

Sokoine University of Agriculture



ADMISSION REQUIREMENTS, EXAMINATION REGULATIONS AND GUIDELINES FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES 2019

These Admission Requirements, Examination Regulations and Guidelines, as approved by Council, at its 154 Meeting of **28th March, 2019**, are in line with the broad framework of SUA's vision, mission and values as stated below:

Vision

To be a leading University in the provision of quality knowledge and skills in agriculture and allied sciences

Mission Statement

To promote development in agriculture, natural resources and allied sectors through training, research and delivery of services

SUA Core Values

In achieving its vision and fulfilling its mission, SUA adhere to the following core values:

- 1) Pursuit of excellence in service delivery*
- 2) Entrepreneurial and innovative spirit,*
- 3) Competitive orientation,*
- 4) Integrity, Transparency and Accountability,*
- 5) Results/ Achievement oriented*
- 6) Diligence on duty,*
- 7) Adaptive and responsive,*
- 8) Freedom of thought and expression*
- 9) Gender sensitive*
- 10) Continuous learning.*

SUA Motto/ Slogan

"Ardhi ni Hazina". This is a Swahili word which means "Land is Treasure" in English

PART I: GENERAL ADMISSION REQUIREMENTS

NO	APPLICANT CATEGORY	MINIMUM ENTRY QUALIFICATIONS
1	Completed A-Level before 2014	Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective program (where A = 5; B = 4; C = 3; D = 2; E = 1)
2	Completed A-Level in 2014 and 2015	Two principal passes (Two Cs) with a total of 4.0 points from Two Subjects defining the admission into the respective program (where A = 5; B+ = 4; B = 3; C = 2; D = 1)
3	Completed A-Level from 2016	Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective program (where A = 5; B = 4; C = 3; D = 2; E = 1)
4	Recognition of Prior Learning qualification	B+ Grade and above: where A = 75 – 100, B+ = 65-74; B = 50-64; C = 40-49; D = 35-39; F = 0 - 38
5	Equivalent applicants	At least four ‘O’ – Level passes (Ds and above) or NTA Level III with four ‘O’ – Level passes or equivalent foreign qualifications as established by the either NECTA or VETA; AND At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6); OR Average of B for Full Technician Certificate (FTC) (where A = 5; B = 4; C = 3 and D = 2 points); OR Average of ‘B+’ Grade for Diploma in Teacher Education; OR Average of ‘B+’ Grade for Health related awards such as Clinical Medicine and others; OR A Distinction for unclassified diplomas and certificates Upper Second Class for classified non – NTA diploma.

1.0 GENERAL INFORMATION

GENERAL ADMISSION REQUIREMENTS FOR UNDERGRADUATE DEGREE PROGRAMS

- 1.1 All applicants for admission to degree and non-degree programme at Sokoine University of Agriculture (SUA) shall submit applications to SUA or as may be directed from time to time by Senate.

2.0 ADMISSION REQUIREMENTS FOR SHORT-TERM OR OCCASIONAL STUDENTS

- 2.1 Applications for consideration shall only be from candidates who possess qualifications for admission to SUA undergraduate Degree and non-degree courses.
- 2.2 Short-term students are required to register as students of the University for One Full Academic Unit (two semesters) or a single semester in the first, or second, or third, or fourth, or fifth year for all courses or a few selected ones, depending on one’s preference and arrangement. At the end of the course(s), semester or academic unit, such students shall be assessed on academic ability in accordance with the SUA examination requirements.
- 2.3 Applications will only be done on-line by using students information system.
- 2.4 Students will be required to pay prescribed university fees prior to joining the programmes.
- 2.5 Short term students are required to abide by SUA By-laws and will enjoy all facilities like any other *bona fide* SUA student.

3.0 GENERAL ADMISSION REQUIREMENTS

- 3.1 Admission will be provided if an applicant meets the minimum requirements as shown below or as determined by SENATE and in accordance with the capacities of the respective degree programmes.
- 3.2 The minimum requirements for admission of direct entrants into undergraduate degree programmes shall be TWO PRINCIPAL LEVEL PASSES (4.0 points of the current NECTA grading system) in

the Advanced Certificate of Secondary Education Examination (ACSEE; A-level), and as amended from time to time by Senate.

Applications by international students with Equivalent Certificates will be considered after obtaining an equivalence of translation as may be described by the University Senate.

International students must arrange for an equivalence translation from NECTA and an Award Verification Number (AVN) from NACTE

- 3.3 An equivalent candidate for undergraduate programmes shall be required to have a Diploma Certificate with a G.P.A of at least 3.0 and a minimum of FOUR passes in relevant subjects in the certificate of Secondary School Education Examination (CSEE; O-level).
- 3.4 Candidates seeking admission through Recognition of Prior Learning (RPL) shall be required to have a valid RPL certificate issued by TCU after passing an RPL examination relevant to the degree programme being applied for as recommended by Senate.
- 3.5 Credit transfer within SUA Degree programmes (Internal Credit Transfer) will be considered when a student will achieve 50% of the total credits taken in the receiving Degree programme.

Requests for transfer of programmes within the College/School will be handled by the Principal and copied to DUS for records.

Request for transfer of programmes between Colleges will be handled by the DUS

Credit transfer between SUA and other similar institutions will be done in accordance with TCU regulations and as updated from time to time.

4.0 SPECIFIC ADMISSION REQUIREMENTS FOR DEGREE AND NON-DEGREE PROGRAMMES

A ADMISSION REQUIREMENTS FOR DEGREE PROGRAMMES

4.1 ADMISSION REQUIREMENTS FOR DIRECT CANDIDATES

4.1.1 DEGREES PROGRAMMES IN THE COLLEGE OF AGRICULTURE:

i. Bachelor of Science (Agriculture General):

Two Principal passes (4 points) in Biology/Botany and Chemistry/Physics/ Mathematics/Science and Practice in Agriculture OR Diploma with a GPA of not less than 3.0 in Agriculture or related fields and THREE credits or FOUR passes in relevant science subjects at O-level.

ii. Bachelor of Science (Horticulture):

Two principal passes (4 points) in Biology and Chemistry/Physics/ Mathematics, Geography/ Science and Practice in Agriculture OR Diploma with a GPA of not less than 3.0 in Agriculture/Horticulture or related fields and THREE credits or FOUR passes in relevant science subjects at O-level.

iii. Bachelor of Science (Agronomy):

Two principal passes (4 points) in Biology/Botany and either of the following: Chemistry, Science and Practice in Agriculture, Physics, Mathematics, or Geography OR Diploma with a GPA of not less than 3.0 in Agriculture or related fields and THREE credits or FOUR passes in relevant science subjects at O-level.

iv. Bachelor of Science (Animal Science):

Two principal passes (4 points) in Biology/Zoology and Chemistry/ Science and Practice in Agriculture /Physics/Mathematics OR Diploma with a GPA of not less than 3.0 in Animal Husbandry/ Animal Health/ Agriculture or related fields and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level

v. Bachelor of Science (Aquaculture):

Two principal passes (4 points) in Biology/Zoology and Science and Practice in Agriculture/ Chemistry/ Physics/ Mathematics/ Geography OR Diploma with a GPA of not less than 3.0 in Aquaculture, Fisheries, Natural Sciences, Animal Husbandry/Production/ Wildlife, Animal Health or Agriculture and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant

- science subjects at O-level
- vi. **Bachelor of Science (Range Management):**
Two principal passes (4 points) in Biology/Botany/Zoology and Science and Practice in Agriculture /Chemistry/ Physics/Mathematics/Geography OR Diploma with a GPA of not less than 3.0 in Range Management, Animal Husbandry/Production, Animal Health, Agriculture, Forestry or Wildlife Management and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level
- vii. **Bachelor of Science (Food Science and Technology):**
Two principal passes (4 points) in Chemistry and Biology/ Physics/ Food and Nutrition/Home Economics/Science and Practice in Agriculture/ Mathematics/ Geography OR Diploma with a GPA of not less than 3.0 in Food Science/Home Economics or other related fields and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects
- viii. **Bachelor of Science (Human Nutrition):**
Two principal passes (4 points) in Chemistry and Biology/Home Economics/ Science and Practice in Agriculture/Food and Nutrition and Mathematics/Physics/Geography OR Diploma with a GPA of not less than 3.0 in Human Nutrition or Home Economics or Food Science or Nursing or Community Development or Clinical Medicine and other related fields and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level.
- ix. **Bachelor of Science (Family and Consumer Studies):**
Two principal level passes (4 points) in Chemistry and Biology/Home Economics/ Science and Practice in Agriculture/Food and Nutrition and Mathematics/Physics/ Geography OR Diploma with a GPA of not less than 3.0 in Human Nutrition or Home Economics or Clinical Medicine or Community Development or Nursing and other related fields and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level.
- x. **Bachelor of Science (Agricultural Engineering):**
Two principal passes (4 points) in Mathematics and Physics/Chemistry/ Geography and at least a credit pass at O-level or its equivalent in Physics and Chemistry/ Biology/Science and Practice in Agriculture or Full Technician Certificate or equivalent qualifications with an average grade of C and at least C grade in Mathematics OR Diploma/FTC in Agricultural Engineering or related field with an average of 'B' or GPA of not less than 3.0 and THREE credits or FOUR passes in relevant science subjects at O-level in O-level certificate or its equivalent. (Mathematics is mandatory and must be passed at CREDIT level)
- xi. **Bachelor of Science (Irrigation and Water Resources Engineering):**
Two principal passes (4 points) in Mathematics and Physics/ Chemistry/ Geography and at least a credit pass at O-level or its equivalent in Physics and Chemistry/ Biology/Science and Practice in Agriculture OR NTA 6 Certificate or equivalent qualification with an average grade of C and at least a C grade in Mathematics OR Diploma with a GPA of not less than 3.0 in Agricultural Engineering or related fields and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level. (Mathematics must be one of them and passed at credit level)
- xii. **Bachelor of Science (Bio-processing and Post-Harvest Engineering):**
Two principal passes (4 points) in Mathematics and Physics/ Chemistry/ Geography and at least a credit pass at O-level or its equivalent in Physics and Chemistry/ Biology/Science and Practice in Agriculture OR Diploma with a GPA of not less than 3.0 in any engineering-related field and O-level certificate or its equivalent with THREE credits or Four passes in relevant science subjects at O-level. (Mathematics must be one of them and passed at credit level)
- xiii. **Bachelor of Science in Applied Agricultural Extension**
Diploma in Agricultural and Livestock fields with an average of 'B' or GPA of 3.0, and candidates already working in extension will be eligible if they have O-level passes in Physics/Chemistry, Biology/Botany/ Zoology or Science and Practice of Agriculture.

4.1.2 DEGREES PROGRAMMES IN THE COLLEGE OF FORESTRY, WILDLIFE AND

TOURISM

i. Bachelor of Science (Forestry):

Two principal passes (4 points) in Biology/Botany and Chemistry /Physics/Geography/Science and Practice of Agriculture OR Diploma with a GPA of not less than 3.0 in Forestry, Bee-keeping, Wildlife Management or Agriculture (with component) and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level.

ii. Bachelor of Science (Wild Life Management):

Two principal passes (4 points) in Biology/ Zoology and Chemistry/Botany/ Physics/Geography OR Diploma with a GPA of not less than 3.0 in Wildlife Management, Forestry, Bee-keeping, Animal Health or Animal Production and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level.

iii. Bachelor of Tourism Management (BTM):

Two principal passes (4 points) in Biology/Geography/Chemistry/Physics/ Science and Practice in Agriculture/ Mathematics/Food and Nutrition/ Home Economics. Candidates with principal passes in Economics, Commerce or English/ French/Spanish also qualify as long as they have in addition a pass in Biology at CSEE OR Diploma with a GPA of not less than 3.0 in Tourism, Hotel Management, Catering, Nutrition, Home Economics, Agriculture, Education, Forestry, or Wildlife Management and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level.

4.1.3 DEGREES PROGRAMMES IN THE COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES

i. Bachelor of Veterinary Medicine (BVM)

Two Principal passes (4 points) in Biology/Zoology and Chemistry and a pass in Physics/ Mathematics/ Science and Practice of Agriculture/ Geography at the ACSEE. A candidate who does not have a pass in Physics at A-level must have at least a credit pass in Physics at O-level. Such candidates must also have passes in Mathematics and English at CSEE (O-level) or equivalent, OR Diploma with a GPA of not less than 3.0 in Animal Health/Animal Health and Production, and O-level certificate or its equivalent with THREE credits or FOUR passes in Biology/Zoology, Chemistry, Physics and Agriculture. In addition, O-level certificate or its equivalent must have at least a pass in Mathematics and English. OR Holder of First Degree in Life Sciences.

ii. Bachelor of Science (Biotechnology and Laboratory Sciences):

Two principal passes (4 points) in Chemistry and Biology/Zoology/Botany and a pass in Physics/ Mathematics/ Geography/ Science and Practice in Agriculture OR Diploma with a GPA of not less than 3.0 in Medical Laboratory Technology, Veterinary Laboratory Technology, Applied Biology, Applied Chemistry, Animal Health, Animal Production, Wildlife, Agriculture, Fisheries, Forestry or Bee-keeping and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level.

4.1.4 DEGREE PROGRAMMES IN THE SOLOMON MAHLANGU COLLEGE OF SCIENCE AND EDUCATION

i. Bachelor of Science (Environmental Science and Management):

Two principal passes (4 points) in Chemistry and Biology/Mathematics Geography/ Physics/ Science and Practice in Agriculture. Candidates without a pass in Biology and Mathematics at A- Level must a credit in Mathematics at O-level OR Diploma with a GPA of not less than 3.0 in the fields of Physical, Chemical or Biological Sciences and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects (Passes in Chemistry and Mathematics at O-level and Diploma level are mandatory.). .

ii. Bachelor of Science (Informatics):

Two principal passes (4 points) in Mathematics and any other science subject OR Diploma with a GPA of not less than 3.0 in Informatics Technology, Computer Sciences, Computer Engineering,

Electronics, or Telecommunications Engineering and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level of which Mathematics must have been passed at credit level.

- iii. **Bachelor of Science Agriculture Education (Agricultural Science and Biology):**
Two principal passes (4 points) in Biology and any other science subject OR Diploma with a GPA of not less than 3.0 in Agriculture, General Agriculture, or Education and O-level certificate or its equivalent with THREE credits or FOUR passes in relevant science subjects at O-level. (Out of the four subjects Biology must be one of them and passed at credit level)
- iv. **Bachelor of Science with Education (Chemistry and Biology):**
Two principal passes (4 points) in Chemistry and Biology OR Diploma in Education with a GPA of not less than 3.0 or its equivalent from recognized colleges passed at credit level or above, and four passes in relevant science subjects at O-level at O-level (Out of the four subjects Chemistry and Biology must have been passed at credit level).
- v. **Bachelor of Science with Education, (Chemistry and Mathematics):**
Two principal passes (4 points) in Chemistry and Mathematics OR Diploma in Education with a GPA of not less than 3.0 or its equivalent from recognized colleges passed at credit or above and four passes in relevant science subjects at O-level (Out of the four subjects Chemistry and Mathematics must have been passed at credit level).
- vi. **Bachelor of Science with Education, (Geography and Biology):**
Two principal passes (4 points) in Biology and Geography OR Diploma in Education with a GPA of not less than 3.0 or its equivalent from recognized colleges passed at credit or above and four passes in relevant science subjects at O-level (Out of the four subjects Geography and Biology must have been passed at credit level).
- vii. **Bachelor of Science with Education (Geography and Mathematics):**
Two principal passes (4 points) in Geography and Mathematics OR Diploma in Education with a GPA of not less than 3.0 or its equivalent from recognized colleges passed at credit or above and four passes in relevant science subjects at O-level (Out of the four subjects Geography and Mathematics and Mathematics must have been passed at credit level).
- viii. **Bachelor of Science with Education (Informatics and Mathematics):**
Two principal passes (4 points) in Mathematics and any other science subject OR Diploma in Education with a GPA of not less than 3.0 or its equivalent from recognized colleges passed at credit or above and four passes in relevant science subjects at O-level (Out of four subjects Mathematics must have been passed at credit level).

4.1.5 DEGREES PROGRAMMES IN THE COLLEGE OF SOCIAL SCIENCES AND HUMANITIES

- i. **Bachelor of Rural Development (BRD):**
Two principal passes (4 points) in History/Kiswahili/Literature Geography/Economics/ Mathematics/Physics/ Chemistry /Biology/ Zoology/ Botany/Commerce/ Accounts/Food and Nutrition/ Science and Practice in Agriculture. An applicant with passes in Kiswahili and Literature as two subjects making 4 points must also have O-level credits in Biology, Geography and History. OR Diploma with a GPA of not less than 3.0 in Rural Development or Agriculture or Agricultural Education or related fields and THREE credits or FOUR passes in History/ Kiswahili/ Literature/Geography/ Economics/ Mathematics/Physics/Chemistry/Biology/Zoology/ Botany/Commerce/Bookkeeping/Food and Nutrition/Agriculture at O-level certificate or its equivalent.

4.1.6 DEGREES PROGRAMMES IN THE SCHOOL OF AGRICULTURAL ECONOMICS AND BUSINESS STUDIES

- Bachelor of Science (Agricultural Economics and Agribusiness):**
Two principal passes (4 points) in Economics/Mathematics/

Geography/Commerce/Accounts/Physics/ Chemistry and Science and Practice in Agriculture/ Biology/ Zoology/Botany. Candidates must have at least a pass in mathematics at O-level OR Diploma with a GPA of not less than 3.0 in Agriculture or related fields and O-level certificate or its equivalent with THREE credits or FOUR passes four at O-level in the following subjects: Mathematics/ Geography/Commerce/Bookkeeping/Physics/ Agriculture/Biology/ Zoology/Botany. (Out of the four subjects Mathematics must be one of them)

4.1.7 DEGREE PROGRAMMES AT THE SOKOINE NATIONAL AGRICULTURAL LIBRARY (SNAL)

i Bachelor of Information and Records Management (BIRM):

Two principal level passes (4.0 points) in the Advanced Certificate of Secondary Education Examination (ACSEE) level save for as would be amended from time to time by senate. OR Diploma Certificate with a GPA of not less than 3 and a minimum of FOUR passes or THREE credits in relevant subjects at O-level).

B ADMISSION REQUIREMENTS FOR NON-DEGREE PROGRAMMES

4.2.1 NON-DEGREE PROGRAMMES AT THE SOKOINE NATIONAL AGRICULTURAL LIBRARY (SNAL)

i. Diploma in Information & Library Science:

Advanced Certificate of Secondary Education with at least one Principal Pass in one of the following: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics, Commerce, History, English, French and Kiswahili OR Certificate in Librarianship/or other relevant disciplines with a minimum of 2nd Class and Ordinary Certificate of Secondary Education passes in at least 4 subjects.

ii. Diploma in Records, Archives & Information Management:

An A-level Certificate with at least One Principal Pass in one of the following subjects: Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics, Commerce, History, English, French, and Kiswahili OR Certificate in Records/Office Management or relevant disciplines with a minimum of second Class and O-level passes in at least three subjects.

4.2.2 NON-DEGREE PROGRAMMES AT THE CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT)

i. Diploma in Information Technology:

One principal pass or two passes at ACSEE in one of the following subjects, Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics and Commerce OR Certificate in information technology, engineering or other relevant disciplines. Pass in mathematics shall be required in either CSEE subjects or in Certificate courses.

ii. Certificate in Information Technology:

O-level passes in at least four subjects

4.2.3 NON-DEGREE PROGRAMMES AT THE COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES

i. Diploma in Tropical Animal Health and Production:

Advanced Level passes in Chemistry, Biology/Zoology, Physics, Mathematics, Geography or Science and Practice of Agriculture. The candidate must pass Biology/Zoology at Principal Level. Such candidates must also have O-level passes in English and Mathematics OR Certificate in Animal Health (Agrovet), Certificate in Animal Health and Production (AHPC), Certificate in Agriculture and Livestock Production (CALP). A holder of such a certificate should have a minimum of three

passes at O-level in Biology/Zoology/ Chemistry, Physics, and Mathematics at Tanzania Certificate of Secondary Education Examination (CSEE) or equivalent

ii. **Diploma in Laboratory Technology:**

Advanced level Certificate with passes in Biology, Chemistry, Physics and Mathematics. One of these subjects must be passed at Principal level with a total of TWO points (E grade). Candidate with Advanced Level passes in combinations without Biology must have passed Biology at credit level in CSEE OR Basic Technician Certificate from recognized institution OR Certificate of Secondary Education with passes in Biology and Chemistry and Trade test Certificate of at least grade II

5.0 REGISTRATION FOR STUDIES AND COURSES

5.1 Registration into Programmes

- 5.1.1 A student shall be registered after paying University fees. For first year candidates, registration will be done after checking of original certificates.
- 5.1.2 A candidate shall be registered using three full names and hence all initials that appear in O/A-Level and other Certificates shall need to be written in full during registration.
- 5.1.3 No candidate shall be registered using less than three names unless certificates of Primary and Secondary schools and other institutions bear only two names. Direct entrants shall be registered using the names which appear in the O-Level and A-Level/Birth Certificates
- 5.1.4 In the exceptional case of candidate being initially registered using two names due to these being the only ones on the submitted certificates, the candidate shall be required to submit a third (middle) name supported by a registered deed poll.
- 5.1.5 Where differences in names exist between O/A- Level and Certificates from either other institutions or birth certificates, the candidate shall be required to submit a registered deed poll as evidence of legal approval of the change of names. In the event of lack of such evidence, such a candidate shall not be registered for studies.
- 5.1.6 No candidate shall be allowed to change names during the course of study unless there is compelling reason supported by registered deed poll.
- 5.1.7 A candidate is regarded as a registered candidate for any programme only after being provided with the appropriate SUA student identity card bearing his/her passport-size photograph covering full face without any obstruction as required for internationally-accepted identification purposes.

5.2 Change of degree or non-degree programmes during the first year of study:

- 5.2.1 Changes will be allowed depending on the availability of a slot in the sought programme and the candidate meeting the minimum admission requirements for the programme.
- 5.2.2 The changes will only be permitted within three weeks after commencement of the first semester of studies.
- 5.2.3 Requirements:
 - 5.2.3.1 Submission of an application letter addressed to the Director of Undergraduate Studies and routed through the Department hosting the candidate's current degree or non-degree programme and the Department /College/ School/Institute offering the sought degree or non-degree programme within the first week of the commencement of studies
 - 5.2.3.2 Payment of a non-refundable fee of **TSh. 50,000/=** (reviewed from time to time).
 - 5.2.3.3 Payments of costs related to the change of identity card.
- 5.2.4 The fate of the application shall be known within two weeks of commencement of studies.
- 5.3 Change of degree programmes after first academic unit may be granted under the following conditions:
 - 5.3.1 Submission of a request accompanied with supporting documents.
 - 5.3.2 Payment of a non-refundable fee of TSh 20,000/=.
 - 5.3.3 Candidate qualifying for entry at an identified entry point in the prospective degree programme after working out credit transfers.
 - 5.3.4 Payment of prevailing cost of processing a new identity card.
- 5.4 The maximum period for which a student can register and remain a candidate for an undergraduate

degree or non-degree award shall be the sum of total academic units plus two academic units (but excluding approved period of postponement of studies if any) for the degree or non-degree programme.

5.5 Registration for courses:

5.5.1 Candidates in Semester One shall be required to register for all core courses and elected courses in Semester 1. The deadline for registration for Semester 1 candidates shall be three weeks from the first date of the orientation week.

5.5.2 For semesters 2-10 prospective candidates, the deadline for provisional registration for courses in a subsequent semester shall be four weeks before the end of the ongoing semester. The registration will be finalized two weeks after the commencement of studies for semesters 2-10

5.5.3 All candidates are required to register course in SUASIS.

The course registration period will be TWO weeks.

A student failing to register will be deemed to have absconded.

5.6 Dropping of courses:

5.6.1 A student who has registered for an elective course will be allowed to deregister for that course within the first TWO weeks of the respective Semester.

5.6.2 The deadline for dropping courses shall be TWO weeks after the start of a Semester.

5.7 For an elective course to be offered, the minimum number of students pursuing the course shall be twenty. This number also applies for the minimum number of students required in order to run a Degree programme.

6.0 PERMISSION FOR ABSENCE FROM CLASSES

6.1 A candidate seeking permission for absence from classes shall fill in Form No. *IB (Medical reasons)* or Form No. *IA (other reasons)*

6.2 The Head of the Degree hosting Units shall grant permission for absence from classes, for a period not exceeding two days, to a candidate with genuine social or medical reasons (after consultation with the Resident Medical Officer)

6.3 Permission sought on the basis of academic reasons and for a period exceeding two days (for social and medical reasons) up to a maximum of seven days shall be granted by the Head of the Degree hosting Unit

6.4 Permission of absence for a period exceeding seven days shall be granted by the Director of Undergraduate Studies.

6.5 Permission for absence from Field Practical sessions shall be granted by the FPT supervisor on behalf of the Head of the Programme hosting unit

7.0 POSTPONEMENT AND RESUMPTION OF STUDIES

7.1 A student requesting for postponement of studies for compelling reasons including inability to pay fees shall submit an application to the Director of Undergraduate Studies using a duly completed request form (*Form No. II*) with a cover letter and supporting documents. Reply to such request shall be expected within two weeks of submission.

7.2 Postponement of studies shall be for the duration of one semester or one academic unit. Under special circumstances, the postponement of studies may be extended for one additional academic unit. Such extension shall only be provided when supported by relevant documents. A candidate staying out of the University beyond two years or without permission after the first postponement of studies shall cease to be a *bona fide* SUA student and can only rejoin the University after re-admission as a fresh candidate.

7.3 A candidate permitted to postpone studies shall retain his/her registration and hence registration number, but shall be required to pay appropriate fees and meet the costs of production of identity card and any other documents which relate to the re-admission process.

7.4 A candidate permitted to postpone studies shall be required to hand in the identity card and other

University property to the Programme hosting Unit within two weeks from the date the permission comes into effect. A candidate who would not have fulfilled the condition shall have his/her registration withdrawn.

7.5 A student shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of ability to resume and undertake studies. Permission for resumption of studies shall be granted by the Director of Undergraduate Studies or any other authority as appointed by the Vice Chancellor.

7.6 A candidate shall be allowed to resume studies in the semester for which permission was granted.

8.0 FATE OF DISCONTINUED STUDENTS

8.1 A candidate who ceases to be a *bona fide* student of SUA shall be required to fill in the clearance form and return all University properties including identity-card to relevant authorities. A candidate who fails to return University property shall be liable for legal action and shall not be eligible for admission to any program at SUA.

8.2 A candidate who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted-as a fresh candidate, into a programme other than the one he/she failed. Re-admission into the degree or non-degree programme from which the candidate had initially been discontinued shall only be after submitting evidence of having undertaken additional training in the form of certificate/diploma or short courses in the relevant discipline.

8.3 A candidate discontinued from studies on the basis of examination irregularities at SUA or in any other institution of higher learning shall not be eligible for admission into any study programme at SUA.

PART II: EXAMINATIONS REGULATIONS AND GUIDELINES

A GENERAL UNIVERSITY EXAMINATION REGULATIONS AND GUIDELINES FOR UNDERGRADUATE AND NON-DEGREE PROGRAMMES

9.0 CREDIT TRANSFER

9.1 Credit transfer between programs within SUA and between SUA and other similar institutions will be done in accordance with TCU regulations and as updated from time to time.

9.2 Awards for students who may have transferred credits shall be done as stipulated herein under Regulation 26.2

10.0 COURSE REGISTRATION

10.1 A student who does not register for an elective course required in a given semester shall be required to register for such a course when next offered. In case of a failure to register again without compelling reasons, the student shall be discontinued from studies.

11.0 ATTENDANCE OF LECTURES/ SEMINARS/ TUTORIALS/PRACTICAL SESSIONS/FIELD PRACTICAL TRAINING

11.1 A candidate must attend all lectures/seminars/tutorials/practical session/field practical training

11.2 A candidate shall be required to attend all sessions of Field Practical Training (FPT) at the stations assigned by their respective College/School/Institutes/Directorates/Departments.

12.0 EXAMINATIONS

12.1 Examinations shall include continuous assessment tests, quizzes, assignments, seminar presentations, practical and oral tests and end of semester University Examinations including oral examinations where applicable.

12.2 There shall be written university examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.

12.3 There shall be probation examinations before the beginning of the academic year for failed core and elective courses required for a candidate to attain minimum credits 12 for each semester and 24 for each academic unit. In future under University Qualification Framework (UQF) a candidate shall be required to take a minimum of 60 for each semester and 120 for each academic unit).

13.0 ELIGIBILITY FOR EXAMINATIONS

13.1 No candidate shall be eligible for any examination in any subject unless the Instructor and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture/seminar/practical shall be maintained by the instructor for one academic unit.

13.2 A candidate shall only be allowed to sit for scheduled University examination(s) if

he/she has attained 80% of attendance of the course through lectures, seminars, tutorials and practical sessions. A candidate who fails to attain at least 80% attendance shall be required to retake the course in question when next offered.

- 13.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT) and a candidate who misses any session without the permission of the Principal or Director or Head of Department or his appointee (i.e. FPT supervisor) shall be discontinued from studies. In case permission of being absent from FPT is granted, the candidate shall be required to complete the training session using own resources when next offered or as arranged by the respective unit.

14.0 ABSENCE FROM EXAMINATION

- 14.1 A candidate who absents oneself from an end of semester examination including probation examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- 14.2 A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be awarded a zero mark.
- 14.3 A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor(s)
- 14.4 A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.
- 14.5 A candidate allowed to be absent from the end of semester examination (s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent probation examination session.
- 14.6 Permission for postponement of end of semester examination(s), including retake examinations, shall be granted by the Principal /Director /Dean for the program to which the student is enrolled after consultation with the Head of Department, Dean of Students and where applicable, the Resident Medical Officer.
- 14.7 Postponement of course assessment tests shall be granted by the course instructor and reported in writing to the Head of Department/Principal of the respective College/ Institute/Directorate/Centre
- 14.8 Request for postponement of end of semester examination(s) or course work assessment tests shall be made by submitting duly completed prescribed forms with a cover letter (*Form No. III*).

B ASSESSMENT CRITERIA FOR VARIOUS COMPONENTS OF EXAMINATIONS

15.0 GENERAL

15.1 PASS MARK:

- 15.1.1 The pass mark shall be 50% for practical and theory, separately.
- 15.1.2 There shall be no compensation of marks scored in one paper for another paper.

- 15.2 Assessment of courses which have formal practical components examinable during coursework and at end of semester shall be done as follows:
 - 15.2.1 Students' reports on practical work shall carry 5% of the assessment
 - 15.2.2 Practical test[s] conducted each semester shall carry 20% of assessment
 - 15.2.3 Take-home essays and assignments which will be given at appropriate stages during the semester session will carry 5% of the assessment.
 - 15.2.4 Tests and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tool will be proportional to time allocated to it.
 - 15.2.5 The end of semester written theory examination shall carry 25% of the semester final mark.
 - 15.2.6 The end of semester practical/oral examination shall account for 25% of the semester final mark for the subject.
- 15.3 Assessment of courses which have formal practical during the course but no end of semester practical examination shall be done as follows:
 - 15.3.1 Students' reports on practical work shall carry 10% of the assessment
 - 15.3.2 Practical test[s] conducted each semester shall carry 30 % of the assessment
 - 15.3.3 Take-home essays, assignments which will be given at appropriate stages during the semester session will carry maximum 5% of the assessment.
 - 15.3.4 Tests and quizzes which will be given at appropriate stages during the semester will carry 15 % of the assessment and the weighting of individual assessment tool will be proportional to time allocated for the test/quiz.
 - 15.3.5 The end of semester written theory examination shall account for 40% of the semester final mark for the subject.
- 15.4 Assessment of courses which have no practical components shall be done as follows:
 - 15.4.1 Take-home essays and/or assignments shall account for 10% of the end of semester marks for the course.
 - 15.4.2 Seminar reports and presentations where applicable shall account for 10% of the end of semester marks for the course
 - 15.4.3 Tests/quizzes during the semester shall account for 20% of the marks or 30% of the marks for courses without assessed seminar reports and/or presentations, with weighting of each test/quiz being proportional to time allocated for the test/quiz.
Tests/quizzes during the semester shall account for 20% of the marks or 30% of the marks for courses without either assessed seminar reports/ presentations or take home essays / assignments with weighting of each test/quiz being proportional to time allocated for the test/quiz.
 - 15.4.4 The final written paper shall account for 60% of the end of semester University Examination mark for the course or subject.
- 15.5 Notwithstanding the above-mentioned apportionment of marks:
 - 15.5.1 There may be course-dependent variation that shall be clearly spelt out in the approved course curriculum.
 - 15.5.2 A candidate at any examination may, at the discretion of the Board of Examiners/Academic committee, be required to attend an oral examination in addition to written and practical examinations.
- 15.5 At the designated semester for each degree or non-degree programme, each candidate will present a research project proposal to constitute examinable subject "Research

- Project I” which must be a core course.
- 15.6 A candidate who fails in Research Project I shall be required to re-submit the research project proposal within one month of the release of the results.
- 15.7 Each finalist candidate shall be required to undertake a Research Project (to constitute the examinable subject “Research Project II”) being the execution of research project proposal developed in Research Project I and shall, before the start of the end- of- semester study break, be required to submit a Research Project report (in printed and electronic form) to the Head of Department in which the Research Project was conducted.
- 15.8 The Research Project report shall be marked. Passing in Research Project report is a requirement for the award of a degree or non-degree qualification.
- 15.9 A candidate who will not have submitted the Research Project report in time and without compelling reasons will be deemed to have failed in Research Project II (hence awarded zero mark).
- 15.10 In deciding whether or not to accept a Research Project report which has been submitted late, circumstances leading to late submission of the Research Project report would have to be taken into consideration by the respective Department.
- 15.11 A candidate who fails in Research Project II will be allowed to re-submit the report within six months from the date of the release of examination results or within such period as shall be recommended to Senate, by the board of the relevant College/Directorate/Centre/ School
- 15.12 Field practical training shall be conducted and assessed as spelt out in the respective curricula. A pass grade in the field practical training shall be required before a candidate is allowed to proceed to the next academic unit of study or to graduate in the case of a final year candidate.
- 15.13 For the undergraduate engineering programmes, the following special regulations shall apply:
- 15.13.1 Every Industrial Practical Training shall be treated as a subject of the succeeding Semester and the results shall contribute to the particular academic unit.
- 15.13.2 Practical Training reports shall be handed in for assessment before the end of the second week of the succeeding semester.

16.0 PROGRESSION BETWEEN ACADEMIC UNITS

- 16.1 A candidate shall be allowed to proceed to the next academic unit under a continuing status after passing the examinations in all core courses and elective courses that make a minimum of 120 credits. Such a candidate shall have passed a minimum of 60 credits per semester
- 16.2 A candidate failing to get a total of 80 credits AND GPA of 2.0 and for the BVM candidates a weighted average of 50%, based on the best 120 credits including all core courses and electives in that academic unit shall be discontinued from studies.
- 16.3 A candidate failing in one or more paper(s) and having passed at least 80 credits with the GPA of at least 2.0; and for BVM candidates, a weighted average of more than 50% in that academic unit; shall be required to sit for probation examination(s) offered before the start of the subsequent academic unit.
- 16.4 Progression of candidates who fail probation examinations shall be as follows:
- 16.4.1 Except for the special case of the BVM candidates as indicated below, a candidate

who fails probation examinations shall be allowed to proceed to the next academic unit as a probation candidate. Such a candidate shall be required to retake the examination(s) as a third attempt during the subsequent probation examination session.

- 16.4.2 A candidate who fails to graduate after failing probation examination(s) shall be required to sit for the respective examination as a third attempt when next offered except where, upon request on account of extenuating circumstances, a written permission to postpone third attempt to probation session has been granted.
- 16.5 Save for BVM candidates, progression of candidates who fail third attempt examinations shall be as follows:
 - 16.5.1 A candidate who fails in examination(s) which is/are required to make the minimum pass credits for any academic unit after THREE attempts shall be DISCONTINUED from studies.
 - 16.5.2 A candidate who fails to graduate because of failing examination(s) after three attempts will be given the option of re-taking the course(s) and examination(s) as last attempt when next offered.
- 16.6 For BVM candidates, progression from one academic unit to another shall be as follows:
 - 16.6.1 A candidate who fails core course first sitting examination(s) done during the probation examination session shall not be allowed to proceed to the next academic unit and shall be required to retake the examination(s) when next offered.
- 16.7 A candidate failing in electives over and above the required credits shall be allowed to continue to the next academic unit but the results of the failed course(s) shall be recorded in the transcript unless the candidate re-takes and passes the examination(s) during the second or third attempt.
- 16.8 The maximum grade to be awarded for a course which led a candidate to re-take a course and/or an examination shall be “C” of pass mark 50%.
- 16.9 A candidate who fails in one component (theory or practical) of the examination shall be on probation for only the failed component of the course. In some Colleges where the setting of practical examinations for individual candidates is not logistically practical, comprehensive theoretical examinations, covering theoretical and practical aspects, may be set as probation examinations. This will be indicated in the respective courses curriculum. However, the maximum mark obtained for the respective full course after sitting for the probation examination shall be 50% (C-Grade).
- 16.10 There shall be an option of oral examination *in lieu* of practical in courses with practical coursework assessment but no formal end of Semester Practical University examinations.

17.0 EXAMINATION IRREGULARITIES

- 17.1 All cases of Examination irregularities shall be reported to and handled by the office of the Deputy Vice Chancellor (Academic).
- 17.2 There shall be an Examination Irregularities Committee (EIC) appointed by the Deputy Vice Chancellor (Academic) which will handle and advise the DVC (Academic) on reported cases of examination irregularities.
 - 17.2.1 All cases of examination irregularities requiring investigations shall be handled by EIC that will advise the Senate Undergraduate Studies Committee (SUGSC) which

- will in turn advise Senate accordingly.
- 17.2.2 The EIC shall investigate all cases of examination irregularities as directed by the DVC (Academic) upon receiving reports from invigilator(s).
- 17.2.3 The EIC, upon being tasked to investigate a case of examination irregularity, shall have the powers to summon candidates and members of staff as it deems necessary.
- 17.3 Candidates are not allowed to enter examination venues without the approval/permission of the Invigilator(s). A candidate found to have done so shall be reported to the DVC (Academic) and the fate of such a candidate may include being barred from sitting for the examination.
- 17.4 All candidates are required to be present within the examination premises 30 minutes before the starting time of the examinations.
- 17.5 No candidate shall be admitted to an examination room 30 minutes after the commencement of the examination.
- 17.6 A candidate reporting late ~~(more than 30 minutes after the start of examination)~~ shall be barred from sitting for the examination and such case reported to the DVC (Academic).
- 17.7 A candidate who is barred from sitting for the scheduled end of semester/probation examination for reporting late shall, upon the Senate being satisfied with justifying reasons, be allowed to sit for the examination in first sitting category during the subsequent probation examination period.
- 17.8 In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than 30 minutes after the start of the test for compelling reasons, shall be allowed by the instructor to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have attempted and failed the paper (hence awarded zero mark).
- 17.9 A candidate must carry an identity card, an examination card, and an examination ticket, all of which must be shown to the Invigilator(s) before entering the examination room. A candidate failing to show the stated identification materials without compelling reason(s) shall not be allowed to sit for the examination and the case shall immediately be reported to the DVC (Academic). Such a candidate shall be considered to have attempted and failed the respective examination (hence awarded zero mark).
- 17.10 A candidate must present oneself to the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with the identity cards. A candidate failing to present oneself in a manner that allows his/her identity to be determined shall not be allowed to sit for the scheduled examination and the case shall then be reported to the DVC (Academic). Such a candidate shall be considered to have attempted and failed the respective examination(s), (a zero mark will be awarded for the course)
- 17.11 No candidate shall be allowed to enter an examination venue while wearing a cap, hat, sweater, pullover, jacket or overcoat except under special circumstances, such as medical grounds where upon request, the DVC (Academic) has granted permission for the candidate to put on such attire during the examination(s). A candidate found wearing unpermitted attire during examinations without permission, shall be required to surrender the piece(s) of garments and the case reported to the DVC for

- investigation by EIC. However, a candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation.
- 17.12 No candidate shall be allowed to enter examination venue with unauthorized materials. In this regard, unauthorized materials include cell phones, smart-watches, handbags, purses, books, any electronic/programmed storage devices, written and other form of papers or materials as determined and notified from time to time by the University or Instructor/Invigilator on that behalf.
- 17.13 A candidate is not permitted to enter examination venue with any inscriptions on any body part or clothing or other objects that can be construed as an aid to answering examination questions.
- 17.14 A candidate who carries any type of unauthorized material(s) into examination premises and requests to surrender such materials to the invigilators on his/her own accord before examination papers are distributed to candidates, shall be allowed to sit for examination after formally surrendering the items. Such a candidate shall be served with a written warning by the DVC (Academic) following the recommendations of the Examination Irregularities Committee. A candidate who will be found to have committed such an offence twice shall be awarded zero mark for the respective paper.
- 17.15 A candidate found in possession of unauthorized materials or inscription(s) mentioned in 17.12 above when already seated in examination room and examination papers have been distributed or when the examination is in progress shall be required to surrender the unauthorized materials to the invigilator and sent out of the examination room and subsequently be awarded a zero mark in that paper. Such a candidate shall be reported to the DVC (Academic) in writing with the exhibits of unauthorized materials attached/enclosed for further scrutiny. In case the confiscated materials (exhibit/evidence) shall be found related to the examination paper in question, the candidate shall be discontinued from studies. However, in case the confiscated materials (exhibits/evidences) shall be found not related to the examination paper in question, the zero mark awarded to the candidate shall be upheld for violating the regulation that restricts candidates to enter examination venue with unauthorized materials
- 17.16 No candidate shall be allowed to communicate with fellow candidates after entering the examination venue. Communication shall only be between the Invigilators and the candidates. A candidate found to be communicating with fellow candidates in any form shall be deemed to have committed examination irregularity and the case shall be reported to the DVC (Academic) for investigation by the EIC. The candidate however will be allowed to continue with examinations during the period of investigation. Upon being found guilty such candidate shall be given a written warning if it is the first offence and discontinuation for the second conviction on the same offence.
- 17.17 A candidate who causes any form of disturbance during the examination shall be evicted from the examination room immediately and may be prohibited by the DVC (Academic) from sitting for subsequent examinations. The fate of such a candidate shall be determined by the DVC (Academic) upon investigation by the EIC. Upon being found guilty such candidate shall be given warning if it is the first offender and discontinuation for the second conviction on the same offence.

- 17.18 Candidates shall not be allowed to share any kind of materials including calculators, rulers, statistical tables, pencils and pens among candidates during examinations.
A candidate found to be involved in the act of sharing material(s) of any form during the examinations shall be deemed to have contravened university examination regulation and hence shall be required to surrender them to the Invigilator(s). Cases of such candidates shall be reported to the DVC (Academic) for investigation. Such a candidate shall however be allowed to continue with examinations during the period of investigation. Upon being found guilty such candidates shall be awarded a zero mark in the respective course if it is the first offence and discontinuation from studies for the second conviction on the same offence.
- 17.19 Save for medical or other justifiable reasons intimated before the start of examination, no candidate will be allowed to chew anything while in the examination venue. A candidate found to be doing so and refuses to produce exhibit of the material being chewed will be guilty of attempting to destroy evidence of possession of unauthorized materials while in the examination venue and his/her case shall be reported to the DVC (Academic) for investigation by EIC. Upon being found guilty the candidate will be discontinued
- 17.20 A candidate who starts to write before the official start of the examination as declared by the Invigilator(s) as well as one who continues to write after the official end of the examination as declared by the Invigilators(s) shall be reported to the respective Examination Officer. Such a candidate shall be served with a letter of warning by the **respective** Examinations Officer. A candidate found to have committed a similar offence and who had been served with a letter of warning before shall be discontinued from studies.
- 17.21 Save for known medical or other justifiable reasons, no candidate shall be allowed to go out of the examination room within 30 minutes after the commencement of the examination or leave the room within the last 30 minutes to the end of the said examinations. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.
- 17.22 In some examinations, the rubric may indicate that the question paper shall be collected together with the answer book. In such cases no candidate will be allowed to go out of the examination room with an examination paper. Candidates who do not submit the question paper shall be deemed to have contravened a University Examination regulation and a valid penalty (such as non-marking of the answer book) as spelt out on the rubric shall apply.
- 17.23 No candidate will be allowed to go out of the examination room with a used or unused answer book. Possession of used or unused SUA examination answer book(s) shall be deemed to be commission of examination irregularity. Possession of these materials by other unauthorized people who are not students shall be dealt with in accordance with the law and SUA staff regulations.
- 17.24 Body search of a candidate suspected of carrying unauthorized materials shall be done by member(s) of staff of the same sex.
- 17.25 Candidates have the responsibility of reporting any alleged examination irregularities to the DVC (Academic) for investigation by the EIC. The identity of such candidate shall be treated confidential.
- 17.26 In general, any candidate who will be proven to have cheated in any examination

- shall be discontinued from studies.
- 17.27 All cases of examination irregularities shall be concluded within three months of being reported to the DVC (Academic)

18.0 PLAGIARISM

- 18.1 A candidate who appropriates the writings or results of other persons, whatever the medium (text, written or electronic, computer programs, data sets, visual images whether still or video) and then dishonestly presents them as his/her own shall be guilty of plagiarism.
- 18.2 A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:
- 18.2.1 The candidate has submitted or presented the work of another person as his or her own.
- 18.2.2 The candidate has submitted the same, or substantially the same work more than once at the same or another institution.
- 18.2.3 The candidate has omitted due acknowledgement of the work of another person.
- 18.2.4 There is collusion i.e. when two or more candidates collaborate to produce the same work submitted by each, without prior formal permission for such collaboration.
- 18.2.5 The candidate has used, by payment or otherwise, a third party to produce Research Project report or any assignment write-up in whole or in part.
- 18.3 All cases of alleged plagiarism shall be reported to the DVC (Academic) who shall refer them to the EIC for investigation.
- 18.4 Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:
- 18.4.1 REJECTION of the Research Project proposal, report or part thereof and therefore the candidate being required to re-write or re-take the research work.
- 18.4.2 DISCONTINUATION from studies.
- 18.4.3 **REVOKING** of a degree, non-degree award or any other academic credentials already awarded by the university.

18.5 TERMINATION

- 18.5.1 A candidate may be allowed to terminate studies based on proven medical and/financial grounds, or at the candidate's own discretion.
- 18.5.2 Such a candidate will present the termination request in writing to the DUS
- 18.5.3 A candidate seeking to terminate studies will be allowed to do so after settling all relevant bills owed during the time spent at the University.
- 18.5.4 No refund for payments made to the University shall be claimed by the terminated candidate based on her/his own decision.

C GUIDELINES PERTAINING TO UNIVERSITY EXAMINATIONS

19.0 DATES OF EXAMINATIONS

- 19.1 Dates and times of conducting continuous assessment tests shall be indicated by the respective instructor(s) in the course schedules, and shall, as far as possible, be respected by both parties (instructors and students).

- 19.2 All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester examinations
- 19.3 Dates for the end of semester and probation examination shall be published in the University Almanac and website.

20.0 CONDUCT OF THE UNIVERSITY EXAMINATIONS

- 20.1 Overall co-ordination and control of the University Examinations shall be the responsibility of the office of the Deputy Vice-Chancellor (Academic).
- 20.2 End of semester examinations shall be coordinated and conducted under the control of the Principal/Director/Dean, of the respective College / Institute/Directorate/School /Centre in collaboration with Head of Department.
- 20.3 All End of Semester theory examinations shall be examined for three hours (or any other duration as determined by Senate based on the requirements/nature of the course).
The duration of practical **and oral** examinations (where applicable) shall be course-dependent as recommended by the examiners. As far as possible semester examinations shall be invigilated by a sole internal examiner
Non-degree Programmes may have different time/duration of end of semester theory examinations as per requirement.

21.0 BOARD OF EXAMINERS AND DEPARTMENTAL EXAMINATION COMMITTEES

- 21.1 There shall be Departmental/Institute/Center Examination Committees responsible for internal moderation of end of semester examinations.
- 21.2 Moderation of examinations shall also involve External Examiners who shall be invited to at the end of the academic unit according to the provided terms of reference.
- 21.3 Moderation shall include evaluating the quality of semester course assessment tests, copies of which shall have been deposited at the office of the Head/Director of Department/Institute/Directorate/Centre hosting the degree or non-degree programme for easy availability to moderation committee and the external examiner.
- 21.4 There shall be a Board of Examiners at Departmental level (or College level for small Colleges) that shall consider and recommend results for presentation at College Academic Committee/Institute/Directorate/Centre Board of Examiners meeting

22.0 RELEASE OF END OF SEMESTER EXAMINATION RESULTS

- 22.1 Provisional examination results as recommended by Examiners Board shall be approved by College/School/Institute/Center Boards.
- 22.2 Release of “provisional” examination results (as approved by College/School /Institute/Center Boards) shall be the responsibility of the respective Principal/Dean/Director.
- 22.3 Final approval of examination results is the mandate of Senate.
- 22.4 Publication and custody of the final approved examination results as approved by Senate shall be the responsibility of the DVC (Academic).
- 22.5 Examination results shall be **posted on notice boards at SUA and published in the**

SUA website or any other means as deemed appropriate. In publishing the results, the anonymity of the student must be protected.

- 22.6 The final Senate-approved results for each semester and for each academic unit shall be archived in a hard-bound booklet with a serial number and date and in a PDF soft copy of the same number and date.

23.0 PROCEDURE FOR APPEALS AGAINST EXAMINATION RESULTS

- 23.1 Students' appeals shall be lodged through respective Principal/Deans/Directors office using special appeal forms (*Form No. IV*), within one academic unit from the date of publication of results.
- 23.2 Except where unfair marking, wrongful computation of marks or grades or other irregularity, as may be determined by the Senate, committed in the conduct of any examination is alleged no appeal shall be accepted on any other ground.
- 23.2 All appeals must be accompanied by a non-refundable appeal fee of twenty thousand shillings (TSh 20,000) only, which shall be subject to revision from time to time.
- 23.3 Appeals shall initially be considered by the College/School/Institute Undergraduate Studies Committees.
- 23.4 The Senate Undergraduate Studies Committee (SUGSC) shall consider recommendations of the College/School/Institute/Directorate/Centre committees and shall advise Senate accordingly.
- 23.5 Senate may consider a maximum of two appeals for the same results. These two appeals must be made within one year of the initial publication of the results.

24.0 ANSWER BOOKS AND PRESERVATION OF EXAMINATION SCRIPTS

- 24.1 On the cover of the SUA answer books there shall be a space for entry of the date of examination.
- 24.2 To forestall illegal use of examination answer books before and after examinations, invigilators should ensure candidates enter both the examination number and the serial number of the answer book in the candidate-signed examination list.
- 24.3 Examination scripts are sensitive University property and therefore all instructors/invigilators shall have full responsibility for safe custody and care to forestall loss or **access by** unauthorized persons and any case of loss or mishandling of examination scripts shall be dealt with in accordance with SUA staff regulations or any other guidelines.
- 24.4 The University shall preserve examination scripts, for the purpose of reference, for a period of at least two academic units after the end of the respective examinations.

25.0 CLASSIFICATION OF DEGREES AND NON-DEGREE AWARDS

- 25.2 Letter grades shall be assigned points based on equations, which take into account the candidate's raw marks in calculating the Grade Point (GP) for individual subjects. For all degree and non-degree programmes, the grading system shall be as follows:

Grade	Score Range
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A	70	-	100%
B+	65	-	69.9%
B	60	-	64.9%
C	50	-	59.9%
D	40	-	49.9%
E	0	-	39.9%

25.3 In calculating the GPA, credits for all core courses shall be used as well as the credits from electives making the minimum required for the degree programme. However, where a candidate takes electives over and above the minimum required, credits from electives with highest scores adding to minimum degree requirement shall be used in calculating the GPA. The scores for the remaining electives shall be entered into the transcript.

The Grade Point Average (GPA) shall be calculated on the basis of weight (credits) of the courses taken, as shown below;

Letter Grade	Score range	GPA Equation	GPA range
A	: 70 - 100	$Y = 0.02X+3$	4.4 - 5.0
B+	: 65 - 69.9	$Y = 0.08X-1.2$	4.0 - 4.39
B	: 60 - 64.9	$Y = 0.2X-9$	3.0 - 3.99
C	: 50 - 59.9	$Y = 0.1X-3$	2.0 - 2.99
D	: 40 - 49.9	$Y = 0.1X-3$	1.0 - 1.99
E	: 0 - 39.9	$Y = 0.025X$	0.0 - 0.99

Where Y = Grade point; X = Raw marks

25.4 In calculating the final GPA the following will be used: (1) Raw scores; (2) Credit value for each course used in the computation; (3) Minimum credits for the program.

25.5 All core courses will be used in the computation of the final GPA. The program minimum credit shortfall from the core courses shall be covered by credits from elective courses with best scores.

25.6 Semester GPA will use all courses taken by a student in the respective Semester

26.0 CLASSIFICATION OF AWARDS FOR DEGREES AND NON-DEGREE PROGRAMMES

26.1 With exception of BVM, the final degree classification shall be as follows:-

Class	Grade	GPA Range
First Class	A	4.4 – 5.0
Upper Second	B+	3.5 - 4.39
Lower Second	B	2.7 – 3.49
Pass	C	2.0 - 2.69

26.3 The Bachelor of Veterinary Medicine (BVM) degree shall be awarded following a successful completion of the degree programme and this degree shall not be classified.

27.0 SUA UNDERGRADUATE AND NON-DEGREE AWARDS

27.1 A candidate shall be eligible for degree or non-degree award after the fulfillment of all the requirements for the award of a degree or non-degree qualification. Candidates must accumulate the stipulated minimum number of credits and pass all CORE courses in the respective Degree programme to qualify for degree award

27.2 A candidate who was admitted into a SUA degree programme under credit transfer system from equivalent degree programme in another university shall only be granted SUA degree award if in the sum of credits acquired for the award of the degree, not less than 50% of total credits for core courses were acquired from SUA.

27.3 For each specific degree programme there shall be specified exit awards for candidates who failed to successfully complete the programme but acquired sufficient pass credits to merit the specific exit award for the specific period of exit as approved by Senate.

27.4 A deceased candidate who had fulfilled all the requirements for the award of a degree or non-degree qualification shall be eligible for posthumous award of the same.

27.5 A candidate shall be deprived of a degree, diploma or certificate or any other academic award granted to him or her by the University on what the Council and Senate deem as “good cause”. For the purposes of this regulation, “good cause” means conclusive evidence on cheating in examination, plagiarism and fabrication of examination results.

28.0 FEES FOR ACADEMIC DOCUMENTS

28.1 The University shall issue transcripts at a fee as shown here under

SN	Category	Tsh.
1	Partial transcripts	10,000/=
2	Full transcript	20,000/=
3	Certification of transcripts and certificates (5 copies)	3,000/=
4	Certification of transcripts and certificates (additional copy)	500/=
5	Certificate	No cost

28.2 Late Collection of Certificates

- (i) Certificates collected within one year from the graduation date be issued without charge.
- (ii) After the first year from graduation a surcharge of 100,000/= will be charged.
- (iii) Any year or part there-of (after 2 years from graduation) should attract a 50,000/= surcharge.

- (iv) Cost due to errors made by SUA will be borne by SUA; while errors that should have been pointed out early by the graduate should be borne by the certificate bearer.

These rates are subject to revision from time to time.

29.0 REPLACEMENT OF LOST ACADEMIC CERTIFICATES

The University may issue a copy of a degree/award certificate in case of loss of the original on the following conditions:

- (i) The applicant must produce evidence that the loss had been publicly announced-and a written report from the Police.
- (ii) The applicant produces a sworn affidavit.
- (iii) The certificate or transcript so issued shall be marked “DUPLICATE” visibly
- (iv) A non-refundable fee of **50,000/=** or equivalent to US\$ 30 shall be charged, for the copy of the certificate or transcript issued.