



**SILVA INSTITUTE**  
*of* BUSINESS AND MANAGEMENT

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## EXAMINATION RULES, 2016



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## PART I: PRELIMINARY PROVISIONS

1. Citation and objective
  - a. These rules may be cited as Silva Institute of Business and Management (Examinations and Procedures) Rules, 2016.
  - b. The objective of these rules shall be to provide for a framework of rules governing, inter alia, all conducts of continuous assessment, Institute examinations, grading systems and organs responsible in enforcing the requirements of these rules.
2. Application and Commencement
  - a. These rules shall apply in respect of all persons and bodies dealing with matters relating to continuous assessments, Institute examinations and all incidental matters thereto.
  - b. These rules shall come into force on the date approved by the Council.
3. Interpretation

In these Rules, unless the context requires otherwise, the word/phrase;

**"Academic programme"** means a programme of studies, which leads to the National Technical Award; any prescribed postgraduate award or any other programme of studies established by the Council, after successful completion of all its requirements.

**"Abscondment"** includes not reporting for scheduled examination at the time, day and place specified without prior permission or failure to attend scheduled classes to the required percentage during a particular semester.

**"Academic Certificate"** means a document duly signed by relevant authority within the Institute classify an award which is awarded to a student upon successful completion of his/her programme of studies.

**"Academic Transcript"** means a document duly signed by relevant authority within the Institute listing grades for all modules in all semesters and indicating a cumulative GPA for all semesters assessed in course of a period studies issued after successful completion of studies in a particular programme.

**"Assessment"** means any mode or combination of modes of testing a **candidate's** performance in a particular course of study.

**"Award"** means a conferment upon a candidate who has successfully completed a given programme of study.

**"Candidate"** means any person dully registered in any programme of study of the Institute and who is eligible for examination.

**"Cheating"** means possession of, using, giving, receiving or copying unauthorised material during and/or after a test, examination, assignment, report, dissertation, thesis or collaborating with another candidate to commit examination irregularities. It also includes any form or kind of dishonesty or destruction or falsification or any evidence of examination irregularities.

**"Coursework"** means any mode or a combination of modes of assessment used to test a candidate's academic performance during the semester excluding end of semester examinations.

**“End of semester examination”** means an examination to be undertaken by a candidate at the end of a respective semester as per the provisions of these rules. “Examination irregularities” means acts or conducts prohibited under PART VII of these rules.

**“Examination Officer in-charge”** means a person in charge of examination matters at a campus level.

**“Examination”** includes coursework, Institute examinations, proposals, research reports, dissertations and thesis assessments.

**“External Examiners”** means academic staff members employed by other institutions and who are appointed by the Silva Institute of Business and Management for the purpose of examination moderation or as an external marker of the candidate’s appeal against end of semester examination.

**“Failure”** means a formal judgement of any Committee responsible for examination results and the Council declaring that a candidate has failed to attain prescribed assessment requirement or any other requirements under these rules. “Grade Points Average” (GPA) means the weighted arithmetic mean of the weighted scores points.

**“Grade”** means a letter assigned to range of scores or marks.

**“Impersonation in examination”** includes using the particulars or part of particulars of another to attempt an examination on behalf of that other person.

**“Invigilator”** means a person given the responsibility (either sole or shared) of supervising candidates sitting for examinations.

**“Mark”** means a numerical value by which the examining entity assesses the performance of the candidate.

**“Module”** means an independent package of learning related to an academic programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level.

**“Postgraduate programme”** includes Postgraduate Diploma, Master’s and Doctor of Philosophy programmes.

**“Semester”** means an academic period in which one set of course modules in each discipline is offered and examined.

**“Special examination(s)”** means examination(s) which a candidate is allowed to sit for after postponing the end of semester examination under the condition provided under these rules.

**“Sponsorship”** means and includes fees, accommodation, meal or other incidental expenses.

**“Student”** means a person dully registered as a candidate by the Silva Institute of Business and Management to pursue any of its academic programmes.

**“Supplementary Examination”** means an Examination administered to candidate(s) who fail to obtain a pass in a specified number of modules during regular Examinations.

**“The Institute”** means the Silva Institute of Business and Management established by the Silva Institute of Business and Management as may be revised from time to time.

**“The DPA”** means the Deputy Principal-Academic.

**“Unauthorised absence from the examination room”** means leaving the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorisation or permission of the invigilator(s) for examination in question.

**“Unauthorised material”** means any written or printed material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to notes, books, handkerchiefs in which information is written or information written on any part of the body or cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, iPods, recording apparatus, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination.

**“Undergraduate programme”** includes bachelor degrees, ordinary diploma and certificate programmes.

## **PART II: REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS**

1. Registration for Examinations
  - a. There shall be no special registration of candidate for examinations.
  - b. Every person duly registered as a student shall be deemed to be also registered for the appropriate examinations in the relevant course of study.
  - c.
2. Persons eligible to sit for examinations

Any registered student shall be allowed to sit for examination(s) provided that he/she meets the following conditions:

  - a. The student does not owe the Institute any prescribed fee or any other financial dues.
  - b. The student has attended not less than 80% of lectures and/or seminars in every module in a particular semester.
  - c. The student has done all his/her continuous assessment for each module that has been assessed in a particular semester; and
  - d. The student is not barred by any lawful order from any relevant authority or any other law from sitting for the examination in question.
3. Postponement of studies
  - a. Any student may request for postponement of studies through a written application to the Deputy Principal Academics via the respective Head of Department.
  - b. The reasons that may be considered in granting permission to such a request include the following grounds:
    - i. Illness that is supported by a medical certificate from any recognized medical institution.
    - ii. Sponsorship related problems.
    - iii. Any other reasonable ground(s) which is supported by sufficient evidence provided that each case is considered on its own merit.
  - c. Upon receiving recommendations from the respective head department, the Deputy Principal Academics may approve or disapprove the request for postponement of studies.
  - d. If the request is granted, it shall be shown in the letter the time for which the student is supposed to resume studies.
  - e. The Deputy Principal Academics shall not grant permission for postponement of studies more than twice for two consecutive academic years for the same student.
  - f. Any request for postponement of studies shall not be made for more than one academic year at once.
  - g. Notwithstanding the provisions of rule 6(5) above, the DPA may grant permission for further postponement of studies.
  - h. For avoidance of doubt in these rules, no student shall be allowed to sit for any supplementary examination(s) during the academic year in which he/she has postponed studies.
4. Postponement of examinations
  - a. Any student, may request for postponement of examination(s) through a written application to the DPA via the respective Head of Department.
  - b. The reasons that may be considered in granting permission to such a request as above mentioned include the following grounds;
    - i. Illness that is supported by a medical certificate from any recognized medical institution

- ii. Sponsorship related problems
        - Postponement of examinations due to failure to pay school fees can only be done for all subjects during that session.
      - iii. Any other reasonable ground which is supported by sufficient evidence provided that each case is considered on its own merit.
    - c. Upon receiving recommendations from the respective head of department, the Deputy Principal Academics may approve or disapprove the request for postponement of examinations
    - d. No student shall be allowed to request for postponement of examinations if he/she has not completed continuous assessment in accordance with these rules.
5. Report of Postponements  
All postponements granted under this Part of these Rules shall be reported to the Chief Executive Officer and tabled to the Council (IB) for noting.
6. Time to request for postponement
- a. Any student wishing to postpone studies may lodge his/her request at any time prior to the start of examinations.
  - b. In the event that the permission is granted in rule 9(a) above, any continuous assessment that is done by the student in the respective semester shall be nullified and the student shall be required to start afresh upon resuming studies.
  - c. Any student wishing to postpone examination(s) may lodge his/her request at any time prior to the start of respective examination(s) else such permission shall not be granted.
  - d. Notwithstanding the provisions of rule 9(c) the Deputy Principal Academics may at his/her discretion approve any request made by a student out of time depending on the prevailing circumstances which were beyond the control of the student under consideration.
  - e. Any student who has postponed studies and his/her request is duly granted, shall not be required to repay the tuition fee for the postponed period if already paid to that effect.
7. Transfer of Students and Grades
- a. A student may transfer from any college or recognized college to the Institute and vice versa to study in one of the programmes of study provided that:
    - i. The programme content of study between the two universities (institutions) are alike and compatible;
    - ii. Grading and assessment criteria of the programmes are compatible and accepted by the Council; and
    - iii. Prescribed fee and other financial dues are duly paid to the Institute
  - b. The DPA shall regulate all matters related to the transfer of grades.
  - c. A student who wants to transfer from one campus (once established) to another within the Institute shall apply in writing to the DPA through the Head of Department from which he/she wants to shift.
  - d. Upon being satisfied with the grounds for transfer the DPA may allow the transfer of a student to the desired campus after consultation with the responsible Director of the Campus/college to which the student is to be shifted.

### PART III: STUDENTS' ASSESSMENT

8. The conduct and administration of assessment
  - a. Each module shall be assessed through coursework and/or end of semester examinations depending on the curriculum requirements.
  - b. Field work/research report/project report shall form part of the assessment of the student and shall contribute to the final cumulative GPA depending on the curriculum requirements.
  - c. Any assessment of a student whether by coursework, end of semester examinations, field work or any other form of assessment prescribed under these rules shall be subjected to any form of irregularities in accordance with these rules.
9. Coursework assessment and evaluation
  - a. Distribution of coursework marks in each module for all undergraduate Programmes shall include Test(s) (25 marks), Individual assignment (10 marks) and Group assignment (5 marks) making a total of 40 marks.
  - b. The lecturer shall administer at least two tests whereby at least one test shall be administered in each half of a semester.
  - c. End of Semester examination shall carry 60% for all modules.
  - d. The pass mark for each course or module per NTA Level shall be as follows:
    - i. NTA Levels 4-5 = 50%.
    - ii. NTA Level 6 = 45%.
  - e. The Pass mark for each course or module per NTA Level shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 16 marks out of 40 in coursework and 24 marks out of 60 in the end of semester examination in a respective course or module.
  - f. A student failing to complete Continuous Assessment shall be awarded a Zero mark in respective part of the assessment.
  - g. Students shall be notified of their coursework in each module during the preparations week before the start of end of semester examinations.
10. Marking and Submission of coursework assessment scores
  - a. Marking and uploading of coursework shall be done by the lecturer or course instructor.
  - b. Every lecturer or course instructor shall submit to the respective head of department a compiled hardcopy and soft copy of coursework assessment scores duly signed by him/her.
  - c. Every lecturer or course instructor shall be required to keep a copy of a record of all coursework assessment scores submitted to the head of department for a period of at least one academic year.
  - d. The head of department in which the module is offered may take necessary administrative measures which he/she deems necessary on any issue that may arise relating to coursework submission.
  - e. Modes of marking end of semester examinations and uploading results shall be handled administratively as per such directives that may be issued from time to time by the DPA.
11. Fieldwork
  - a. There shall be fieldwork for Diploma depending on curriculum requirements.
  - b. During fieldwork students will perform various activities in different organisations where they will be attached for a specified period depending on curriculum requirements.

- c. Any student who fails to secure placement for fieldwork shall be required to report to the respective head of department for further guidance.
- d. The head of department shall appoint lecturers to supervise fieldwork.
- e. The assessment/marking of the final field report shall be done by a supervisor or a lecturer appointed by the head of department.
- f. To be considered to have passed in his/her field report, the student must score a minimum of C grade in accordance with the grading system of the respective programme.
- g. A student who fails in field report shall be allowed to re-submit the report only once during the supplementary session for that academic year and the maximum grade to be awarded to the re-submitted report shall be C.

## 12. Modality for Supervision of fieldwork and research report

The DPA may issue directives from time to time on the modality for supervision of fieldwork and research report.

#### **PART IV: SETTING AND PRE-MODERATION OF EXAMINATIONS**

##### 13. Types of Examinations

- a. There shall be the following types of examinations namely;
  - i. End of Semester,
  - ii. Supplementary, and
  - iii. Special Examinations in any year of study.
- b. The examination sessions for each type of examination shall be duly indicated in the Institute's Almanac.
- c. The end of semester examination shall be administered at the end of the respective semester in which a particular module is taught.
- d. Supplementary examinations shall be administered to all eligible students subject to the provisions of these rules.
- e. Supplementary examination session shall be administered every year after the declaration of the end of second semester examinations for each academic year.
- f. A candidate who postpones supplementary examination(s) shall sit for the same during the supplementary examination session of the following academic year.
- g. No candidate shall be allowed to progress to the following NTA Level unless has cleared supplementary of core module(s) that were postponed in the prevailing academic year.
- h. Special examinations shall be administered at the same session with supplementary examinations for students who duly postponed their end of semester examination(s).
- i. A student that has failed special examination(s) shall be subjected to sub-rule (g) of this rule.

##### 14. Repeating a module

- 1) A candidate failing a core module(s) in Supplementary Examinations shall repeat the module(s) failed in the following year of study upon paying prescribed fee.
- 2) A candidate shall not be eligible to progress into the following NTA Level unless he/she clears the core module(s) failed.
- 3) A candidate failing two or less non-core modules in the Supplementary shall carry forward such module(s) to the following NTA Level.
- 4) A candidate failing more than two non-core modules in the Supplementary Examinations shall repeat the modules failed.
- 5) The cost of repeating any failed module shall be prescribed by the DPA from time to time.
- 6) A candidate can only carry forward non-core module(s) for a maximum of two consecutive academic years from when he/she first failed the particular module.
- 7) The candidate shall be allowed to repeat the module(s) until he/she clears them within two consecutive academic years from when he/she first failed the particular module.

##### 15. Setting of examination papers

- 1) The Silva Institute of Business and Management shall set and administer its own examinations.

- 2) In the case of collaboration with other institutions or persons, the examination setting will depend on the terms of the agreement.
- 3) The following procedures shall govern the setting of examinations conducted by the Institute:
  - The Examination Officer in-charge in consultation with Heads of Academic Departments shall compile a schedule of examination papers to be set.
  - The lecturer of the module shall set examination for the module(s) he/she has taught.
  - In the event where a module has been taught by more than one lecturer/instructor, the lecturer or course instructor in-charge shall set the respective examination in consultation with co-lecturers/instructors.
  - The setting of the examination shall take into account the extent of coverage in teaching according to the course syllabi of the respective module.
  - The lecturer or course instructor of the respective module shall be the Internal Examiner (IE) for examination of the module.
  - The head of department may take any necessary administrative measures to ensure that the exam conducted is marked in the event that the lecturer or course instructor concerned is absent for any reason(s).
  - The internal examiner(s) shall be responsible for setting model solutions and suggested marking schemes.
- 4) The office of DPA may issue from time to time guidelines and criteria of setting examinations.

16. Procedures of pre and post-moderation of examinations

- 1) The DPA, in consultation with Deputy Principal Academics shall nominate competent External Examiners for the purpose of pre and post-moderation of examinations.
- 2) The External Examiners shall be responsible for ensuring that the setting of the Examinations is fair, clear, and relevant and that the level of questions set commensurate with the time allocated and are in accordance with the syllabus.
- 3) The Examination Officer in-charge shall arrange facilitates and environments as well as facilitate the moderation of examination papers by the external examiner(s).
- 4) The office of the DPA may issue from time to time the mode for which the moderation process shall be executed.

17. Power to set Examination dates

- 1) The DPA shall appoint a team to prepare the Institute Almanac which shall include specific dates for examination sessions stipulated under these rules.
- 2) There shall be a master timetable for each examination indicating a specific date for each module examination to be undertaken.

## **PART V: PRODUCTION, HANDLING AND CONDUCT OF EXAMINATIONS**

### 18. Production and handling of examinations

- 1) The lecturer upon completion of setting examination shall keep it in a confidential manner.
- 2) The examination officer in-charge shall be responsible for preparing printing and photocopy facilities for the lecturer(s) to produce on time the adequate number of examination papers by the respective lecturer.
- 3) Printing and handling of examinations shall ensure, inter alia, the following;
  - All materials for examinations are handled and kept in a secure and confidential place.
  - The examination officer in-charge shall determine the place of printing examinations and other related materials depending on the sensitivity and confidentiality of the materials to be printed.
  - The Institute may use various safe printing options depending on prevailing circumstances.
  - That all persons entrusted with the task of printing and handling examinations are trustworthy and observe the highest degree of confidentiality.

### 19. Supervision of examinations

- 1) The head of department shall be the overall overseer of all administrative matters relating to examination conducts in his/her respective department.
- 2) All invigilators shall be accountable to their immediate heads of departments in all matters related to examinations.
- 3) The lecturer shall be responsible for the custody of examination papers for their respective courses before the examination and shall issue to and receive the same from the respective invigilators during the examination session.
- 4) Academic officers shall be responsible for the safe custody of scripts/booklets before the examination session and after publishing examination results.
- 5) Academic officers shall be responsible for issuing to scripts/booklets to invigilators in a prescribed manner.
- 6) The lecturer shall keep the exam scripts/booklets after the exam session and while marking and hand them in a prescribed manner to the respective head of department while submitting signed examination results.
- 7) Where examination script is lost for any reason(s), the respective student shall be allowed to sit for the same examination in a prescribed period.
- 8) The DPA may issue directives on any such matters which shall be taken into account in the supervision of examinations.

## **PART VI: EXAMINATION INSTRUCTIONS AND GUIDELINES**

### 20. Specific Instructions and Guidelines for Students

1) The DPA shall have power to issue such instructions, notes or guidelines to students, invigilators and examiners of Institute examinations as may deem appropriate.

2) Students duly eligible to sit for any examination administered under the Institute shall observe and comply with the following matters before or during the examination:

- a. Make sure that they have authentic identity card.
- b. Be aware of the Examination Time Table and venue.
- c. Be seated in the examination room 30 minutes before starting time.
- d. Inspect the surround environment for presence of any unauthorised item or object and report/handle it to the invigilator prior to the commencement of the examination.
- e. Listen and read carefully all instructions issued in relation to the conduct of examination.
- f. Observe silence and order in the examination room.
- g. No inter or intra-communication is allowed between candidates when the examination is in progress.
- h. Ensure that they do not write their names or any mark that may reveal their identity anywhere in the examination booklet.
- i. Ensure that they do not write anything in their question papers.
- j. Sign the Attendance Form at the beginning and end of every examination.
- k. Not to take the examination booklet, attendance sheet or any other examination related material(s) outside the examination room.

3) In the examination room, Students are allowed to;

- a) Carry pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions.
- b) Use their calculators and/or department's tools as may be instructed.
- c) Request invigilator for clarification on any error observed in relation to the examination.

4) Students are not allowed to enter into the examination room with;

- a) Books, unauthorised electronic devices including but not limited to (phones, ipad, tablets), handbags, clipboards, purses, pouch, paper, magazines and any other item or object that is not allowed in the general conduct of examinations unless permitted by the invigilator.
- b) Any kind of drinks and food stuffs.
- c) Any material that may assist a candidate to cheat or disturb other candidate(s) in the examination.

- 5) No borrowing from one another shall be allowed during the examinations. Smoking is not permitted in the examination room.
- 6) A candidate wishing to answer a call of nature may by permission of the invigilator leave the examination room for a reasonable period of time.
- 7) No candidate shall be permitted to sit for the examination after a lapse of thirty (30) minutes from the commencement of the examination.
- 8) No candidate shall be allowed to leave the examination room until a lapse of thirty (30) minutes after commencement of the examination.
- 9) No candidate shall be allowed to leave the examination room in the last thirty (30) minutes before end of the examination.

## 21. General Instructions and Guidelines for Invigilators

### 1) Before the Examination Invigilator(s) shall;

- a) Personally collect sealed envelopes containing examination papers and ensure that all materials for examinations are ready thirty (30) minutes before commencement of the examination.
- b) Be present in the examination room at least twenty (20) minutes before the commencement of the examination.
- c) Ensure that each student possesses a valid Student ID card.
- d) Ensure that students are reminded of:
  - i. Not possessing anything or do anything that may constitute to examination irregularities;
  - ii. Checking whether they are in possession of the correct examination paper.

### ii. Adhering to all rules and guideline of conducting examination.

### 2) During the Examination the invigilator shall;

- a) Ensure that all candidates sign the attendance sheet during examination and upon submitting the examination booklet.
- b) In case of alleged examination irregularities, require the candidate to sign an Examination Irregularities Report form and any other materials pertinent to the incident to confirm that they are his/hers.
- c) In the event that the student refuses to sign the Examination Irregularities Report form and/or other materials related to the incident of examination irregularities, include in his/her report the fact that the candidate refused to do so and shall ask any other staff to sign as a witness to that effect.
- d) Stop and order out of the examination room the candidate alleged to have committed examination irregularities pending other measures to be taken in accordance with these rules.

- e) Ensure that all relevant evidences of examination irregularities are kept in safe custody before being submitted to the relevant authority for further action.
- f) Where possible, retain a copy of his/her report that contains any issue of examination irregularities and copy of evidence attached to it for any further correspondences if so required.
- g) Any Invigilator must ensure the safety of examinations in his/her custody and in event he/she apprehend any danger or insecurity should take appropriate measures to inform relevant authorities for immediate help.

## 22. Specific Examination Guidelines for Invigilators

- 1) Invigilators shall have power;
  - a) To require inspection of a candidate at any time during the examination as may deem necessary; and
  - b) To confiscate any unauthorized material brought into the examination room.
- 2) Invigilators shall not, at any time, leave candidates in the examination room unattended while the exam is in progress.
- 3) Invigilators shall ensure that scripts submitted by candidates match with the number of candidates that have attempted the examination.
- 4) Invigilators shall submit in prescribed manner all scripts to the respective lecturer upon completion of the examination. In case the lecturer is not available the scripts shall submitted to the head of department.
- 5) Invigilators shall submit in prescribed manner the invigilation report and signed attendance sheet to the academic officer upon completion of the examination.

## **PART VII: EXAMINATION IRREGULARITIES**

### 23. Examination Irregularities

- 1) Acts which shall constitute to examination irregularities shall include but not be limited to;
  - a. possession of unauthorized material in examination room.
  - b. Causing any form of disturbance or nuisance in or near any examination room.
  - c. Any form of or kind of dishonesty or falsification for the purpose of gaining any unfair advantage in examination.
  - d. Any destruction of evidence of examination irregularities or cheating in examination.
  - e. Refusal to hand over any evidence of examination irregularities in his/her possession to the invigilator when ordered to do so.
  - f. Getting out of the examination room without prior permission from the invigilator.
  - g. Impersonation in the examination.
  - h. Cheating of whatever form in an examination room.
  - i. Stealing, aiding, abetting or causing leakage of examination.
  - j. Making false accusation(s) against the invigilator in relation to an examination.
  - k. Doing any act that is expressly prohibited in the conduct of examinations in accordance with these rules.
- 2) Any student who walks out of an examination in protest shall be disqualified from that particular examination and such conduct shall constitute to examination irregularities.
- 3) Any student who incites or instigate other students to protest or refuse to do any examination shall be taken to have committed examination irregularities under these rules.
- 4) Any student who takes part in any acts of refusal or protest against examination, implicitly or explicitly, shall have committed examination irregularities.

### 24. Procedure and organs responsible for handling examination irregularities case

- 1) As soon as the Invigilator(s) finds a candidate with unauthorised material or any other form of examination irregularities, shall write and submit a report duly signed, accompanied with evidence (if any), to the examination officer in-charge.
- 2) The examination officer in-charge shall, upon receiving the report, inform the Deputy Principal Academics and immediately convene an extra-ordinary Examination Irregularities Committee meeting to deliberate on the matter according to these rules.
- 3) There are shall be Examination Irregularities Committee which shall be composed of the following;
  - a) Director Studies who shall be the chairperson;
  - b) Registrar who shall be the Secretary;
  - c) Head of department from which the accused student is registered member;
  - d) Head of the subject offering department if different from which the student is registered;
  - e) Any student appointed by the students' organization and
  - f) Any other person who may be invited by the chairperson.
- 4) The composition of the Examination Irregularities Committee at the Campus level shall include:
  - a) Campus Director who shall be the chairperson;
  - b) One Academic Officer who shall be the Secretary;

- c) Campus manager - AC
  - d) Head of academic department from which the accused candidate is registered who shall be a member;
  - e) Head of the subject offering department if different from which the student is registered;
  - f) Any student appointed by the students' organization and
  - g) Any other person who may be invited by the chairperson.
- 5) The Examination Officer in-charge shall prepare a summary of charges and serve to a candidate alleged to have committed any examination irregularities.
  - 6) The Examination Officer in-charge shall summon the candidate alleged to have committed examination irregularities in writing to appear before Examination Irregularities Committee in person to present his/her defence.
  - 7) The candidate alleged to have committed examination irregularities shall not vacate the Institute/campus until when he/she receives directives or decision from the Chairperson of the Examination Irregularities Committee.
  - 8) The candidate alleged to have committed examination irregularities shall not be allowed to attempt any other examination prior to final determination of his/her fate by the Examination Irregularities Committee.
  - 9) The Examination Irregularities Committee shall convene a meeting to make final determination of the examination irregularities case within 72 hours from the time of reporting the incident.
  - 10) The composition of the Examination Irregularities Committee shall be by virtue of the office rather than in person.
  - 11) The Quorum of the Examination Irregularities Committee shall be at least three (3) members.
  - 12) Any student(s) or staff of the Institute may be summoned by the Examination Irregularities Committee as it may deem fit.
  - 13) The Examination Irregularities Committee shall make a decision on a case of examination irregularities and immediately notify the student in writing through a letter duly signed by or on behalf of the Chairperson of the Examination Irregularities Committee.

25. Penalty for the commission of examination irregularities

- 1) The decision made by the Examination Irregularities Committee shall base on the evidence on record.
- 2) Any student found guilty of the commission of any examination irregularities stipulated under these rules shall, upon conviction, be discontinued forthwith from studies; save that if the committee is of the opinion that there is no sufficient evidence the student shall be allowed to repeat the examination.

- 3) For avoidance of doubt under these rules, persons involved in the commission of impersonation shall both be liable under these rules, that is, the one who is supposed to sit for the examination and the other one who falsely attempts the examination on behalf.
- 4) The letter written to the student declaring him/her to have been discontinued from studies under the provisions of these rules shall state expressly the reason(s) for the decision made.
- 5) Any examination that the student did there-before he/she has been found guilty of commission of the examination irregularities in the particular semester or examination session shall be nullified.
- 6) Any student discontinued from studies due to examination irregularities shall not be entitled to be conferred any award under these rules unless upon being re-admitted as a fresh student in accordance with these rules.
- 7) In event academic dishonesty or falsification has been discovered after the student has been conferred any academic award, the provisions relating to revocation of award shall apply.

26. Appeals against decisions on examination irregularities

- 1) A student who has been discontinued from studies due to any examination irregularities shall be informed in writing of his/her right to appeal against that decision to the Chairperson of the Council.
- 2) The appeal shall be lodged, in prescribed form, within seven (7) working days from the date of receiving the letter for discontinuation.
- 3) The Chairperson of the Council shall determine the appeal within thirty (30) working days from the date of receiving the appeal.
- 4) Any appeal that will be lodged in this part of these rules shall not be entertained unless it is on the basis of either of the following grounds;
  - a) That the Examination Irregularities Committee was not duly constituted.
  - b) That there was insufficient evidence on record to incriminate the candidate.
  - c) That the candidate was not afforded right to defend himself/herself.
  - d) That the candidate, during the examination irregularities proceedings, was intimidated or threatened resulting into admission of his/her guilty.

27. Confidentiality in the conduct of Examinations

- 1) It shall be the overall responsibility of the DPA to oversee that examinations are prepared and conducted in a strictly confidential manner.
- 2) All Institute staff shall ensure that issues concerning examinations are handled in a maximum degree of confidentiality and that no one steal or attempt to, aid, abet or causes leakage of examinations or examination results.
- 3) All heads of department and staff in their respective departments shall ensure that issues concerning examinations are handled in a maximum degree of confidentiality and that no one steal or attempt to, aid, abet or causes leakage of examinations or examination results.

- 4) The Registrar and staff under his/her office shall ensure that issues concerning examinations are handled in a maximum degree of confidentiality and that no one steals or attempts to, aids, abets or causes leakage of examinations or examination results.
- 5) A breach of duty of confidentiality or leakage of examinations or examination results by any staff shall constitute gross-misconduct and shall be dealt with in accordance with the relevant rules governing disciplinary matters.
- 6) No staff shall temper with examination results of any student.
- 7) Tempering with examination results shall constitute gross misconduct and shall be dealt with in accordance with relevant rules of disciplinary matters.

## **PART VIII: APPROVAL OF EXAMINATION RESULTS**

### **28. Institutional framework**

1) Notwithstanding any other office or organ that is vested powers to deal with matters related to examinations, there shall be the following organs that will be responsible for issues related to examination matters:

- a) Examination Irregularities Committee (EIC)
- b) Examination Results Appeals Committee (ERAC)
- c) Departmental Examination Committee (DEC)
- d) Campus Examination Committee (CEC)
- f) Joint Examination Committee (JEC)
- g) Council (C)

2) All matters that relates to the examinations shall be dealt with the organs stipulated under these rules or such person or persons expressly stated or appointed under these rules.

### **29. Functions of Examination Irregularities Committee**

- The Examination Irregularities Committee shall be the organ having original jurisdiction on all matters related to the examination irregularities under these rules.
- The Examination Irregularities Committee shall in all circumstances act judiciously and ensure fairness in administration of justice.
- The fact that a student is found in possession of any unauthorised material in the examination room or while the examination in question is undertaken shall be a prima facie evidence to establish the guiltiness of the student in accordance with these rules.
- Once found guilty of any examination irregularities, the Examination Irregularities Committee shall not have power to pronounce any lesser penalty other than discontinuation from studies.

### **30. (1) Examination Appeals Committee**

- The Examination Appeals Committee shall be the Principal Organ that is vested with all powers related to scrutiny and processing of all appeals related to examination results.
- The Examination Appeals Committee shall scrutinize all examination results appeals forms submitted by students and forward qualified appeals to Competent External Examiners for re-marking.
- The Examination Appeals Committee shall meet after completion of External Examiners work to compile a report of Examination Appeals Results and publish such results thereafter.
- There shall be no room for further appeal against results published by the Examination Appeals Committee.

(2) The Composition of Campus Examination Appeals Committee shall consist of the following;

- Deputy Principal Academics who shall be the chairperson to the Committee;
- Registrar/Examination Officer-in-charge who shall be the secretary to the Committee;
- Director Postgraduate Studies/Manager-AC who shall be a member;
- Head Legal Services Unit/Any academic Staff who is qualified as a lawyer who shall be a member;
- Manager-Quality Assurance/Coordinator of Quality Assurance who shall be a member.
- Any other Staff who may be invited by the Chairperson.

31. Composition and Functions of Departmental Examination Committee (DEC)

1) The DEC shall consist of the following;

- Head of department who shall be the chairperson to the Committee
- The secretary; who shall be appointed by the respective head of department from amongst members of the Committee.
- All members of academic staff in the respective department;
- All internal academic staff involved in teaching the modules for the exams under discussion.
- Any other person who may be invited by the head of department

2) The functions of the DEC shall include the following;

- To deliberate and recommend to the Joint Examination Committee (JEC) on the general performance of students in their respective departments;
- To discuss problems of invigilation, moderation and all matters related to the examinations and recommend solutions to the JDEC; and
- To discuss and recommend on any matter related to the examinations or other policy related matters that can improve academic excellence at the Institute.

32. Functions and Composition of Campus Examination Committee (CEC)

1) The composition of the CEC shall consist of the following;

- Deputy Principal Academics/Campus Director who shall be the chairperson to the Committee.
- Director Postgraduate Studies/Campus Coordinator Postgraduate Studies.
- Registrar/Examination Officer in-charge who shall be the secretary.
- All heads of academic department in the respective campus
- Manager-Quality Assurance/Campus Coordinator Quality Assurance.
- Any other person who may be invited by the head of the campus

2) The functions of the CEC shall be to receive and deliberate on recommendations from DEC in respect of each campus.

33. Functions and Composition of Postgraduate Studies Academic Committee (PSAC)

1) The Composition of PSAC shall consist of the following;

- The Director Postgraduate Studies/Campus Director who shall be the chairperson;
- The Head of Department where the programme is offered;
- The Registrar/Examination Officer in-charge who shall be the secretary;
- Manager-Quality Assurance/Campus Coordinator Quality Assurance;
- Any other person who may be invited by the chairperson.

2) The Functions of Postgraduate Studies Academic Committee shall include;

- To deliberate on postgraduate research proposals and thesis that have been submitted and recommend to the DPA for necessary action.
- To deliberate and recommend to the DPA on proposals in respect of training programmes, policy documents, and supervision of postgraduate students.
- To deliberate on applications for admissions into postgraduate programmes
- To review External Examiners reports in relation to marking of dissertations and thesis
- To deliberate and recommend to the DPA on anything that can be done to improve the quality of provision of academic services to postgraduate students

- To deliberate, and where necessary take appropriate action, on any postgraduate matter referred to it by any other organ of the Institute.
34. Composition and Functions of Joint Examination Committee (JEC)
- 1) The composition of the JEC shall consist of the following;
    - DPA who shall be the chairperson
    - The Director Undergraduate Studies who shall be the secretary
    - The Director of Postgraduate studies
    - Campus Director/Coordinator
    - The Quality Assurance Manager
    - Any other person who may be invited by the DPA
  - 2) The functions of the JEC shall include the following;
    - To receive all reports from DEC, CEC and PSAC for deliberation and recommendations to the Council (IB)
    - To discuss and recommend to IB on all policy issues governing the Institute
    - To discuss and recommend to IB on anything relating to proposed rules governing any matter in the Institute
    - To undertake any other academic activity that may be brought to its attention by any office or organ of the Institute.
35. The functions and composition of the Council (IB)
- The Composition of the IB shall be determined by the rules that establish the Council as may be amended from time to time and any circular or directive as may be issued by any relevant authority from time to time.
  - Subject to the Council rules, 2011, the functions of IB shall include but not limited to;
    - a) Make final decision on all matters related to examination results upon receiving reports from the JEC.
    - b) Discuss on any proposed rules and policies before presenting them to the Council for approval.
    - c) Make any other decision that is vested upon it by any other relevant rules, law or acceptable best practices from similar institutions.
36. Processing and stages of approving examination results
- The Institute shall have powers to determine the best and appropriate system of processing, storing and retrieving examination results in accordance with the best practices accepted by similar institutions.
  - The office of DPA may issue guidelines on acquisition and management of any system adopted by the Institute in the processing, storing and retrieving examination results.
  - Any mishandling, dishonesty, breach of confidence or similar unprofessional acts done by any person through the system of processing, storing and retrieving examination results shall constitute to a gross misconduct and shall be dealt with in accordance with the Institute disciplinary rules and procedures.
  - In the event that a person involved is not an employee or under the control of the Institute, the matter or incident in (3) above shall be reported to the Police for further action(s).
  - Processing and declaration of examination results shall start at the departmental level before compiled reports are tabled to higher organs for deliberation and other appropriate actions.
  - The Head of Department shall have power to take appropriate action on any recommendations made by the DEC before forwarding the report to the CEC.

- The record of proceedings of the DEC shall guide the Head of Department in making any improvements before forwarding the report to the CEC.
  - 8) The record of proceedings of the CEC shall guide the Director Undergraduate Studies in making any improvements before forwarding the report to the JEC.
- 9) The DPA may direct the Director Undergraduate Studies/Campus Director to effect some improvements on the reports of the JEC on the basis of the records of the proceedings of the JEC before such reports are presented to the IB for further action.
- 10) For avoidance of doubt in these rules, no organ shall take a decision of adding marks to the examination results after internal and external marking processes have been undertaken.
- 11) Standardization of examination results shall not be made at any meeting that is responsible for deliberation of examination results save that it may be at the reasonable discretion of internal examiners or external examiners and shall be reported in the internal examiners or external examiners reports.
- 12) Where necessary, the Council may direct/appoint a person or a special task force to inquire on any matter and the recommendations made thereof may be used in future administrative actions to improve academic excellence.
37. Procedure to rectify errors in examination results after approval
- Any clerical, summation, typographical error that is noted after examination results have been approved by the IB shall be dealt with by departments and must be approved by the Chairperson of the IB through the DPA.
  - For avoidance of doubt in these rules, any complaint of the student as to the marks awarded to him/her in an examination shall be dealt with in accordance with provisions related to appeals against examination results.
  - Any alteration of examination results must be authorised and must follow the procedures laid down in these rules.
  - It shall be a gross misconduct for any person to cause, direct, aid, abet or take part in tempering with examination results and shall be dealt with in accordance with the Institute disciplinary rules and procedures.

## **PART IX: DISCONTINUATION AND DEREGISTRATION**

### 38. Factors for a student to be discontinued from studies

- 1) A student shall be discontinued from studies at the Institute if one of the following occurs:
  - A student has been found guilty of any examination irregularities in accordance with these rules.
  - A student fails in more than seven (7) modules at any moment of his/her studies in a given year of study.
  - A student fails in the modules carried forward more than the limit provided under these rules.
  - A student fails in the repeat modules more than the limit provided under these rules.
  - A student fails in a fieldwork more than the limit provided under these rules.
  - A student fails in research report more than the limit provided under these rules.
  - A student fails in dissertation or thesis more than the limit provided under these rules.
- 2) A student discontinued from studies shall cease to be a student of the Institute at the date in which the relevant organ has declared him/her to be discontinued from studies subject to any appeal that may be lodged to that effect.
- 3) Any student, without any lawful cause or permission, found using Institute premises or its services after being discontinued from studies shall be treated as a trespasser to the Institute and be dealt with as if he/she is any other unlawful person found in the Institute premises.
- 4) A student who has been discontinued from studies may apply to be enrolled and start afresh studies in his/her former programme or any other programme offered by the Institute after the lapse of one year provided that such student satisfies the applicable entry requirements.

### 39. Factors for a candidate to be deregistered from studies

- 1) A student shall be duly deregistered from studies at the Institute if one of the following occurs;
  - a) A student fails to attend classes for a percentage stipulated under these rules.
  - b) A student fails to attend a Fieldwork placement allocated to him/her without prior permission from the Head of Department.
  - c) A student absconds from any examination without prior permission from the head of department.
  - d) A student absconds from studies without prior permission from the head department.
  - e) A student has been convicted for the commission of a criminal offence punishable by a sentence of imprisonment for any period of time subject to any appeal thereto.
  - f) A student absconded from submission or resubmission of fieldwork, research report, dissertation or thesis in accordance with these rules.
  - g) A student fails to register within the stipulated time and without prior request for extension of time from the Deputy Principal Academics.
- 2) The consequences for deregistration from studies shall be the same with discontinuation from studies.

### 40. Re-Admission for studies after discontinuation or deregistration

The Institute retains the right to accept or reject any application for re-admission for studies for any student who was previously discontinued or deregistered from studies.

## **PART X: PUBLICATION OF EXAMINATION RESULTS**

41. Authority responsible for publication of provisional examination results
  - 1) The DPA may direct publication of provisional results immediately or in such time as he may specify after the meeting of the JEC.
  - 2) Results which are provisionally released may change at any time depending on the resolutions that have been made in the JEC or decision made by the IB in the final declaration of examination results.
  - 3) Any student who is unable to access his/her examination results shall immediately after release of provisional results, consult the office of the head of department for guidance.
  
42. Authority responsible for publication of final examination results
  - 1) The Chairperson of the IB shall direct final publication of examination results after declaration of the examination results by the IB.
  - 2) The date for which appeals may start to be lodged against examination results shall be the next working day from when the meeting of the IB that declared particular examination results took place.
  
43. Disposal of used examination documents
  - 1) Used examination documents such as booklets, marking guide/scheme, attendance sheets, shall be kept into a safe custody for a period of two years after which may be disposed.
  - 2) The disposal of examination documents shall be made in a manner that will be determined by the DPA.

## **PART XI: APPEALS AGAINST EXAMINATION RESULTS**

### 44. Right to appeal against Examination Results

- 1) No appeal shall be lodged against coursework results that were communicated to students prior to the start of the examinations.
- 2) All examination appeals shall lie with the Examination Appeals Committee established under these Rules.
- 3) Except where unfair marking, wrongful computation of marks or grades is alleged, no appeal shall be in respect of any such examination on any other ground.
- 4) No student can be allowed to appeal on the ground(s) of sickness, social problem or any socio-economic distress, for any examination results which he/she voluntarily opted to sit for instead of applying for postponement.
- 5) All appeals against examination results shall be lodged within seven working days since the results were published.
- 6) All decisions made on examination results appeals shall be presented to the next IB meeting for final decision.

### 45. Power to set Appeal Fee

All appeals shall be filed with the office of the Registrar upon paying appeal fee that may be prescribed from time to time by the DPA.

## PART XII: GRADING AND AWARD SYSTEM

### 46. Grading system for NTA levels

- 1) The grading system for a Basic Technician Certificate (NTA Level 4) shall be as follows:

Grade	Definition	Grade Points	SCORE RANGE
A	Excellent	4	80% - 100%
B	Good	3	65% - 79.9%
C	Average	2	50% - 64.9%
D	Poor	1	40% - 49.9%
F	Failure	0	0% - 39.9%

- 2) The grading system for Technician Certificate (NTA Level 5) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	4	(80% - 100%)
B	Good	3	(65% - 79.9%)
C	Average	2	(50% - 64.9%)
D	Poor	1	(40% - 49.9%)
F	Failure	0	(0% - 39.9%)

- 3) The grading system for Ordinary Diploma (NTA Level 6) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	(75% - 100%)
B+	Very Good	4	(65% - 74.9%)
B	Good	3	(55% - 64.9%)
C	Average	2	(45% - 54.9%)
D	Poor	1	(35% - 44.9%)
F	Failure	0	(0% - 34.9%)

- 4) The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	(70% - 100%)
B+	Very Good	4	(60% - 69.9%)
B	Good	3	(50% - 59.9%)
C	Average	2	(40% - 49.9%)
D	Poor	1	(35% - 39.9%)
F	Failure	0	(0% - 34.9%)

### 47. Application of the Grading System

- 1) The Institute shall apply the grading system to students according to the programme they are registered for.
- 2) If a student was registered for a particular programme but for some reasons he/she has to drop prematurely, the grading system for the programme he/she qualifies shall be used.
- 3) Such a student in (2) above shall be entitled to getting a statement of results at that level in accordance with these rules.

48. Procedure for Computing Grade Points Average (GPA)

- 1) The final Grade Point Average (GPA) shall be used for the purpose of classifying awards.
- 2) The final GPA shall be calculated using the following procedures:
  - a) The letter grades obtained shall be converted into “points” as stipulated in the grading system in accordance with these rules.
  - b) The credits for modules taken in each programme shall be used to determine the weight of each module.
  - c) To get the score for the course/module, the points in (a) hereinabove shall be multiplied by the module credits.
  - d) The total score for the programme shall be the sum of scores for all modules taken as calculated in (c) hereinabove.
  - e) To get the final GPA, the total score in (d) hereinabove shall be divided by sum of credits for all modules undertaken.
  - f) The final GPA shall be truncated to one decimal place.
- 3) The Council shall have power to review the Procedure for Computing Grade Points average whenever is necessary but without affecting continuing students.

49. Awards classification

- 1) The Council shall classify awards to the students who satisfy the following conditions: -
  - a) Have duly completed all modules and/or any form of assessment or examinations for the award.
  - b) Have achieved a minimum final Grade Point Average (GPA) equivalent to Pass if so required.
- 2) Award naming shall be in accordance with the programme of studies for which the student was duly admitted.
- 3) The awards shall be classified as follows:
  - a) For NTA Levels 4-5:

Class of Award	Cumulative GPA
First Class	3.5 to 4.0
Second Class	3.0 to 3.4
Pass	2.0 to 2.9

b) For NTA Levels 6-8:

Class of Award	Cumulative GPA
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

**50. Power to establish new programme**

The Council may establish a new programme of studies at any time.

## **PART XIII: POWER TO ISSUE AWARDS, ACADEMIC CERTIFICATES AND TRANSCRIPTS**

### **51. Conferment of Awards**

- 1) The Council may award certificates for Diplomas, Certificates or other awards to such qualified students as may be recommended by the Academic Board.
- 2) The conferment of all awards shall be done by the Chairperson of the Governing body or, in his/her absence, any such person duly approved by the Governing body in a graduation ceremony that will be scheduled in the Institute Almanac.
- 3) The Council may recommend to the Council for award or recognition of best student per each programme of studies, overall best student and female best student per each programme provided that such student must have had not supplemented or postponed an examination/studies or part of it.

### **52. Authority to issue Academic Transcripts**

- 1) Any student may request for his/her Academic Transcript after the final declaration of his/her last semester examinations in the respective programme.
- 2) No student may request for Academic Transcript if he/she has any module or kind of assessment that is incomplete in his/her programme of studies.
- 3) Academic Transcript shall not be issued to a student unless the student has duly paid all fees and/or other relevant financial dues.
- 4) The Authority to issue Academic Transcript shall be with the office of the DPA or such person(s) duly authorised by him/her.

### **53. Authority to issue Academic Certificate**

- 1) Any student may apply for his/her Academic Certificate after the graduation.
- 2) The Authority to issue Academic Certificate shall be with the office of the DP- AC or such person(s) duly authorised by him/her.

### **54. Names on Academic Certificates and Transcripts**

- 1) Certificates and transcripts shall be issued in the names as they appear in the candidate's letter of admission into the programmes.
- 2) Notwithstanding the provision of the foregoing paragraph, a candidate may be allowed to change his/her names during the admission into the Institute upon producing for inspection the original copies of the deed poll duly registered and the Government Notice thereof.
- 3) A candidate shall be entitled to be awarded the Certificate and/or Transcript bearing the name for a programme which he/she was admitted.
- 4) Notwithstanding any provision of these rules, the Council retains the power to rename any programme of studies and determine the extent to which such changes will apply.
- 5) In making decision stated under paragraph 4 hereinabove the Academic Board may make consultation with the Council.

### **55. Power to revoke issued Academic Transcript and/or Academic Certificate**

- 1) In the event that, an anomaly is discovered on the legitimacy of the Academic Certificate and/or Transcript previously issued to a person, the Council may revoke on good cause the Academic Transcript, Certificate and any award that was conferred to such person.

2) For the purpose of paragraph 1 hereinabove the phrase good cause means conclusive evidence on forgery, plagiarism, cheating in examination(s), impersonation, and fabrication of examination results or other acts of the like.

3) In making decision stated under paragraph 1 hereinabove the Council shall base on recommendations from the Council.

4) Before the recommendations are sent to the Council under the provisions of this rule, the DPA shall form a special committee which shall inquire on:

- a) The process of issuance of Academic Transcript and/or Certificate to a person in question.
- b) Possibility of omission, negligence or wilful misconduct on part of any person involved in the process of preparation and issuance of Academic Transcript and/or Certificate.
- c) Necessary measures, including disciplinary measures if any, to remedy the anomaly.

5) Nothing under these Rules shall be construed to limit the powers of the DPA to approve corrections of clerical, spelling or computational errors that are noted after the issuance of Academic Transcript or Certificate to a person who is duly qualified and who has undertaken a respective programme.

#### **56. Application to re-issue Academic Certificate and Academic Transcript**

1) Any person who graduated at the Institute may apply to the office of DPA for re-issue of Academic Certificate and/or Transcript in case:

- a) Such document(s) have been lost and he/she attaches a police loss report accompanied with a sworn/affirmed affidavit.
- b) Such document(s) have been damaged or destructed to the extent of not being able to be used for purposes intended.

2) The office of DPA may prescribe fees payable for re-issue of Academic Transcript and/or Certificate.

#### **57. Dealing with forged Academic Transcripts and Certificates**

1) Any issue concerning forgery of Academic Transcripts and/or Certificates shall be treated as a criminal case and the Institute shall involve law enforcement organs in the inquiry and prosecution of alleged perpetrators.

2) In the event that a person is alleged to be involved in the forgery under this rule is a student or staff within the Institute, in addition to steps that will be taken by the law enforcement organs, such person shall also face disciplinary measures in accordance with these rules, Code of Ethics or any other relevant law applicable to that effect.

## **PART XIV: MISCELLANEOUS PROVISIONS**

### **58. Amendments of these rules**

These rules may be amended at any time and approved by the Council upon recommendations from the Institute Council.

### **59. Fees**

Unless otherwise expressly stated, any fee that has been prescribed under these rules shall be fixed by the Council upon recommendations from the CEO and may be reviewed from time to time.

### **60. Transitional Provisions**

- 1) The office of DPA may issue directives on how to handle some of matters which were regulated by previous regulations/rules and which by the time these rules come into force, were still pending or regulated by such law.
- 2) The provisions of these rules shall be read together with the prospectus, Council rules, and other rules of the Institute and/or other relevant laws of the land.
- 3) In event of conflict in the interpretation of these rules with other relevant Instruments, the rule governing the hierarchy of instruments and the objective of these rules shall guide in resolving the conflict.

Approved by the Silva Institute of Business and Management Council at Dar es Salaam in its 10<sup>th</sup> meeting held on 4<sup>th</sup> day of April 2016



**Secretary - Council**