

GLORIOUS POLYTECHNIC COLLEGE

MPENDAE, ZANZIBAR



EXAMINATION REGULATION AND PROCEDURE

JANUARY, 2022

PART ONE

1.0 EXAMINATION PROVISSION

1.0 Introduction

Considering the general guidelines of academic standards for higher education in Tanzania, GPC shall conduct examination in accordance to the minimum guidelines and procedure of examination provision issued by NACTE. In this aspect the provision of examination will cover all important areas of examination include modalities of studying period and conditions for examinations

1.1 General Matters

1.1.1 Definitions

- a. Examination refers to any form of assessment conducted at the college for the purpose of monitoring and evaluation of the students' performance. This include both written, oral and practical examination conducted in summative or formative
- b. Written examination is any form of assessment conducted in written format
- c. Oral Examination is any form of assessment conducted in Oral form
- d. Practical examination is any form of assessment in practical training

1.1.2 Semester Examinations

- (a) There shall be Semester Examinations at the end of every academic semester

1.1.3 Conditions for Examination

A student pursuing studies at the college shall be admitted to the examination room on the conditions that he or she:

- a. Has completed the laid down registration regulations and procedures of the college

- b. Is not in debt for a College financial dues;
- c. Has a valid examination and College identity cards;
- d. Has fulfill not less than 80% of overall attendance in every subject during the semester; and
- e. Is not barred by lawful order or any other law from sitting for the examination in question.

1.1.3 Issue of Examination Cards

- a. Students who are eligible for examination shall be provided with examination cards before the commencement of the examination and they are required to produce such cards before issued the examination papers by the invigilators.

1.1.4 Examination Time table.

- a. The College shall issue and affix on each notice board of the College or website an examination time table before the date on which the examination will be held

1.1.5 Appearance for Examination

- a. A Student who is eligible for examination shall be present and sit for the examinations;
- b. Student who is unable to appear in the examinations shall report in writing as may be described in **FORM A** of the **Schedule** to the Deputy Principal Academic, Research and Consultancy through Head of Department to notify and apply for postponement
- c.
- d. of the examinations giving sufficient reasons for not being able to sit for the examinations.
- e. A Student is not permitted to enter into the examination room after elapse of thirty minutes from the starting time of examination
- f. A Student is not permitted to leave the examination room until thirty minutes have elapsed after the exams starting time.

1.1.6 Sitting Arrangement

- a. A Student who is eligible for examination must acquaint him or herself with seating arrangement for their respective examination in advance;
- b. Students shall sit at a reasonable distance separating between one another in the examination room as determined the examination officers or invigilator in the respective examination

SECTION TWO EXAMINATION IRREGULARITIES

2.0 Introduction

Among The Incompliances of Examination Process is the engagement of students and Staff into Irregularities. For the purpose of these guidelines all irregularities will be dealt accordance to the stipulated guidelines of the regulatory bodies.

2.1 The Academic Committee shall make decisions in all cases of alleged examination irregularities, including unauthorized absence from examinations, possession of unauthorized materials in the examination room, causing disturbance in or near examination room and any form or kind of dishonesty, destruction or falsification of any evidence or irregularities or cheating in the examinations;

2.2 In these regulations unauthorized material includes a hand written or printed materials that are generally or specifically prohibited from be brought into the examination room, cellular or mobile phones, radio cassettes or other types of cassette players, compact disc players, computers, alcoholic drinks and any other material as may be specified by the College

2.3 Invigilator in the first instance:

- i. Shall report a matter of alleged examination irregularities to the respective Examination Officer;
- ii. The Examination Officer shall forward the matter of alleged examination irregularities to Disciplinary Officer
- iii. The Disciplinary Officer shall immediately convene the meeting of the Disciplinary Committee for analyzing the case and listen the parties concerned
- iv. The Disciplinary committee shall report the case to Academic Committee with detailed explanation and recommended resolution
- v. The discussion and resolution for any examination irregularities shall consider the resolution provided by NACTE in its provided directives
- vi. Members of the Disciplinary committee shall be
- vii. Deputy Principal Academic Research and Consultancy as a Chairperson;
 - Head of Disciplinary Office – Secretary
 - Two Heads of respective Department
 - Quality Assurance Officer as a Member
 - Legal officer;
 - Dean of Students; and
 - Representative from GLPCSO

2.4 The Disciplinary Committee under these regulations may invite any person who, in its opinion, will better facilitate the deliberations and functions of the Committee;

2.5 The Committee under these regulations shall have the following powers:

- To summon the students, invigilators, College staff or any other person as it deems necessary to testify before it.
- To conduct hearing by observing the principles of natural justice between the parties and provide appropriate measures to be taken by the

Academic Committee

- The committee under these regulation may adopt its own procedures as it may consider proper,
- Evidence may be taken by the Committee by oral or written statement.
- Where a witness is called by a party, he or she shall be first examined by the party which called him or her and then cross- examined by the other party and then if necessary again by the party which called him or her.
- The Committee's findings consisted with merits, suggestions and measures to be taken relating to the proceeding of the case shall be submitted **Academic Committee**

2.6 For the purpose of this regulation, “cheating” means an illegitimate behavior through which a student obtains or tries to obtain an un affair advantage by way of :

- a. Possess and entering in the examination room with unauthorized materials or equipment such as books, manuscripts, bags, attached cases, Compact Discs, radio cassettes, papers, cell phones dress or body print or other material that is prohibited; or
- b. Using electronically stored information, calculators unless permitted otherwise by the respective Department;
- c. Passing or receiving or attempting to pass or receive verbal, written or electronic communication or any other form of unfair assistance to or from other candidates or other source during the examination; or
- d. Reading or attempt to read and copying or attempt to copy from another candidate's examination scripts or unused examination booklet; or
- e. Unauthorized possession of used or unused examination booklet; or
- f. Impersonating another student or allowing student to be impersonated; or
- g. Other issue that may deemed as examination irregularities by the Academic Committee from time to time.

2.7 An Invigilator who suspect a candidate of cheating or attempting to cheat or aiding another candidate in examination room shall:

- a. Inform the co-invigilator about the incident who shall call any available invigilator from another examination venue. The three invigilators shall annotate or record the incident and label “examination irregularities” on the candidate's examination script;
- b. Inform the Student that he is suspected of cheating and appropriate actions are taken against him or her.
- c. Take the unauthorized materials or any relevant evidence from the candidate, in case a student rejects to hand over the unauthorized materials to the invigilators the statement and signature of only invigilators as may be described in a special **FORM B** under **Schedule** to these Regulation shall suffice to signify the cheating;
- d. The invigilators may also collect the evidence by taking a picture with a camera or other appropriate device;
- e. The invigilators shall inquire the Student to sign a special form (**FORM B**) to signify his or her cheating, in case the student rejects signing the form, signatures of only invigilators shall

be suffice to signify the cheating

- 2.8 The Academic Committee shall make a decision on the matter of cheating or examination irregularity which was reported to by the Disciplinary Committee;
- 2.9 A student who becomes aggrieved by the decision of the Academic Committee under these regulations may appeal within seven working days to the Chairperson of the Advisory Board for reconsideration.

SECTION THREE
SPECIAL AND SUPPLEMENTARY EXAMINATION

3.0 Introduction

Where a student pursuing any course of the program of study at the College fails to attend the whole or part of an examination under circumstances which are beyond the control of the student, such student may, subject to production of authentic evidence and filling special examination request form (Form C) of the College and the ratification by the Academic Committee be allowed to sit for a special examination in the courses of which he did not complete

- 3.1 A student who sits for special examinations as described under sub-regulation (1) of this regulation shall be treated as he is sitting for the examination for the first time.
- 3.2 Special examinations shall be conducted at such time determined by the College
- 3.3 Every student shall be eligible to sit for supplementary examination when he/she fails to obtain 50 per cent of the Semester Examination.
- 3.4 A student who fails coursework shall repeat the course.
- 3.5 Whenever a student in any semester attains less than 2.0 GPA he/she shall be discontinued from his/her studies.
- 3.6 Any student who fails supplementary examination shall be required to sit for re-supplementary examination as per re-supplementary schedule upon payment of prescribed fees of TZS 40,000/= per course except students from health disciplines who shall be discontinued after failing supplementary;
- 3.7 Provided that , the pass mark for supplementary and re- supplementary shall be 'C' grade irrespective of the students' scores in a given supplementary and re- supplementary examinations. Failure of the re-supplementary lead to discontinuation of the student.
- 3.8 Where a student becomes sick during the examination session, the invigilator shall write a report about the sickness of the student and the student shall be required to consult a recognized medical doctor.
- 3.9 The sick student shall be required to submit the medical reports to the Head of Department within two weeks from the date of sickness
- 3.10 Subject to the provisions of sub-regulation (1) of this regulation, a student becomes sick may be allowed to re-sit the special examination

SECTION FOUR STANDARDS OF ASSESSMENT

4 Introduction

A student in the College shall be assessed during each semester in terms of his or her performance in the course and program registered for

- 4.1 The standard of assessment of performance of students shall be in both coursework and end of semester examinations or any other form of assessment as determined by the respective department.
- 4.2 All student's work submitted by student for assessment shall be original, provided that the original work shall be made in the following guidance:
 - a. The work can be designated original only when its subject is presented as far as possible in a unique way, that is, a form that differs from that which is available in published works, lectures, seminar handouts and the work of other students, past or present;
 - b. Originality does not preclude the proper use of published material, properly acknowledged;
 - c. In order to comply with the fundamental requirement that all works are original, students must ensure that:
 - d. Words, phrases and passages taken verbatim from a published work are placed in quotation marks and the source acknowledged (either within the text or using appropriate footnotes or other referencing); and
 - e. Quotations take the form of brief extracts which focus on the point. Where a student wishes to make lengthier use of published work, it is acceptable to summarize or to paraphrase the author's words, but the source of such summary or paraphrase must be properly acknowledged.
- 4.3 The use of the work of others without acknowledgement shall constitute plagiarism. If evidence of plagiarism is explicit such work or assignment shall be disqualified.
- 4.4 Student who deliberately accesses his or her formal assignment to be copied and submitted for assessment by another student shall both have their assignments disqualified, once such indication is explicitly noticed.
- 4.5 Every students shall be required to conduct a practical training/practices as scheduled in the College cum rotations as seem appropriate by the respective department
- 4.6 Practical training shall be supervised by an appropriate person authorized by the College
- 4.7 Students who are allowed to postpone any session or part of session of Practical training on medical ground shall be required to do an equivalent of the full session during the following academic year, before the next practical training session;

- 4.8 Student shall perform professional duties as assigned by the host institution.
- 4.9 Student shall attend for all scheduled activities and be punctual at all times;
- 4.10 Heads of practicing Institutions shall check on students' punctuality;
- 4.11 Students are required to seek the consent of the Head of the practicing Institution when needs to leave the institution;
- 4.12 Students are required to seek the consent of the Head of the practicing Institution when needs to leave the institution;
- 4.13 Student failing to attend at a practicing institution for more than 25 per cent but less than 50 per cent of the time required with any recognized reason shall compensate the number of days he or she misses at the convenient time of supervisor before the commencement of next Practical training;
- 4.14 If the student fails to attend at the practicing institution for more than 50 per cent of the time required he or she shall supplement the whole Practical training;
- 4.15 Student shall inform the his/her tutor (supervisor) of any change in time-table or any other unexpected changes that might occur during the Practical training;
- 4.16 Student shall report his or her absence from the practicing institution to the respective Head of department or his or her coordinator;
- 4.17 Student shall inform in writing his or her absence of more than three days caused by illness or any other inconvenience to the Head of practicing institution and to the College staff responsible for coordination of Practical training;
- 4.18 Absence from practical training without reasonable cause may result in failing the practical training;
- 4.19 If a student intends to be absent for any reason other than illness permission must be obtained in advance from the Head of practicing institution. Written permission to leave before the end of the Practical training period may be obtained from College staff responsible for coordination of the Practical training or his/her representative;
- 4.20 A student, who fails to satisfy the examiners in any year, will be allowed to supplement the practical training in the next academic year at the time determined by the respective department
- 4.21 Students pursuing education programs shall teach between 10 and 15 lessons per week unless special conditions at the time of teaching practice make a longer or similar allocation desirable.
- 4.22 Allocations of less than 10 or more than 15 lessons a week will only be given by the Head of the practice of institution in consultation with College staff responsible for coordination of Practical training;
- 4.23 Students shall be treated as full time members of the practicing institution and therefore may be required to take part in any administrative activities;
- 4.24 A student who does not comply with sub-regulation (18) of this regulation, his or

her teaching practice shall be Incomplete and shall lose marks given for submission;

4.25 The report shall form part of the overall practical training assessment;

4.26 Student shall familiarize themselves with rules, regulations, procedures and policies in their practical training institutions and conduct themselves in a responsible and professional manner at work and in their relationships with fellow staff, students and members of the public.

SECTION FIVE

EXAMINATION SETTING, MODERATION AND HANDLING

5.0 Introduction

All examinations of the College shall be set by academic staff teaching in relevant courses or such other persons appointed by the respective Head of Department.

- 5.1 An academic staff who teaches the courses shall submit the examinations together with authorized course outlines, marking scheme, practical checklists, assignments and other related materials, used in teaching to their respective Heads of Departments who shall submit them to the examination office
- 5.2 All examinations offered by the College shall bear instructions stating categorically, which materials are authorized to be used in the examination, these instructions shall be written together with other instructions in the examination question papers and/ or answer booklets;
- 5.3 Subject to the approval by the Advisory Board, the Academic Committee shall make internal examination regulations as necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of a particular program awarded by the College
- 5.4 All examination papers shall be internally moderated by the respective Department and College Overall Moderation team
- 5.5 The college moderation team shall be composed by the highly outstanding staff with high integrity; these may include not but not limited to
 - i. Heads of department
 - ii. Examination
- 5.6 Examinations set by internal examiners may be externally moderated.
 - 5.6.1 The Head of Department shall propose the names of the recognized academicians and professionals of the courses offered by the College to be external examiners;
 - 5.6.2 The names of the external examiners shall be approved by the Academic Committee together with internal examiners as may be considered necessary.
 - 5.6.3 For each course there shall be at least one external examiner who shall be an academician or practitioner;
 - 5.6.4 No tutorial assistant shall be approved as external examiner
 - 5.6.5 The external examiner(s) shall be appointed by the Academic Committee
- 5.7 External examiner shall receive such honoraria as the Academic Committee shall prescribe;
 - 5.7.1 The appointment of the external examiner shall be limited to three consecutive academic years, though such person may be considered for re- appointment after three academic years have elapsed;
- 5.8 The office of Deputy Principal Academic, Research and Consultancy shall oversee that all examination papers are submitted to the appointed external examiners for moderation and where required the comments of the external examiners are incorporated in the examination papers;
- 5.9 The external examiners, after marking shall prepare a report, which shall take note of the extreme cases standards of examinations, and consistency in marking a performance pattern

- 5.10 Where there is a loss of script, the College shall call the affected student who shall be required to re-sit the examination at the time set by the College. In case any College staff is responsible for the loss of a script, disciplinary action shall be taken against him or her.
- 5.11 Where there is a leakage of examination the College shall nullify the examination and require the students to re-sit the examinations.
- 5.12 Any student or College staff who disclose or cause the disclosure or leakage of examinations shall be punished by the relevant disciplinary authority.
- 5.13 All examination papers shall be handled with utmost care
- 5.14 The storage of examination question papers shall always be in safe custody and no unauthorized person shall have access to examination question papers.

SECTION SIX CONDUCT OF EXAMINATIONS

6.0 Introduction

Examination shall be administered in accordance with these regulations and instructions issued by the College

- 6.1 Candidates are required to be at the examination center at least fifteen minutes before the commencement of the examinations.
- 6.2 Candidates shall be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin;
- 6.3 Candidates are not expected to begin writing before they are informed to do so by the invigilator
- 6.4 During such ten minutes the invigilator will:-
 - 6.4.1 Make an announcement that all candidates should show their identity cards;
 - 6.4.2 Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
 - 6.4.3 Call attention to any rubric at the head of the paper which seems to require attention;
 - 6.4.4 Announce that both sides of the booklets must be used. The invigilator shall inform students when they may begin writing. Candidates will be given five minutes to read the paper.
- 6.5 Candidates must do all rough works on the last page of their answer booklet;
- 6.6 All such works must be crossed out before submission of the booklets;
- 6.7 Candidates are required to sit for examination in all courses, core and optional, that they have registered for;
- 6.8 In case of optional course candidates have to abide by all the requirements for core courses.
- 6.9 Candidates are required to attend the examination in accordance with the guidelines and timetable given by the College. Failure to observe times and other examination guidelines will be considered as deliberate action, the appropriate actions will be taken.
- 6.10 Candidate shall not leave the examination room for reason of visiting the washroom except for cases which officially and medically have been confirmed, and/or in the case of the emergence which the invigilator may find genuine.
- 6.11 Candidates shall not be allowed to enter or leave an examination room with an empty or used answer booklet or any unauthorized materials.
- 6.12 Invigilators shall have power to:
 - a. remove any unauthorized materials brought into the examination room and to surrender such unauthorized materials to the Head of Department
- 6.13 All examinations shall be administered at the College Campuses or such other place as may be stated the College Principal
- 6.14 The invigilation of examinations of the College shall be effected in the following manner:
- 6.15 Examination Office shall appoint College staff or any other person authorized by the College to invigilate a particular examination one week before the commencement of the examination;
- 6.16 Each invigilator shall be given a specific number of answer booklets and shall sign a special **FORM C** as described in the **Schedule** of these Regulation and he or she shall

- sign again on returning the booklets at the end of the examination;
- 6.17 Invigilator shall be present in the Examination room at least twenty minutes before the commencement of the examination;
- 6.18 Invigilator shall be provided with sealed envelopes containing question papers;
- 6.19 The invigilators are expected to invigilate examinations with respect to the instructions given by the Examination Office;
- 6.20 Invigilators are required to abide with time set out in the examination timetables;
- 6.21 Invigilators are required to ensure that all regulations pertaining to the actual sitting of any examination are adhered;
- 6.22 Invigilator shall ensure that all students admitted into the examination room have the following items:

- i. the Students' examination cards; and
- ii. Authorized working materials relevant to the examination in question such as calculators, tables, and any other tool as may be stipulated in a particular examination.

6.22.1 Invigilator shall ensure that:

- i. Only one answer booklet is provided to each candidate unless the instruction on the question paper requires otherwise. The answer booklet must be filled before any additional paper is provided.
- ii. All unauthorized materials are left out the examination room;
- iii. He or she shows the sealed envelope containing question papers to all candidates before opening the envelope;
- iv. Borrowing of working tools from one student to another is strictly prohibited;
- v. Sitting arrangement is in such a way that each student occupies one desk and there is a reasonable distance between one student and another; and

(i) Student adheres to the sitting arrangements made by the College

6.23 Invigilator may conduct a physical search to all students who are eligible for examination before Commencement of examination.

6.24 Before the commencement of the examination, the invigilator shall make the following announcements:

- i. Regarding the obligation to sign the attendance register;
- ii. that student possesses the question paper which is relevant to the examination timetable and withdraw one in case a wrong paper has been distributed;
- iii. to instruct the students to carefully read the instructions on the answer

- booklets and the particular Examination papers and
- iv. Regarding commencement and finishing time of the examination.
- 6.25 The Invigilator shall maintain maximum security in the examination room when the examination is in progress, and shall ensure that all books, notes or other materials including bags, brief cases, mobile phones, non-authorized information technology equipment and any material likely to aid the student answering the exam questions are removed before distributing the examination papers;
- 6.26 The Invigilator shall:
- (i) not at any time leave the examination room without a replacement;
 - (ii) not allow a student to enter into the examination room after the first half an hour from the start of the examination;
 - (iii) not allow the student to leave the examination room before half an hour has elapsed from the beginning of the examination unless it is deemed absolutely necessary; and
 - (iv) not allow a student into the examination room without a student and examination identity card.
- 6.27 The Invigilator shall record attendance by circulating an attendance sheet on which each student shall sign against his or her registration number.
- 6.28 The Invigilator shall ensure that at the end of the examination the student:
- (i) Hands in his or her answered script,
 - (ii) Surrenders all unused answer scripts,
 - (iii) Has signed the attendance sheet.
- 6.29 Where there is any irregularity as per these regulations, the invigilator shall bar the student from continuing with the examination in the subject.
- 6.30 Upon the completion of the examination, the invigilator shall immediately report in writing to the Examination Officer, and the Examination Officer shall report to the respective Head of Department on any examination irregularity detected during the examination.
- 6.31 The report shall be detailed enough, explaining the irregularity in full, the invigilator shall also attach anything material, if available, to clarify the issue.
- 6.32 Each Examination room shall have a minimum of two invigilators or otherwise as may be deemed appropriate by the Examination office
- 6.33 All Invigilators shall fill in the invigilator's report and sign a special examination form upon returning all examination materials, used and unused, to the Examination office

SECTION SEVEN
MARKING OF EXAMINATIONS, COMPILATION OF MARKS AND
RELEASING OF RESULTS

7.0 Introduction

All tests, assignments, term papers and other forms of assessment made during the semester shall be marked before the end of the examination preparation week by the internal examiner. The course works results shall be returned to the student indicating the marks made by the internal examiner. Every academic staff teaching during the semester is obliged to give to each student his or her coursework marks before examination week.

- 7.1 Compilation of examination results shall be the responsibility of the Head of Department assisted by Examination officers.
- 7.2 A student or staff who mishandled the examination script or examination results due to poor supervision, perform acts of collusion with wrong intention on examination processes shall commit offence.
- 7.3 The College shall have powers to take any appropriate legal or disciplinary actions against any person who contravene sub-regulation this regulation
- 7.4 The Examination Office shall pass and declare provisional examination results pending approval by the Academic Committee
- 7.5 With subject to sub regulation 30(a) the heads of respective department shall work on any complains and incompliances of students results and submit all changes to examination office before submission to Academic Committee for final approval
- 7.6 Once examination results approved and passed by the Academic Committee shall immediately release the results to the students through the College website or general notice boards;
- 7.7 The College shall preserve the candidates' scripts for reference purpose for a period of three years after his or her graduation.
- 7.8 The letter grades shall be assigned points based on equations, which take into account the student's raw marks in calculating the Grade Point Average (GPA), the grading system for undergraduate programs shall follow NACTE Guidelines and will be displayed in the respective curriculum document.

SECTION EIGHT

DISCONTINUATION AND SUSPENSION FROM STUDIES

8 Introduction:

The Academic shall discontinue a student on the basis of academic performance as follows:

- 8.1 if the student maintains less than 2.0 Grade Point Average in any three semesters; or
- 8.1.1 If the student has repeated a course more than two times; or
- 8.1.2 Student who is found guilty of examination irregularity as provided in these regulations; or
- 8.1.3 A student who is found guilty of cheating in examinations, tests, assignments, field work or project report;
- 8.2 Discontinuation students on the grounds of examination irregularity shall be considered for re-admission into another program and year of study after the elapse of two years.
- 8.3 Subject to this regulation the discontinued students shall be required to apply for re- admission DPARC
- 8.4 The College Academic Committee may grant or refuse the re-admission. Such students may be required to re-apply and compete with other applicants for admission into the first year regardless which year they left the College
- 8.5 A student shall be suspended from studies under the following circumstances:
 - 8.5.1 Abscondment from studies;
 - 8.5.2 Abscondment from tests, assignments, examination, field work and or from writing a dissertation, field report or project report without apparent or reasonable cause.
- 8.6 A student who has been earlier suspended or dismissed from a program of study on academic grounds other than involvement in examination irregularity may be re-admitted to any program offered by the College, subject to satisfactorily entry requirements.

SECTION NINE

APPEALS AGAINST EXAMINATION RESULTS

9.0 Introduction

All examination appeals shall lie to the Chairperson of the Advisory Board. Except where unfair marking, wrongful computation of marks or grades or other irregularity committed in the conduct of any College examinations is alleged, no appeal shall be entertained on any other grounds. Appeal shall not be lodged against coursework marks, provided that, if a student notices any error in the coursework marks he or she may consult the member of academic staff who administered the course or subject during the semester for discussion and possible clarification or appropriate correction.

9.1 The clarification of the appeal may be processed under the supported affidavit or original written script.

9.2 The Heads of Department, examination officer, disciplinary officer, Quality Assurance officer, subject expert and student may be involved in the process of administering clarification of the appealed results

9.3 All Appeals pertaining to the conduct of any examinations, practical training report, fieldwork report or project reports shall not be entertained unless such an appeal is lodged with the appropriate College authorities within one month from the date of publications of the results by the Academic Committee

9.4 Upon payment of prescribed fee an Appeals against examination result shall be lodged to the appropriate authority stating the following:-

- a. Name of the Student;
- b. Sex;
- c. Program enrolled;
- d. Grounds for Appeal.

9.5 All appeals must be accompanied by an appeal fees which shall be prescribed Advisory Board from time to time.

9.6 Under any circumstances, the fees described under sub-regulation. (iii) of this regulation shall not be reimbursed.

9.7 During the determination of the appeal, the DPARC shall instruct the Head of Department of to determine the merits and process the Appeal.

9.8 All appeals shall be marked by any other lecturer of the related course at the College or by the external examiner as may be deemed appropriate by the College.

9.9 DPARC consultation with the Head of Department will appoint the appropriate tutor for remarking the examination questions.

9.10 The DPARC shall, immediately after the determination of Appeal, inform the appellant and Academic Committee in writing of the appeal results.

9.11 Upon the dissatisfaction of the Appeal results made under sub-regulation (iv) of this regulation any student may re-appeal to the Advisory Board for further determination.

SECTION TEN
POSTPONEMENT AND TRANSFERFROM STUDIES

10 INTRODUCTION

It is the right of any students to postpone the study due to different reasons including medical reasons, family problems and any other factor seem appropriate

10.1 A student may be allowed to postpone studies for reasons of proven continued ill health supported by a doctor's medical certificate, financial problems, or for any other reason which, in the opinion of the Senate, is strong enough to prevent a student from pursuing studies effectively.

10.2 Such postponement, which shall be approved by the Academic Committee, and shall be for a semester or an academic year as the case may be, the maximum period for a student to postpone studies is two academic years except that upon the expiry of the first academic year a student must seek for a second postponement afresh.

10.3 A student requesting for postponement shall carry over and re-sit or supplement all subjects he is entitled to carry over and re-sit or supplement.

10.4 A student may transfer from one or program of study to another to the College provided that:

(a) the former programs of study look similar and compatible;

(b) grading and assessment criteria of the programs are compatible and accepted by the Academic Committee

(c) Expenses paid to the College by the student for the former program are the same to the requesting program.

(d) Entry Requirements are similar and sufficient to the selected students of the hosting program

10.5 A Student may be allowed to do the following as per NACTE Guidelines:

a) Inter College Transfer;

b) Credit Transfer; and

10.6 Double, Joint, Multiple and Parallel Program

FORM A

STUDENT APPEAL FORM

Please, read the following instructions carefully:

- 1.The complete appeal forms and documentary evidence (if any) will only be accepted if submitted to the Chairperson of the Senate within one **(1) month after** the final approval of the result by the senate
- 2.A non- refundable appeal fee pay in slip, evidence and all relevant documents must be attached with this form.
- 3.Late appeal applications will not be accepted.

Note: Appeal is submitted to the Chairperson of Senate

(This form is to be completed in duplicate by students appealing for revision of the examination results decision)*

PART A: STUDENT PARTICULARS:

First Name:	Middle Name:	Surname:	
Department:	Course Title:	Course code	
Registration Number:	Email address:	Mobile No:	
Category of Appeal (Tick appropriate)	Examination		Admission

PART B: GROUNDS OF THE APPEAL

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Note: Attach copies of any supporting documentation that you wish to be considered (if any)

Date: Signature:

PART C: FOR OFFICIAL USE ONLY

Comments by the Director of Undergraduate Studies:		
Name:	Signature:	Date:
Recommendations of the Deputy Principal-Academic, Research and Consultancy (DPARC)		
<u>Name:</u>	<u>Signature:</u>	<u>Date:</u>
Chairperson of the Senate sub-appeal committee <u>Approved</u> <input type="checkbox"/> <u>Not approved</u> <input type="checkbox"/>	<u>If not approved why?</u>	
<u>Name:</u>	<u>Signature:</u>	<u>Date:</u>

PAYMENT DETAILS

(i) You are required to pay a total amount of TZS 40,000 per appeal/Subject

(ii) All payments should be made through account name of GLORIOUS POLYTECHNIQUE COLLEGE, ACCOUNT NUMBER

(iii) Original pay-in slip should be submitted