed to the next level (NTA Level 8).
- e) A student who deliberately does not report to his/her teaching practice station shall be discontinued from studies.
- f) A Student who will commit or involve in breaching TP regulations, teachers ethics and morals or commit any offence which is punitive by the laws of Tanzania will be reported to the coordinator of Teaching Practice and Dean of Faculty of Education who will form an investigative committee that will submit their recommendations to Deputy Rector (Academic), who after consultations with other bodies submit the matter to the Academic Committee for decision or approval.
- g) All actors involved in Teaching Practice should observe morals and ethics of teachers and demonstrate the highest level of integrity and professionalism. Violation of ethics and integrity that aims at spoiling the good name of the Academy will be dealt accordingly.

### **2.33.2 First Year Teaching Practice for Bachelor's Degree Programmes**

- a) All students shall have 8 weeks of teaching practice in the first year.
- b) During the first (1) week there shall be an orientation programme to teaching for Bachelor students which exposes students to the fundamental principles of teaching in the broadest term of the profession.
- c) The remaining 7 weeks shall be spent in the field where students get stationed at institutions of their specialization. These institutions are:
  - i) Adult Education Centres where students are usually attached to District Education Officer;
  - ii) Secondary Education where students do their teaching practice in secondary schools;
  - iii) Teachers Education where students are attached to teachers' colleges or primary schools.
- d) Students shall be supervised by the heads of institutions to which they are attached and assessed by MNMA lecturers and coordinated by the Faculty of Education.

### **2.33.3 Second Year Teaching Practice for Bachelor's Degree**

- a) Second year teaching practice for Bachelor of Education students shall run for 8 weeks in which the first week will be spent in the Academy being oriented for macro teaching and other skills for teacher's professional growth.
- b) Second year teaching practice shall be assessed by subject specialists in pedagogy from Faculty of Education, other Departments of the Academy and by external examiners appointed by the Academic Committee.



### 3. POSTGRADUATE REGULATIONS

#### 3.1 Registration

- a) Candidates will be registered for coursework study followed by research leading to a dissertation.
- b) Candidates shall register as full-time. Registration will take place during the first two weeks of Semester I of each Academic year.
- c) Candidates must renew their registration at the beginning of every subsequent year by submitting a duly filled form (MNMA/PG. F) and paying the required fees.
- d) Failure to renew registration shall lead to automatic discontinuation from studies.
- e) Students shall be registered by names appearing on their certificates. No change of names by students shall be entertained during the course of study at the Mwalimu Nyerere Memorial Academy.
- f) No change of names by students shall be allowed during the course of study. Students shall be allowed to use names appearing on the certificates which qualified them for admission.
- g) No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reason for postponement. Special circumstances shall include:
  - i. Sickness, serious social problems (each case to be considered on its own merit); or
  - ii. Severe sponsorship problem.
- h) Students shall be allowed to be away from the MNMA studies for a maximum of two years if they are to be re-admitted to the same programme and to the academic year where they left off.
  - i) Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.
  - j) The registration of new and continuing students shall be two weeks from the first day of the commencement of the semester. Students seeking registration during the third week shall be liable to a surcharge paid per day as the Governing Board may from time to time prescribe. No student shall be registered after the third week since the commencement of the semester.
- k) Every registered candidate is required to submit a progress report (MNMA/PG.F) to his/her supervisor who shall forward to the Head of Department and Dean of Faculty at the end of each semester.
- l) Students who intend to do Master's by Coursework and Dissertation will have to observe the following procedures:
  - i. To complete the coursework component of the programme, a student must pass a minimum number of units, including all the prescribed core courses in the programme.
  - ii. On Postgraduate Studies Committee approval of the results, the candidate proceeds to the dissertation phase of the programme. It is essential that he/she writes and tables a comprehensive proposal in a



Departmental seminar for review and approval.

### **3.2 Extension of Registration Period**

- a) Candidates who, for valid reasons, fail to complete their dissertations/theses within the specified period may apply (using MNMA/PG. F) for an extension of the registration period.
- b) The student shall pay an extension fee per month as the Governing Board may from time to time prescribe. The extension period shall not exceed six months for full-time students.
- c) Under very special circumstances, the Dean of Faculty through the Head of Department may consider a further extension of registration period for a maximum of six months provided it is within the maximum allowable period of registration.
- d) Postponement of studies shall not be entertained. However, under special circumstances, permission to postpone studies may be considered as per the Academy's Regulation and Guidelines for students at the coursework phase while students on thesis and dissertation phase shall be required to freeze registration as per regulation number 3.3.

### **3.3 Freezing Registration**

- i. If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the Deputy Rector (Academic) through the Dean of Faculty and Head of Department for freezing his/her registration by filling the "Freezing of Studies Form" (i.e. PG/F.14).
- ii. The maximum period for such freezing shall be two years.
- iii. Freezing of registration is not allowed for students who are still at the coursework phase.
- iv. A candidate will have to fill "Unfreezing/Resuming of Studies Form" (i.e.PG/F.15) so as to continue with his/her studies.

### **3.4 Postponement of Studies**

- i. A student enrolled at the Academy shall not be allowed to postpone studies after the academic year has begun except under special circumstances and with permission from the Deputy Rector (Academic).
- ii. Permission to postpone studies shall be considered after producing satisfactory evidence of the reasons for postponement. Special circumstances shall include ill health and serious social and economic problems. A candidate will be required to fill a "Postponement of Studies Form" (i.e.PG/F.13).
- iii. No student shall be allowed to postpone studies during the two weeks preceding commencement of final examinations but may be considered for postponement of examinations.

### **3.5 Maximum Period of Registration**

- i. The maximum period of registration for a Master degree shall be three years

- for full-time and four years for part time postgraduate programme.
- ii. A candidate who fails to complete his/her Master programme within the maximum period of registration shall be discontinued from studies.

### 3.6 Administration of Continuous Assessments

- a) Continuous assessment is an ongoing process that measures a learner's achievement during the course of a grade or level, providing information that is used to support a learner's development and enable improvements to be made in the learning and teaching process.
- b) For each module, a minimum of two (2) class tests shall be administered along with term papers, assignments and/or other forms of assessment the module lecturer(s) may consider appropriate. Note that the number of class tests indicated is the minimum. The module lecturer is free to administer more tests.
- c) The module lecturer shall give students feedback of their tests, assignments, term papers or other forms of assessments within two weeks after the date of submission.
- d) The administration of these assignments and assessed work shall be the duty of the relevant module lecturer.
- e) The first test for each module shall be conducted in the 6th week while the second test shall be conducted in the 10th week of the semester. During the test week there will be no lectures. Tests shall be conducted for at least one hour under the supervision of module lecturer(s) or any other academic staff.
- f) Continuous assessment results shall be prepared in duplicate and submitted to both the Head of Department and Examinations Officer prior to commencement of semester examinations. It should be noted that the follow-up of continuous assessment results is primarily a task of the Head of Department.
- g) While each module assessment carries maximum of 100 percent, the breakdown for continuous assessment (class tests and class assignments) and end of semester examination shall be as indicated in Table 3.1.
- h) Continuous assessment results for each module shall be completed and released to students at least one week before the beginning of semester examinations.
- i) Students are required to sign against their names and/or scores when informed about their performances in the continuous assessment prior to commencement of end of semester examinations.

**Table 3.1: Breakdown of Continuous Assessment and Semester Examination**

Programme	Continuous Assessment			End of Semester Examinations	Total
	Tests	Assignments	Others		
Master's Degree	25%	15%	10	50%	100%

### 3.7 Grading System

The raw score for continuous assessment and end of semester examination



shall be recorded to a whole number with one decimal point. The final score for grading purpose shall be rounded off to the nearest whole number. The Grading System for Master Degree Programmes is presented in Table 3.2.

**Table 3.2: The Grading System for Master Degree Programmes**

SCORE RANGE	GRADE	GRADE POINT	REMARKS
70% - 100%	A	5	Excellent
60% - 69%	B+	4	Very good
50% - 59%	B	3	Satisfactory
40% - 49%	C	0	Failure
35% - 39%	D	0	Failure
0% - 34%	E	0	Failure

### 3.8 Computation of Grade Point Average (GPA)

The computation of GPA for all NTA Levels is based on the average performance of all modules studied. Hence, a cumulative Grade Point Average (GPA) shall be used for the purpose of classifying awards. The cumulative GPA for all modules shall be calculated using the following procedures:

- i) The letter grades obtained shall be converted into “points” as stipulated under Regulations 3.7.
- ii) The credits for modules taken in each programme shall be used to determine the weight of each module. The credits for each module are shown in the programme curricula.
- iii) To get the score for the module, the points in (i) shall be multiplied by the module credits in (ii).
- iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii).
- v) To get the GPA, total score in (iv) shall be divided by sum of credits for all modules taken.
- vi) The final value of the GPA shall be truncated to one decimal point. For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9.
- vii) Symbolically, the formula for computing the cumulative Grade Point Average (GPA) can be presented as:

$$GPA = \frac{\sum (PxN)}{\sum N}$$

Where:

$\sum$  = Summation symbol;

P= Grade Point assigned to a letter grade scored in the module;

N= Number of credits associated with the respective module

### 3.9 Classification of Awards

Basing on the GPA calculated in Regulation 3.8, the classification of award at a particular NTA Level shall be as follows (Table 3.3).



**Table 3.3: Classification System for Master Degree Programmes**

<b>CLASS OF AWARD</b>	<b>CUMMULATIVE GPA</b>
First Class	4.4 - 5.0
Second Class	3.5 - 4.3
Pass	3.0 - 3.4
Fail	0 - 2.9

**3.10 Procedures for Setting of End of Semester Examinations**

- a) All examinations of the Academy shall be set by Internal Examiners of the Academy.
- b) The Heads of Departments in consultation with the Examination Officer shall compile a schedule of examination papers to be set.
- c) The Heads of Departments and Examinations Officer shall compile a list of the Internal Examiners (IE) who may be the module or course lecturer against each module/course whose examination is to be set.
- d) For cases where modules have more than one lecturer, it is the duty of the Head of Department to designate one IE for the module(s).
- e) The Examinations Officer after consultation with the Deputy Rector (Academic) shall set a deadline for submitting proposed examination papers by the respective examination setters.
- f) Every end of semester examination paper must be accompanied with a recommended Supplementary/Special, and special supplementary paper.
- g) Internal Examiners shall set and submit end of semester examination papers together with model solutions; suggested marking schemes; course outlines and/or assessment plans to the Head of Department offering the module. It should be noted that the follow-up of the timely setting of these papers, model solutions/marketing outlines is primarily a task of the Dean of Faculty, Head of Department and the Examinations Officer(s).

**3.11 Examinations Seasons**

- 3.11.1 All assessments and examinations shall be completed within each semester.
- 3.11.2 There shall be six (6) examination seasons namely, End of First Semester, First Semester Supplementary/Special Examinations, First Semester Special-Supplementary Examinations, End of Second Semester Examinations, Second Semester Supplementary/Special Examinations and Special-Supplementary Examinations in each academic year unless directed otherwise by the Academy.
- 3.11.3 In each semester, after the end of semester examinations there shall be Supplementary/Special examinations for both September and March intakes alike, and at the same time. Also after the end of Supplementary/Special examinations there shall be Special-Supplementary examinations.
- 3.11.4 A student shall be allowed to proceed to the next semester only upon passing all semester examinations.
- 3.11.5 The minimum GPA for PASS shall be 3.0 and above. Thus any student



achieving less than the minimum GPA shall be regarded as Failed.

### **3.12 Moderation of End of Semester Examinations**

- a) Every end of semester examination of the Academy shall be moderated at a designated time and place by an External Examiner.
- b) Heads of Departments shall simultaneously submit both end of semester examination and Supplementary/Special and Special-Supplementary examination papers with their corresponding attachments mentioned in Regulation 3.10 (g) to the respective External Examiners for pre-moderation.
- c) External Examiners shall review critically and recommend modifications to the questions, model answers and the marking scheme.
- d) Internal Examiners shall ensure that comments and recommendations by External Examiners are incorporated in the semester examinations.
- e) External Examiners shall fill the forms provided by NACTVET and comment on the question papers, individual questions, and students' performance and recommend improvement for future examinations.

### **3.13 Registration and Eligibility for End of Semester Examinations**

- a) At the start of each semester, each student in any programme of study shall be required to register. Registration shall be subject to payment of tuition fee and fulfilling any other obligations. Every person registered as a postgraduate student at the Academy shall be deemed to be also registered for the appropriate examinations in his/her programme under study.
- b) A student pursuing any postgraduate programme at the Academy shall be eligible for examination on the condition that he/she:
  - i) Has paid tuition fees in respective semester and does not owe other financial dues.
  - ii) Has passed continuous assessment as defined in Regulation 3.6.
  - iii) Has attained a minimum attendance of 80% of the time allocated to each module in that semester.
  - iv) Has not been barred by any lawful order or law.
- c) Only a student who meets the examination eligibility criteria under 12 (a) and shall be allowed to sit for examinations.
- d) If a student fails to meet the conditions under 3.13 (a) and 3.13 (b) he/she shall not be allowed to sit for end of semester examination and shall have to repeat module(s) in the respective semester or repeat a semester depending on the situation.
- e) When a student, who has been barred enters the examination room and sits for the end of semester examination, his/her results in that paper shall be declared null and void. Such a candidate shall be discontinued from studies.

### **3.14 Postponement of End of Semester Examinations/Studies**

- a) A student may in extenuating circumstances approved by the Deputy Rector (Academic) postpone examinations or studies.
- b) The student shall report the matter in writing, as soon as is practical, to

- the Deputy Rector (Academic) through the Dean of Faculty and Head of Department. Such a report shall be accompanied with supporting documents.
- c) No student shall postpone examinations without a written permission from the Deputy Rector (Academic).
  - d) A student may be allowed to postpone studies for a reason, which in the opinion of the Deputy Rector (Academic) is strong enough to prevent one from pursuing studies effectively. Such postponement shall be for a semester or an academic year as the case may be. The maximum period for a student to postpone studies shall be two academic years. Otherwise he/she will have to start the programme afresh.
  - e) A student may be allowed to postpone examinations/studies on medical grounds provided that the postponement has been recommended by a registered medical practitioner from a registered hospital and approved by the Deputy Rector (Academic). With the exception of emergency cases, such requests must be submitted to the Deputy Rector (Academic) at least forty-eight (48) hours before commencement of a respective examination.
  - f) Re-admission of a student who has postponed studies on medical grounds is subject to a recommendation by a registered medical practitioner and approval of the Deputy Rector (Academic). Where practical, such a student shall be allowed to continue with his or her studies from the point at which he/she was when he/she felt sick.

### **3.15 Incomplete Work**

- a) A student who absents oneself from any continuous assessment or fails to submit assignment(s) given during the semester without compelling reasons shall be considered to have not attempted such assignment(s) and shall be awarded a zero mark.
- b) The Deputy Rector (Academic) shall bar any student from being admitted to any examination in any module where he/she is satisfied that the student has not satisfactorily completed, by attendance or otherwise, the requirements of the module.
- c) If a student has been barred from sitting for an examination and decides to do the examination without permission, then his/her examination paper shall be considered null and void.
- d) Students who fail to meet the prescribed time to submit their research papers may request an extension of time through their supervisors. The extension of time shall not exceed 30 days. The request must state the reasons for the extension and must be received by the Head of Department ten (10) days before the paper is due for submission.

### **3.16 Examination Irregularities**

- 3.16.1 All the parties involved in the examination process are obliged to maintain academic integrity and ethical conduct so as to ensure smooth conduct of the examinations. Violations of examination regulations will be subject to disciplinary action.
- 3.16.2 For the purpose of these regulations, examination irregularities include

but not limited to:

- a) Cheating before the examination, which mostly involves leakage. Examination is said to have leaked if its contents or any part of it is disclosed prior to taking the examination;
- b) Cheating during the examination which involves acts like impersonation, carrying unauthorized materials like mobile phones and the likes, external assistance, smuggling of foreign materials, access to foreign materials, copying, collusion, intimidation and substitution of scripts;
- c) Cheating during marking. Marker malpractice is deliberate alteration of mark designed to inflate or deflate a candidate's original mark. This can be initiated by examination officials, by students making contact with markers, or markers making contact with students
- d) Attempting to copy or to make references to unauthorized materials in the examination room;
- e) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator;
- f) Doing examination on behalf of another student, or permitting another student to do examination on his/her behalf.
- g) Permitting a student to copy from another student's paper;
- h) Obtaining, or endeavouring to obtain assistance from any other person directly or indirectly or endeavouring to give assistance to any student:
- i) Removing examination answer book/sheet from the examination room;
- j) Starting to attempt the examination before being authorized to do so;
- k) Continuing to attempt the examination after being ordered to stop;
- l) Failing to comply with any other examination rules, regulations, or directions given by the invigilator(s);
- m) Destroying or attempting to destroy evidence relating to any suspected irregularity;
- n) Leaving the examination room to read at pre-hidden notes.
- o) Reproducing the works of another person or persons in course work assignments or research report without acknowledgement and with the intention to deceive (Plagiarism).

3.16.3 For the purpose of these regulations, unauthorized materials include

but not limited to:

- a) Any written or printed material
- b) Crib note (Answers),
- c) Cellular or mobile phone and its accessories,
- d) Smart watch, pen or any smart technological materials
- e) Pager,
- f) Radio,
- g) Radio cassette or any type of cassette players,

- h) CD Player,
  - i) VCD/DVD,
  - j) Computer, Ipad and Tablets,
  - k) Magazines
  - l) Any kind of drinks, food stuffs and drugs,
  - m) Purse, bag, and wallets,
  - n) Jacket, coat, head piece/cover, Kanga, and any form of cloth assisting in hiding unauthorized materials,
  - o) Programmable calculator,
  - p) Expired or Forged Student's ID
  - q) Any kind of material that may assist a candidate to cheat or disturb other Candidates in the examinations
  - r) Any other material as may be specified by the Academic Committee from time to time.
- 3.16.4 No candidate shall be allowed to borrow any examination tool/material such as calculator, ruler, pen and others from any student during examination. Borrowing from other students during examination is interpreted as cheating. Where borrowing is necessary, the respective student shall communicate with an invigilator.
- 3.16.5 Examination irregularities and their penalties are summarised in Table 2.3.

**Table 3.4: Summary of Examination Irregularities and Their Penalties**

No.	Examination Irregularity	Penalty
1.	Cheating before the examination, which mostly involves leakage. Examination is said to have leaked if its contents or any part of it is disclosed prior to taking the examination.	(i) Nullification of the candidate's examination results at the level of study, or (ii) Discontinuation from studies for a period depending on the level of study or both of them.
2.	Cheating during marking. Marker malpractice is deliberate alteration of mark designed to inflate or deflate a candidate's original mark. This can be initiated by examination officials, by students making contact with markers, or markers making contact with students	(i) Nullification of the candidate's examination results at the level of study or (ii) Discontinuation from studies for a period depending on the level of study or both of them.



No.	Examination Irregularity	Penalty
3.	Cheating during the examination which involves acts like impersonation, carrying unauthorized materials like mobile phones and the likes as described under section 2.11.3 of this prospectus, external assistance, smuggling of foreign materials, access to foreign materials, copying, collusion, intimidation and substitution of scripts.	(i) Nullification of the candidate's examination results at the level of study or (ii) Discontinuation from studies for a period depending on the level of study or both of them.
4.	Attempting to copy or to make references to unauthorized materials in the examination room	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.
5.	Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator	(i) Nullification of the candidate's examination results at the level of study, or (ii) Discontinuation from studies for a period depending on the level of study.
6.	Doing examination on behalf of another student, or asking another student to do examination on his/her behalf	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.
7.	A student doing examinations by using another student's identity card	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study
8.	A student permitting another student to copy his/her work	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies depending on the level of study.
9.	Obtaining, or endeavouring to obtain assistance from any other person directly or indirectly or endeavouring to give assistance to any student	(i) Nullification of the candidate's examination results at the level of study or (ii) Discontinuation from studies for a period depending on the level of study or both of them.

No.	Examination Irregularity	Penalty
10.	Removing examination answer book/ sheet from the examination room	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.
11.	Starting to attempt the examination before being authorized to do so;	Nullification of the candidate's examination results of the respective module
12.	Continuing to attempt the examination after being ordered to stop	Nullification of the candidate's examination results of the respective module
13.	Failure to comply with any other examination rules, regulations, or directions given by the invigilator(s);	Nullification of the candidate's examination results of the module
14.	Destroying or attempting to destroy evidence relating to any suspected irregularity.	(i) Nullification of the candidate's examination results at the level of study, and (ii) Discontinuation from studies for a period depending on the level of study.
15.	Any student who will be proven to have cheated, including being involved in plagiarism, in any part of the examination shall be deemed to have failed in the whole examination for the semester and shall be discontinued from studies.	(i) Nullification of the candidate's examination results, and (ii) Discontinuation from studies.
16.	Leaving the examination room to read at pre-hidden notes.	(i) Nullification of the candidate's examination results, or (ii) Discontinuation from studies, or (iii) Both (i) and (ii).
15.	Drunkenness or doing any disorderly conduct or unbecoming behaviour in the examination room.	(i) Nullification of the candidate's examination results, or (ii) Discontinuation from studies, or (iii) Both (i) and (ii).

### 3.17 Procedures for Dealing with Examination Irregularities

#### 3.17.1 Students

- (i) It shall be the responsibility of an invigilator to report immediately all suspected cases of cheating to the Examinations Officer. When an invigilator has reason(s) to believe that a student has been cheating or has aided in cheating, he/she shall immediately inform the student and follow up with a written report of the charges to the Examinations Officer.
- (ii) The Examinations Officer shall immediately forward the report to the Deputy



- Rector (Academic).
- (iii) The Deputy Rector (Academic) shall set up an Investigation Committee which shall complete the investigation within one week.
  - (iv) The Investigation Committee shall notify the students on the day, date, time and place upon which the investigation shall be held. Failure by the student to appear at the investigation committee shall not vitiate the proceeding. The Academy shall proceed ex parte determining the alleged irregularities basing on the available evidence.
  - (v) The Investigation Committee shall submit the report to the Deputy Rector (Academic), who shall in turn table the matter before the Postgraduate Studies Committee.
  - (vi) The Postgraduate Studies Committee shall have the powers of summoning student(s) and invigilator(s), as it deems necessary.
  - (vii) The Postgraduate Studies Committee shall submit a report of its findings and recommendations to the Rector who will decide what further action to be taken. However, the final decision is vested with the Academic Committee.
  - (viii) Any student who will be proven to have cheated, including being involved in plagiarism, in any part of the examination shall be deemed to have failed in the whole examination for the semester and shall be discontinued from studies.

### **3.17.2 Academicians and Other Employees**

Any member of the staff of the Academy who is found to have participated and/ or involved in cheating of examinations will be dealt with in accordance with the Employment and Labour Relations Act, 2004, the Academy's Staff Service Regulations, and Standing Orders for the Public Service.

### **3.17.3 Examination Instructions to Candidates**

- (a) For each examination, a student is responsible for checking the date, time and venue and presents himself/herself for the examination at the approved time and place.
- (b) A student shall be allowed to enter the examination room 30 minutes prior to the time prescribed for the commencement of end of semester examination
- (c) In any end of semester examination, no student shall be allowed to enter the examination room more than half an hour after the examination has started and no student shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination
- (d) No direct communication (verbal or otherwise) between candidates is allowed during the examination. If any student needs to communicate, he/ she must do so by raising his/her hand to attract attention of the Invigilator
- (e) Smoking and drinking alcohol and or being in a condition of alcohol influence in the examination room is completely prohibited
- (f) Candidates, subject to the permission of the invigilator, are allowed to go out of the examination room, one at a time, with an escort for not more than ten minutes and only for the purpose of a call of nature
- (g) A student shall make sure that he/she has been issued with identity card



- before end of semester examinations begin.
- (h) Students should use their registration numbers only for the end of semester examinations. As such names, initials or any other mark that may distinguish one student from another should never be written on script papers or answer books for the end of semester examinations
  - (i) Using any other student's identity card is considered as a case of dishonesty that is liable for disciplinary action as shall be determined by examinations decisions bodies. Such dishonesty may lead to discontinuation from studies subject to confirmation by Academic Committee.
  - (j) A candidate who may wish to attract the attention of the invigilator shall do so by raising his/her hand without disturbing other students.
  - (k) Candidates are not allowed to chew anything while in the examination room unless granted permission under special circumstances. A candidate found to be doing so and refuses to produce the material being chewed shall be deemed to have destroyed evidence of possession of unauthorized materials while in the examination venue and thus cheating.

### **3.18 Invigilation of End of Semester Examination**

#### **3.18.1 Before Examination**

The responsibilities of the Invigilators before the start of the examination shall be as follows:

- i) Invigilators shall be physically present in the examination premise/room at least thirty minutes before the commencement of the examination.
- ii) Invigilators will be provided with the following items by the Academy's Examinations Officer.
- iii) The question papers to be attempted by students. Sealed envelopes containing question papers must be personally collected by each Chief Invigilator from the office of the Examinations Officer at least thirty minutes before the examination time.
- iv) A list showing the names of the papers to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of timetable for the Academy's examinations.
- v) Invigilators must also ensure that ONLY ONE answer book is provided to each candidate unless the rubric on the question papers requires otherwise. The answer-booklet must be filled before any additional paper is provided.
- vi) Question papers and any other materials prescribed in the rubric (e.g. log tables, charts, etc.) shall be set out by the Invigilators.
- vii) All students must show their identity cards clearly showing their Registration Numbers to the respective invigilators before entry into the examination room. Students who fail to show their identity cards shall not be allowed to sit for the examinations.
- viii) Invigilators may search/check students to ensure that they do not enter the examination premise/room with unauthorized materials.
- ix) Invigilators shall admit students to the Examination room thirty minutes before the commencement of the examination and they shall ensure that students take the right places. Handbags, purses, wallets, sweaters,



- pullovers, jackets, overcoats, books, papers, smart watches/pens, mobile phones and other similar articles shall not be allowed in the examination premise.
- x) During the first ten minutes before the commencement of an examination the Invigilator(s) shall:
    - (a) Make an announcement to the effect that students satisfy themselves that they are in possession of the correct paper.
    - (b) Call for an attention to anything that seems to require attention.
    - (c) Announce that, where it is practicable, both sides of the paper must be used;
    - (d) Tell students when they may begin writing. Students will normally be allowed for five minutes to read through the examination paper;
  - xi) Invigilators shall not admit students to the examination room after thirty minutes from the commencement of the examination and shall not permit students to leave the room until thirty minutes have elapsed.

### **3.18.2 Responsibilities of the internal examiner(s) before the start of an examination**

Every internal examiner shall be in the examination room at the commencement of examination of the module in which he/she lectures. His/her presence is meant at assisting the invigilators to clarify issues which may be raised by the students concerning the examination. Instructions which the internal examiner may wish to be given shall be announced by the Invigilators. Internal examiner may leave the examination room after having settled all the raised issues.

### **3.18.3 During Examinations**

- (i) At the commencement of the examination, the Chief Invigilator shall remind candidates to ensure that they are attempting the right examination paper.
- (ii) The Chief Invigilator shall remind candidates to ensure that they do not possess any unauthorized materials.
- (iii) Invigilators shall ensure that candidates are provided with additional requirements, depending on the nature of the examination. Candidates are permitted to do rough work on the inside covers of the answer scripts on the understanding that this is crossed out at the end of the examination. Candidates will not be allowed to do rough work on the examination papers. No candidate shall be permitted to leave his/her place during the examination.
- (iv) At the end of the first thirty minutes the total number of candidates present shall be recorded. Invigilators shall then collect the answer books from all vacant places. Spare question papers shall be returned to the correct envelopes for collection by the Chief Invigilator.
- (v) Invigilators shall not sit in one place; rather they shall walk around and strategically observe candidates from the back.
- (vi) Random checks of answer booklets shall be done to search for unauthorized materials usually hidden within the answer booklets.
- (vii) Invigilators shall not in any circumstances do any activity not related to the

- assigned task of invigilation. Such activities which are not allowed to be done by invigilator(s) include: reading newspapers, novels, chatting with mobile phones or using laptop or computer and that invigilator(s) shall be fully responsible for any act which hinder effective invigilation of an examination.
- (viii) Invigilators shall have the authority to confiscate any unauthorized material brought into the examination room.
  - (ix) To make sure that no candidate leaves the examination room/hall with examination paper and answer sheets.
  - (x) To obtain clarification or guidance from the module lecturer or respective Department where there is a misprint or missing information in the examination paper. The candidate should be advised to carry on with the rest of the questions.
  - (xi) To take appropriate measures where the Invigilator(s) notice that a candidate is in breach of examination regulations in the examination room/hall or premises of the examination against such candidate which will include to require the candidate to write a statement about the incident and sign the statement. The candidate shall not be allowed to continue with examination until being proved not guilty.
  - (xii) To report in a prescribed form incident of breach of examination regulations to the head of examinations department immediately after the end of the respective examination.
  - (xiii) To make announcements concerning the conduct of the examination or any other important information to the candidate.
  - (xiv) Students shall use either black or blue pens in writing their examinations and pencils for sketches and drawings.

#### **3.18.4 At the End of Examination**

- (ii) Invigilators shall not permit candidates to leave their places until examination scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand in their scripts to the Invigilator before leaving the examination room.
- (iii) No candidate shall leave the examination room during the last thirty minutes of the time allocated for the examination except in case of emergency. **At the end of the examination Invigilators shall instruct the candidates to stop writing and then collect all the scripts.**
- (iv) To require candidates to remain seated until all answer books and/or answer sheets have been collected.
- (v) To make any announcement to ensure orderly collection of examination answer books and /or answer sheets.
- (vi) To make sure that all examination answers books and/or answer sheets have been collected and verified against the attendance sheet.
- (vii) To make sure that all examination answer books and/or answer sheets are serially arranged according to their registration numbers.
- (viii) Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examinations Officer at the time of collecting the Examination papers.

- (ix) Invigilators shall sign the Attendance Sheet before handing over all the scripts to the Examinations Officer. On receipt of the scripts, the Examinations Officer shall check them and sign on the collection form.

### **3.19 Marking of End of Semester Examination**

- i) Marking of the end of semester examinations shall be done in marking panels as may be determined by the relevant authority.
- ii) The markers shall countercheck and convince themselves that the model answers are correct. Within a question, marks shall be allocated according to the mark distribution indicated on the question paper and the marking criteria as agreed with the external examiner;
- iii) The marker shall use a pen (not a pencil), which writes in red ink. The External Examiner shall use a pen that writes in green ink.
- iv) The overall total marks on a script must be a whole or in one decimal point. All marks that are less than 10 must be preceded by a 0, e.g. 03, 07, etc. The total for each question shall be ringed where it appears inside the script, and transcribed onto the front of the script;
- v) For each examination script, the External Examiner must ensure that all pages have been marked, all additions are correct, the student's marks have been appropriately allocated in the light of the examination rubric, and all totals have been correctly transferred to the cover of the examination booklet and to module mark sheet
- vi) Each page that has been considered by the External Examiner (including all rough work and the front cover) must have some clear indication (in green ink) to this effect, preferably a tick in the top corner;
- vii) The Internal Examiners shall be required to submit all mark sheets (scripts) for final examinations to the Head of Department immediately after the marking exercise is over.

### **3.20 Examination Approval Procedures**

To ensure that academic standards, quality and integrity are maintained, the examination results shall be discussed at the Departmental Examinations' Committee, Faculty Academic Committee and the Postgraduate Studies Committee before being approved by the Academic Committee. The decision of the Academic Committee shall be final and conclusive.

### **3.21 Release of End of Semester Examination Results**

#### **3.21.1 Release of Provisional Results**

- i) Provisional examination results refer to those which have received an official endorsement of the Postgraduate Studies Committee. Provisional end of semester examination results in every semester shall be released by the Deputy Rector (Academic).
- ii) The Deputy Rector (Academic) shall release the provisional examination results within 7 days after having been confirmed by the Postgraduate Studies Committee.
- iii) The release of provisional examination results shall be through the

Academy's website.

- iv) Each student shall access his/her released examination results by using his/her user name and password. The Academy is not responsible for keeping (or any loss of) the student user name and/or password. No case of negligence and irresponsibility on the part of the student shall be entertained.

### **3.21.2 Procedures for Appeals**

- i) As soon as the Postgraduate studies' Committee confirms the provisional examination results and after the Deputy Rector (Academic) has released the provisional examination results, a student who would like to appeal shall have not more than seven (7) days (counted from the day of release of provisional results) to lodge his/her appeal regardless of the results being withheld or not.
- ii) Any appeal shall have to be on material issues and shall be in written form accompanied with all relevant and substantive evidence documented and addressed to the Deputy Rector (Academic).
- iii) An appeal shall be accompanied with a non-refundable fee of TShs. 50,000/= per script. Such fee shall be revised from time to time.
- iv) Examination scripts shall be re-marked by External Examiner and the marks given by the External Examiner shall be final
- v) The Deputy Rector (Academic) shall submit the appeal results to the Postgraduate Studies Committee which shall recommend to the Rector the action to be taken.
- vi) If one is not satisfied with the appeal results then he/she may appeal to the Academic Committee.

### **3.21.3 Release of Final Examination Results**

- i) Final examination results shall be approved by the Academic Committee.
- ii) The Deputy Rector (Academic) shall publish examination results after they have been approved by the Academic Committee.
- iii) Approved results shall show letter scores obtained in each course of the academic year, the annual GPA and cumulative GPA of each student.
- iv) Issues of results and awards shall be entirely to the discretion of the Academy. The Academy shall reserve the right to reduce the classification, withhold or cancel an award of any student, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke any certificate it has issued and to require the issued certificate to be returned.
- v) The Academy may withhold or cancel the results of a student if it satisfies itself that such student has been involved in irregularities before, during or after examination.

### **3.22 Withholding Examination Results or Barring Candidate from doing Examination**

The Deputy Rector (Academic) in consultation with the Rector may, where a student has failed to fulfil a fundamental contractual or legal obligation with the Academy or a breach of the same (for example, where there is dishonesty or

fraud), bar him/her from doing examination or withholding examination results until he/she discharges the obligation or is exonerated from the wrong.

### **3.23 Supplementary Examinations**

There shall be supplementary examinations for students in all programmes. The purpose of supplementary Examination is to provide a second chance to the student who has failed in the first sitting.

#### **3.23.1 Conditions for Doing Supplementary Examinations**

- a) A student who fails in the first attempt shall be allowed to take supplementary examinations provided that he/she does not fail in more than half of the modules examined during that academic year; for example, for a candidate who sat for examination in seven (7) modules should not fail in more than three (3) modules.
- b) A supplementing student shall have a GPA of 3.0 and above.
- c) A supplementing student shall be assessed exclusively on the basis of his or her supplementary examination results and his/her continuous assessment scores shall not be taken into account.
- d) Where a student has passed by virtue of a supplementary examination, his/her results shall be recorded as a passing grade of "B" (. i.e. for any score equal to or above the pass mark, the results shall be recorded as a passing grade of "B").
- e) Supplementary and Special-supplementary examinations will be held once in each semester prior to the commencement of the subsequent semester.
- f) Supplementary and Special-supplementary examinations shall be conducted before the commencement of the next semester.

#### **3.23.2 Rules which Shall Apply if a Student Fails in a Supplementary Examination**

A student who fails supplementary examination(s) shall repeat/re-take the failed module(s) and pass.

### **3.24 Conditions for Repeating the Failed Module(s)**

In repeating the failed module(s) the following rules shall apply:

- a) Repeating shall be allowed only once
- b) A student eligible for repeating a module(s) has to register for the same by filling in the registration form at the beginning of the semester. The registration should be approved by respective Head of Department and Dean of Faculty.
- c) Coursework shall be considered in assessing the repeated module(s). A student shall attend lectures of the failed module(s) and fulfil all its coursework requirements, and pay fees for the period of study
- d) The fees for repeating the failed module(s) shall be 50 percent of the total annual fees regardless of the number of the modules to be repeated.
- e) A student failing in the first repeat has to supplement and if he/she fails the supplementary examination of the repeated module he has to repeat the

- respective semester(s) in which his/her repeated module(s) falls.
- f) Examinations for repeated module will take place during the end of semester examination season, while the supplementary of the same will take place during the supplementary season

### **3.25 Eligibility for Special Examinations**

- a) Where a student pursuing any programme of study at the Academy fails to attend the whole or part of an examination under circumstances which are beyond his/her control, such a student may, subject to production of authentic evidence approved by the Deputy Rector (Academic), be allowed to sit for special examination in the module(s) which he/she did not sit.
- b) A student who appears for special examination under sub regulation 3.25 (a) of this section shall be treated as if he/she is sitting for examinations for the first time.
- c) Special examinations shall be conducted at a time and date coincident with supplementary examinations as provided for under these regulations.
- d) A student who fails special examination(s) shall do special-supplementary examinations in the same semester prior to the commencement of the subsequent semester.

### **3.26 Circumstances under which a Student shall be discontinued from Studies**

- a) A student shall be discontinued from studies at the Academy if he/she:
- i) Absents himself/herself from the end of semester/ special/ supplementary examination without permission of the Deputy Rector (Academic);
  - ii) Absconds from studies;
  - iii) Fails to submit the research proposal and/or research report;
  - iv) Is found guilty of examination/academic irregularities as provided for under these regulations.
  - v) Has been involved in great misconduct as provided under Students' by-laws of the Academy;
  - vi) Is convicted of criminal offence
  - vii) Is found to have joined the Academy using forged certificates;
  - viii) Is found guilty in cheating in relation to field work/ training report/ dissertation.
- b) A student who has been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the Academy after the lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.
- c) A student who was discontinued from any course on disciplinary grounds or involvement in an examination irregularity shall not be re-admitted to the Academy in any course.

### **3.27 Academic Dishonesty**

- a) Acts of academic dishonesty include but are not limited to:
  - (i) Plagiarism, or
  - (ii) The acquisition, and use, without acknowledgement, of academic materials belonging to someone else.
- b) The term “plagiarism” includes but is not limited to, a deliberate or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment.
- c) Any candidate found guilty of academic dishonesty shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- d) If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the Mwalimu Nyerere Memorial Academy shall have the power to withdraw the award.
- e) Any candidate found guilty of plagiarism, disciplinary measures will be instituted as per Section 6 of the Mwalimu Nyerere Memorial Academy Plagiarism Regulations of 2015.

### **3.28 Dissertation/ Thesis Phase**

#### **3.28.1 General Requirements**

- (a) Candidates doing a Postgraduate programme by coursework and dissertation and who have qualified to continue with the dissertation phase after the coursework part, shall be required to submit a dissertation in partial fulfilment of the degree requirements, after a specified period set by the Head of Department at Mwalimu Nyerere Memorial Academy.
- (b) Dissertations/thesis shall be examined and graded with a letter grade according to form MNMA /PG.01.
- (c) The grade for the dissertation shall contribute to the final grade point average (GPA).
- (d) Before the initial submission of the dissertation/thesis, all postgraduate candidates shall make a presentation to the Department which shall approve such submission.
- (e) A candidate shall provide notice of intention to submit a dissertation/thesis at least three months before through the supervisor.

#### **3.28.2 Assessment of Dissertations/Theses**

- a) Every student shall defend his/her dissertation/thesis before being examined in a panel of at least five experts to be appointed by the respective Department. The expert shall assess the ownership and understanding of the dissertation/thesis using appropriate form “Research Findings Presentation Evaluation Form” (i.e. PG/F.8).
- b) Every dissertation/thesis shall be examined by at least two examiners who are specialists in the area. At least one of these must be external; to be appointed by relevant authority as per examination regulation.
- c) Internal examiners must be members of the academic staff of the Mwalimu Nyerere Memorial Academy. The candidate’s supervisor may not act as an





- internal examiner.
- d) The examiners shall be required to submit their assessment on the Master's dissertation/thesis within a period of two months from the date of receipt of the dissertation/thesis.
  - e) If the assessments are not received as stated in section (d), new examiners shall be appointed.
  - f) Each examiner's assessment shall be summarized in "Dissertation/Thesis Examiners Report Form" (i.e. PG/F.9). The report shall conclude by recommending one of the following:
    - (i) The dissertation/thesis is acceptable as it is;
    - (ii) The dissertation/thesis is acceptable subject to typographical corrections/minor revisions;
    - (iii) The dissertation/thesis is acceptable (i.e. the score is at least 50% of the marks allocated to the dissertation/thesis report) subject to substantial (major) corrections and revisions as indicated in the examination report;
    - (iv) The dissertation/thesis is NOT acceptable (i.e. the score is less than 50% of the marks allocated to the dissertation/thesis) but the candidate may be allowed to revise and re-submit the dissertation/thesis for re-examination;
    - (v) The dissertation/thesis is rejected outright.
  - g) The examiners shall assess the dissertation/thesis on the basis of the given assessment form.
  - h) The respective Department shall determine the candidate's dissertation/thesis final grade examiners reports i.e. Internal and External examiner's reports using form PG.F/10.
  - i) Where the examiners differ significantly (i.e. one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Department shall examine the case and recommend the appointment of independent examiner.
  - j) Candidates doing masters by thesis will have to sit for Viva Voce examination, the panel shall evaluate a candidate using "Viva Voce Evaluation Report Form (i.e. PG/F/11)". The candidate will be considered to have passed the dissertation/thesis if the overall score is at least 50%.
  - k) A dissertation/thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date the dissertation/thesis results was communicated to student by respective Head of Department. The Supervisor shall verify the corrections.
  - l) A dissertation/thesis passed subject to substantial/major corrections and revisions must be submitted for degree award within three months from the date the dissertation/thesis results was communicated to student by respective Head of Department. The Supervisor and Internal Examiner shall verify the corrections.
  - m) Dissertation/thesis not accepted in accordance with Guideline 3.28.2 (d) above must be re-submitted for examination within six months from the date the dissertation/thesis results was communicated to student by respective Head of Department.
  - n) The re-submission of the dissertation/thesis is only once.



- o) Where the examiners are not in agreement in their assessment after re-submission,
- p) A candidate who failed the dissertation/thesis in accordance with section 3.28.2 (g) above will not be required to resubmit the dissertation/thesis. However, the candidate will be given an opportunity to repeat dissertation/thesis work only once.
- q) Subsequent publications from a dissertation/thesis submitted for a postgraduate (e.g. Master's or PhD) degree of the Mwalimu Nyerere Memorial Academy must contain a statement that the work is based on a dissertation/thesis submitted to the Mwalimu Nyerere Memorial Academy.
- r) The Mwalimu Nyerere Memorial Academy shall pay honoraria to the External and Internal Examiners at the rate prescribed by the Mwalimu Nyerere Memorial Academy and upon receiving detailed and summary reports of the dissertation/thesis under examination. The claims shall be made through filling in the appropriate form "Internal/ External Examiner's Claim Form for Dissertations and Theses" (i.e. PG/F.12).

### **3.28.3 Detection of Plagiarism for Postgraduate works**

The supervisor shall be required to verify that the student's work is original by subjecting the student's work using the approved plagiarism-detection software. The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% similarity index shall indicate that plagiarism has occurred and shall not be accepted for any degree award.

### **3.28.4 Conflict Resolution during Supervision**

- (a) In the course of the student's research, a situation may develop where one or more of the following may happen:
  - (i) A breakdown in communication between the student and the supervisor;
  - (ii) Personal clashes and conflicts between the student and the supervisor;
  - (iii) A hostile relationship between the student and the supervisor;
  - (iv) Refusal by the student to follow the supervisor's advice;
  - (v) The competence of supervisor is not reflecting the student's research.
- (b) When any of the above situations occurs, the supervisor and/or the student shall report the problem, in writing, to the respective Head of the Department, with a copy to the Faculty Dean and the Deputy Rector (Academic).
- (c) The Head of Department shall study the nature of the problem and recommend to the Deputy Rector (Academic), through the Faculty Dean, one of the following actions:
  - (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that he/she is the cause of the problem);
  - (ii) The student be transferred to another supervisor (where necessary);
  - (iii) The supervisor shall be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending

- on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) above may be followed;
- (iv) An advisory panel be established by the Head of Department to guide the student, if there is no any other person in the Department who has the expertise to supervise the student;
  - (v) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor.

### **3.29 Graduation Ceremony**

There shall be held a Graduation Ceremony every calendar year. The ceremony shall be held on such a date, determined by the Governing Board, as may be convenient to the Academy after the declarations of the overall year results pertaining to the previous academic year. The requirements for graduation are as follows:

- (a) A student must pass all modules as set forth in the curriculum with a minimum pass mark of "B".
- (b) Students must fulfil all other requirements as prescribed by the Academy's rules.
- (c) Students must have paid all the fees, deposits and outstanding charges.
- (d) Each postgraduate candidate upon completion of his/her studies will have to fill the "Postgraduate Clearance Form" i.e. PG/F.16.
- (e) Chairperson of the Governing Board shall confer Master Degrees to all candidates who have successfully fulfilled all graduation requirements as stipulated in Sub Section a, b and c above.

### **3.30 Issue of Academic Transcripts**

The Academy may issue academic transcripts at a cost of TShs. 10,000/= and provisional results will be issued at a cost TShs. 5,000/=. These costs shall be reviewed from time to time as the case may be.

### **3.31 Replacement of Lost Academic Certificates**

The Academy may issue another copy in case of loss of the original certificate on the following condition:

- a) The applicant produces a sworn affidavit.
- b) The applicant produces evidence that the loss has been publicly announced, including a written report from the Police.
- c) The replacement certificate shall not be issued until the Academy's Authority is satisfied and convinced with the produced evidences.
- d) The certificate so issued shall be marked "TRUE COPY" across it.
- e) A fee of TShs. 50,000/= (fifty thousand only) or equivalent shall be charged for the copy of certificate issued.

### **3.32 Rectification of Errors**

- (i) All complaints, applications or rectifications of clerical, arithmetical, grammatical errors, mistakes or misspellings of any names of candidates

- shall have to be lodged and/or made before the graduation ceremony.
- (ii) Any genuine complaints as to clerical, arithmetic, grammatical or any other errors, which affect the award of any candidate shall first be lodged to the Examinations Officer who shall cause an investigation to be undertaken forthwith and make recommendation to the Deputy Rector (Academic) for decision.



#### **4. MISCELLANEOUS PROVISIONS**

- i) Final examinations are controlled by the Deputy Rector (Academic) and are scheduled during the last two weeks of each semester. The examinations are supervised by invigilators appointed by the Deputy Rector (Academic).
- ii) Notwithstanding the generality of the above provision Heads of Academic Departments, Deans of Faculties and the Deputy Rector (Academic) have the mandate to monitor, regulate and ensure good governance of the same.
- iii) Where in these regulations no punishment is specifically provided for any misconduct or breach, such misconduct or breach shall be punishable, as if it is a breach of a serious disciplinary matter.

#### **5. APPROVAL AND AMENDMENT**

These Examination Regulations and Guidelines are endorsed and approved by the Academic Committee of the Academy and shall be amended from time to time by the Academy as deemed fit to do so.

#### **6. COMMENCEMENT DATE**

These General Examination Regulations and Guidelines shall be effective from the academic year 2023/2024.

**Prof. Shadrack S. Mwakalila** \_\_\_\_\_  
**CHAIRMAN OF THE ACADEMIC COMMITTEE**

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024









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