

MARIAN UNIVERSITY COLLEGE
(A Constituent College of St. Augustine University of Tanzania)



Examination Regulations and Guidelines

2015

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1. PREAMBLE

These guidelines regulate the Conduct of Examinations at Marian University College (MARUCO) and other provisions may be added from time to time since its approval by the Senate in 2015/2016 academic year.

2. CONDUCT OF EXAMINATIONS

- 2.1 The University College examinations shall be conducted under the Deputy Principal for Academic Affairs (DPAA) Office or such other officer of the University College as may be appointed.
- 2.2 The Deputy Principal for Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 2.3 The instruction notes or guidelines issued by the Deputy Principal for Academic Affairs, under regulation 2.1 shall form part of and be as binding as these Regulations.

2.4 Examinations and Registration for Courses

- 2.4.1 **Examinations:** It includes continuous assessment (tests, quiz, assignments, seminar presentations, practical etc) and end of Semester/ Special/ Supplementary examinations. There shall be a written and, where the course demands, a practical examination during each semester for each course taught.
- 2.4.2 **Tests and Examinations:** A student shall be required to do all tests and examinations prescribed to qualify him/her for the University College award. Any reason that may prevent a student from sitting any examination shall be reported in writing by the student to the Head of Department, notified to the Faculty Dean, Corporate Counsel, and permission granted in writing prior to the time of the examination.
- 2.4.3 **Student Cards:** A student who forges or holds a fake student's Identity Card, Examination Card or any College document contravenes Students By-Laws or Examination Regulations and if proved the student shall be expelled from studies and be reported to the relevant government authority(ies) for legal action.
- 2.4.4 **Registration for the Course:** First year candidates shall register in their respective Departments/Faculties for the course during the orientation week while continuing students shall register for courses for the subsequent semesters during the registration for the new semester (within two weeks after the start of the semester).
- 2.4.5 The students shall be allowed to add or drop a course within the first two weeks after the start of lectures in the semester.
- 2.4.6 A student shall be examined in all and only courses registered for.

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- 2.4.7 For an option course to be offered, the minimum number of students registered for Bachelor programmes should be not less than 30% of the students taking core courses in the same programme. No students will be allowed to drop an option course two weeks after the start of academic year.
- 2.4.8 No student will be allowed to attend classes if she/he is not registered. A student shall be allowed to register after paying the required fees as per Fee structure instruction.

2.5 Eligibility and Postponement of Studies

- 2.5.1. (i) No candidate shall be eligible for any examination in any programme/subject unless the Head of Department/Dean of Faculty/Director of Institute in consultation with the instructor that the candidate has undertaken the course by attendance of not less than 75% and passed the continuous assessment by 16/40.
- (ii) During lectures no student shall be allowed to expose/hold on hands or place on the bench or use cellular/mobile phone and therefore called to switch off mobile phone while attending lectures. Otherwise, the student subjected for disciplinary action including suspension from studies.
- 2.5.2. Permission to be absent from class will be granted by the Dean of students after consultation with Course Instructor, Head of department or Dean of Faculty to Students with genuine reasons to absent themselves from class.
- 2.5.3. Such a candidate shall be required to complete the course before being allowed to sit for examination. Bona fide students shall be entitled to sit for the University College Examinations for the courses in which they are registered or fulfilled the course requirements unless otherwise advised in writing by a College Authority. If a candidate sits for an examination for courses for which she/he is not registered or did not fulfill the course requirement, the results in that examination for that candidate shall be nullified.
- 2.5.4. (i) Permission for postponement of End of Semester Examination will be granted in writing by the Deputy Principal (Academic), in consultation with the Dean of Faculty and Dean of Students after receiving an application letter by the candidate.
- (ii) Postponement of course assessment will be granted by the instructor in consultation with the Head of Department/Dean of Faculty/Director of Institute upon application by the student.
- 2.5.5 Postponement of studies shall be for the duration of one academic year. Under special circumstances, the postponement of studies can be extended for only one additional academic unit only after submitting supportive relevant documents. A student staying out of the College beyond two years or without permission after the first postponement of studies shall cease to be a bona fide MARUCO student.
- 2.5.6. A student who postponed studies shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for

resumption of studies shall be granted by the Deputy Principal (Academic) in consultation with the Dean of Faculty and Dean of Students.

2.6 Dates of Examinations and Time Table

- 2.6.1. Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules.
- 2.6.2. Dates for the end of semester examinations shall be published in the University College Almanac/College notice board and MARUCO website.
- 2.6.3 Candidates shall be responsible for consulting the Examination Time Tables as published on the notice board and/or MARUCO website. Examinations shall take place any day of the week (Monday to Saturday) as scheduled in the timetable even if it falls on a Public Holiday.

2.7. Absence from Examinations/Special Examinations

- 2.7.1 A student who absents himself/herself from end of semester examination including Special or Supplementary Examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies/College.
- 2.7.2 If the Academic Committee accepts a compelling reason following an appeal by the student, a written permission will be issued to the affected student allowing him/her to sit for special examinations at the time for the next scheduled Examinations.
- 2.7.3 A student upon writing a request letter to be absent from the End of Semester Examination (with compelling reasons) and following approval by the Academic Committee, a written permission will be granted to the student to sit for Special Examination(s) at the time for the next scheduled Examinations.
- 2.7.4 A student who is required to sit for a special examination shall be assigned a "SPECIAL" remark and is required to clear the remark during the time for the next special examinations for that academic year. A student who will not clear any "SPECIAL" remark will be considered to have absconded studies.
- 2.7.5 A student who fails a Special Examination shall carry over that course when next offered, provided the course is not the requirement for a subsequent specific course and that the student fulfil the requirement to continue with the studies.
- 2.7.6 A student who absents oneself from any continuous assessment test, quiz, tutorial(s) or fails to submit practical or assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or practical or assignment(s) and shall be awarded a zero mark.
- 2.7.7 A student 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.

2.8. Falling sick immediately before or during an Examination

2.8.1 If a candidate falls sick immediately before or during the examination period and is medically unable to attend any examination (as certified by the University College Medical Officer), she/he will be advised by the Dean of Faculty to postpone the examination until an appropriate time to be arranged by the respective Department, Faculty or Institute.

2.8.2 Any student who is sick and decides to take an examination, does so at her/his own risk, and must abide by the result of the examination.

2.8.2 Any student who is sick and decides not to take an examination without certified report of the University College Medical Officer and reporting to the Dean of Faculty or DPAA during the day of examination and instead she/he reports the incidence a day(s) after, such students shall be deemed to have absconded from examination and shall be discontinued from studies.

2.9. Examination Committee

2.9.1. There shall be Examination Committee at Departmental and/or Faculty level.

2.9.2. University College examinations shall be conducted by Examiners which shall consist of one or more examiners appointed from outside the College, in conjunction with one or more of the instructors of the candidate in the subjects under examination; except that, in the case of the re-examination of candidates who have failed in the ordinary End of Semester Examination, all the examiners may be appointed from within the College, provided that at least one of them had no part in teaching the candidates' course/subject under examination.

2.9.3. Appointment of Examiners: The examiners for College examinations shall be appointed by the Academic Committee on the advice of Faculty Boards.

(a) One or more external examiners appointed from outside the University by the Academic Committee, together with academic staff who participated in teaching the candidates in the subject(s) under examination.

(b) For this purpose, where the practice requires that graded papers should be sent to external examiners for moderation and thereafter returned, the departmental meeting for evaluating the grades constitutes an Examiners meeting, even in the absence of the external examiner(s).

(c) Examiners may be appointed from within the University College for supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subject(s) under examination.

2.10. Publication of Examination Results

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- 2.10.1. The Deputy Principal (Academic) may, after the Faculty Board and/or Academic Committee meeting, publish provisional examination results subject to confirmation of the same by the Senate upon the recommendation of the Academic Committee.
 - 2.10.2. Except for final semester examination, tests and course work assessment results shall be under the mandate of the respective lecturers within reasonable time. The student is responsible to consult the course instructor or head of department or dean of faculty for complain if any on continuous assessments results before the deadline for uploading on MARIS.
 - 2.10.3. End of Semester Examination results shall be published on the College notice board and/or website (MARIS) within four weeks after the conduct of the examination. Students are not allowed to seek Semester Examination results from any academic or non-academic staff member by telephone, letter or any other way before the prescribed date shown on the almanac or that notified to students.

2.11. Withholding Examination Results

The SAUT Senate through the College Governing Board may, where a student has failed to fulfil a fundamental contractual or legal obligation with MARUCO or a breach of the same e.g. not paying fees or outstanding dues, or where there is dishonesty or fraud, bar him or her from examinations or withhold examination results until he or she discharges the obligation or is exonerated from the wrong.

2.12. Supplementary Examinations

- 2.12.1 Students who are to take supplementary examinations will be re-examined in the specified course(s) at a time to be determined by the Faculty Board/Academic Committee (commonly in September/October each year before the beginning of a new academic year).
- 2.12.2 If a supplementary Examination is taken, the highest grade awarded for that course is Grade C, even if one scores a higher grade. Continuous assessment is not counted/considered with supplementary examination.
- 2.12.3 A student who fails a supplementary examination shall be allowed to carry over that course once, provided the course is not the requirement for a subsequent specific course. Specific regulations for specific programmes shall also be applied.

2.13. Carry Over Courses

- 2.13.1 Carryover of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year (when next offered) by fulfilling all the requirements of the course. Carry over of option courses will be allowed normally only when those credits are needed to comply with regulations.

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- 2.13.2 If a Carryover Examination is taken, it shall be considered as second (technical) supplementary and the highest grade awarded for that course shall be C grade, even if one scores a higher grade.
- 2.13.3 Students are normally required to pass all courses of examinations at the end of the academic year before proceeding to the following year of study. In special circumstances the Academic Committee may allow a candidate to carry forward to the following year of study failed course(s) provided the annual overall GPA ≥ 2 , otherwise the student is **discontinued from studies**.
- 2.13.4 A student shall be allowed to carrying the courses and shall clear within one academic year whereas a student carrying over one course shall clear within the allowable maximum period of registration; otherwise the student is **discontinued from studies**. The maximum period of registration is five years for a programme that normally takes three years.
- 2.13.5 The candidate carrying over a failed course shall pay a fee of Tshs. 50,000/= (per course). The fee is non-refundable, and will go towards offsetting the financial cost of carrying over a course.

2.14. Appeals Against Academic Decisions

- 2.14.1. Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall be lodged with the appellant's Faculty Dean using special appeal forms, who shall forward it to the Academic Committee with the Faculty Board's Observations (scrutinize on the authenticity of the appeals) and Recommendations. The appeal by the student must be submitted within 7 days from the day the results were posted or the decision communicated to the affected student. Only academic reasons will be considered and the decision of the Academic Committee shall be final.
- 2.14.2. In the case of examinations, the Board of examiners' recommendation shall be final except where well-authenticated claims for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, the Faculty Board shall investigate the matter and forward its recommendation to the Academic Committee, whose decision shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- 2.14.3. No appeal with respect to the conduct of University College Examinations and the marking of the scripts thereof shall be entertained unless such appeal is lodged with the appropriate College authority within 7 days of the date of publication of the results under the authority of the Academic Committee.
- 2.14.4. Except where unfair marking, wrong computation of marks or grades or others like irregularity committed in the conduct of any College examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 2.14.5. No appeal will be considered where:

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- (a) the candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (b) it raises for the first time issues concerning the teaching or coursework assessment or supervision. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - (c) A student alleges illness or other factors but where s/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 2.14.6. The candidate's appeal fee of Tshs. 20,000/= shall be charged against all appeals. The fee is non-refundable, and will go towards offsetting the financial cost of such appeals.

2.15. Specific Examination Regulations

- (a) Each course will be assessed after its completion. Not all courses will have an end of course examination (e.g. Teaching Practice, Field Practical Training, and Research Project). A student who fails to complete field practical training or a research project and submit the report by the specified date may, with the approval of the Academic Committee be given not more than one additional year to complete it.
- (b) A student shall be required to attend all sessions of Teaching Practice (TP) or Field Practical Training (FPT) and a student who misses any session without the permission of the Dean of Faculty or Head of Department or his appointee (i.e. Head of school or FPT supervisor) shall be discontinued from studies. In case permission of being absent from the station is granted, the student shall be required to complete/repeat the training session using own resources.
- (c) The pass mark for coursework and end semester examinations at MARUCO is 40%. A candidate shall be required to pass by 40% separately the coursework (16/40) and the end of Semester Examination (24/60) otherwise the candidate shall carry and sit for supplementary, respectively.
- (d) No student shall be allowed to take the final examination for a course until all coursework assessment (CA) is completed and passed by 16/40. A student who fails coursework shall be assigned a "CARRY" remark and shall be required to retake the course when next offered.
- (e) A candidate who invites him/herself to the End of Semester Examinations without passing the coursework (16/40) shall be considered to have not attempted (sat for) such examinations. A student failing the CA shall carryover the failed course when next offered after fulfilling all the requirements to continue in the next academic year.
- (f) A student who fail end of Semester Examination (score below 24/60) even if one has scored above 16 in the coursework shall be assigned a "SUPP" remark and shall be required to sit for supplementary examination commonly offered in September/October every year.
- (g) In the case of supplementary examination, coursework shall not be included

in determining the final grade. Maximum grade allocated for a supplementary examination shall be C, with a mark of 40%.

- (h) In the case a Carryover Examination is taken, it shall be considered as second (technical) supplementary and the highest grade awarded for that course shall be C grade, even if one scores a higher grade.
- (i) All assessments in a course for all programmes shall be subject to moderation by external examiners appointed by the Academic Committee.
- (j) All students shall be required to be assessed in all courses taken in a particular semester. All students shall be required to take/register a minimum of 60 credits per semester (120 credits per academic year).
- (k) Students are required to pass all courses taken in order to proceed to the next year of the program. At the discretion of the Academic Committee, permission to carry over not more than two failed courses to the following year may be given.
- (l) Student whose year's overall grade point average (GPA) is less than 1.8 will be discontinued from studies.
- (m) A student who fails one or more course(s) after sitting a supplementary examination/special and with a cumulative GPA < 2.0 (below) shall be discontinued from studies.
- (n) Student failing more than two courses after sitting for supplementary and the GPA ≥ 2 may at the discretion of the Academic Committee be given permission to repeat a year. In these circumstances full fees for that additional year will be payable.
- (o) A student discontinued from studies on the basis of examination irregularities or disciplinary ground at MARUCO or in any other institution of higher learning shall not be eligible to apply for re-admission into any study programme at MARUCO until the expiration of a minimum of two years.
- (p) A student who ceases to be a bona fide student of MARUCO shall be required to fill in the clearance form and return all College properties including Identity and Examination Cards to relevant authorities. A student who fails to return College property shall be liable for legal action and shall not be eligible for admission to undergraduate and/or postgraduate studies at MARUCO.
- (q) A student who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies may be admitted, as a fresh student, into a programme other than the one he/she failed. Re-admission into the degree or non-degree programme from which the student had initially been discontinued shall only be after submitting evidence of having undertaken additional training in the relevant discipline.

2.16. Preservation of Examination Scripts and answer book

The University College shall preserve students' examination scripts for the purpose of reference, for a period of at least one academic year after the end of the respective examinations.

3. SPECIFIC EXAMINATION REGULATIONS FOR CANDIDATES

These instructions should be read together with University General Examination Regulations.

- 3.1 (i) Candidates who have completed paying their fees or outstanding dues shall make sure that have been issued Examination Numbers before the start date of end of respective Examinations.
(ii) Candidates who for some compelling reason(s) fail to fulfil conditions for sitting end of Semester Examinations including failing to pay fees and/or any outstanding dues shall write a letter to request for postponement of studies or Semester Examinations five (5) working days before the start date of scheduled end of Semester Examination.
- 3.2 Candidates shall be responsible for consulting the Examination Time Tables for any changes.
- 3.3 Candidates shall be seated 15 minutes before the starting time, and no student shall be allowed into the examination room 30 minutes after the starting time, except for a compelling reason.
- 3.4 Candidates must not begin writing before they are told to do so by the Invigilator.
- 3.5 Candidates are allowed to carry with them only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions
- 3.6 Candidates are not allowed to enter the examination room with unauthorised materials such as books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.
- 3.7 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator at the main entrance.
- 3.8 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to write their names and registration numbers anywhere in the examination booklet.
- 3.9 All candidates shall observe silence in the examination room
- 3.10 Candidates are not allowed to write anything in their examination question papers.
- 3.11 No food or drink shall be allowed into the examination room
- 3.12 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorised material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Head of Department.
- 3.13 In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the

candidate's examination booklet, shall be submitted to the Head of Department/Dean of Faculty.

- 3.14 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- 3.15 Candidates are strongly warned that cheating or being caught with unauthorized materials contravenes the University College General Examination Regulations and leads to discontinuation from studies.
- 3.16 All candidates shall sign the Examination Attendance Form at the beginning and end of every examination.
- 3.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below.
- 3.18 No candidate shall be allowed to leave the examination room until one hour after examination commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.
- 3.19 A candidate wishing to answer a call of nature must do so by obtaining permission of the invigilator and under escort to leave the examination room for a reasonable period and signing the exit form.
- 3.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 3.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 3.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- 3.23 Candidates who are required to sit for supplementary examinations or special examinations will be officially notified on the University's College notice board and/or website at www.maruco.ac.tz or through any public means of communication. Students should visit frequently the College website for effective communication.
- 3.24 Students must understand that the ultimate responsibility for taking the supplementary/special examinations precisely at the time when they are given rests with the students.

4. GUIDANCE FOR INVIGILATORS

Dean of Faculty/Heads of Departments shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

4.1 Before the Examination

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- (a) Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics thirty (30) minutes before the examination.
 - (b) Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
 - (c) Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take their right places.
 - (d) During these fifteen minutes the invigilator should:
 - i. Make an announcement to the effect that unauthorised materials are not allowed in the examination room.
 - ii. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper(s).
 - iii. Instruct students to note any special rubric at the head of the paper(s).
 - iv. Instruct students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

4.2 During the Examination

- (a) Invigilators should not admit candidates to the examination room after 30 minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.
- (b) By the end of 30 minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.
- (c) Invigilators should ensure that only one answer-book is provided for each candidate. However, a candidate may request additional sheet if the provided answer-book is full.
- (d) Candidates may be permitted to do rough work in the end of the examination booklet on the understanding that rough work is crossed out.
- (e) Invigilators shall report immediately after the examination to the Head of Department any candidate who contravenes the Examination Regulations and Instructions.
- (f) In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Head of the Department the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.
- (g) A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled).
- (h) The Head of the Department through the Faculty Dean will submit a full written report on the incident to the Corporate Counsel.

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- (i) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

4.3 At the End of Examination

- (a) Invigilators shall instruct the candidates to stop writing and assemble their examination scripts.
- (b) Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- (c) Candidates shall sign the Examination Attendance Sheet when they turn in their script.
- (d) Invigilators shall enter the number of candidates' scripts collected and/or received on the attendance sheet and sign it. The Invigilators shall fill the Examination Form and submit together with all other examination documents.
- (e) 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 attendance.
- (f) Invigilators shall have full responsibility for safe custody and care to forestall loss or handling of Examination scripts by unauthorized persons and any case of loss or mishandling of examination scripts shall be dealt with in accordance with MARUCO staff regulations or any other guidelines.

5. EXAMINATION IRREGULARITIES

5.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the DPAA and sent to the Academic Committee which shall have power to summon the student(s) and member(s) of staff of the University College, as it deems necessary and make decisions, subject to confirmation by Senate.

5.2 Absence from Examination

A candidate who absents oneself from an examination without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies.

5.3 No unauthorized material, absence and cheating shall be allowed into the examination room. In this regulation:

- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other

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- material as may be specified from time to time by the Deputy Principal for Academic Affairs;
- b) "Unauthorized absence from examination" includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
 - c) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 5.4 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material, absence and cheating into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the College.
- 5.5 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Senate.
- 5.6 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 5.7 Any candidate found guilty of an examination irregularity by Commission and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of Appeal Regulations.
- 5.8 The Senate may impose such a lesser penalty on a candidate found guilty of an examination irregularity by Commission, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

6. PROCEEDINGS OF THE EXAMINATION IRREGULARITIES

- 6.1 Heads of Departments are required to file and present a report of any reported examination irregularity to the Dean of the respective faculty who shall handover the report to the DPAA within one week after the end of examinations (last date of the scheduled examinations).
- 6.2 DPAA will then forward the report and evidence if any to the Legal Officer (Corporate Counsel) with recommendations if any within three week after receiving the report.
- 6.3 The Legal Officer (Corporate Counsel) shall prepare a summary of charges against each candidate and summon Academic Committee within ten days after receiving the report from the DPAA.
- 6.4 The Legal Officer (Corporate Counsel) shall summon all candidates in writing to appear before the Academic Committee in person to present their defence.

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- 6.5 The Academic Committee shall forward recommendations and their decisions to the Senate.
 - 6.6 The Senate may empower the chairman to endorse or overrule the decision of the Academic Committee as the case may be and communicate his decision to the members.
 - 6.7 The College Legal Officer (Corporate Counsel) shall inform the students in writing the decision of the Senate within two weeks after its regular Senate meeting or the recommendation from the Academic Committee has been forwarded to the chairman of the Senate.

7.0 PLAGIARISM

- 7.1 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 moving) and then dishonestly presents them as his/her own shall be guilty of plagiarism.
- 7.2 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:
 - (a) The candidate has submitted or presented the work of another person as his or her own.
 - (b) The candidate has submitted the same, or substantially the same work more than once at the same or another institution.
 - (c) The candidate has fabricated or falsified results/data. The candidate has submitted false records, information or documents.
 - (d) The candidate has omitted due acknowledgement of the work of another person.
 - (e) 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.
 - (f) The candidate has used, by payment or otherwise, a third party to produce Research Project report or any assignment writeup in whole or in part.
- 7.3 All cases of alleged plagiarism shall be reported to the Deputy Principal (Academic) who shall refer them to the Academic Committee for investigation.
- 7.4 Depending on the extent or seriousness of the confirmed plagiarism, the following sanctions shall be applied:
 - (a) Rejection of the Research Project proposal, report or part thereof and therefore the candidate being required to rewrite or re-take the research work.
 - (b) Deprivation of a degree, non-degree award or any other academic credentials already awarded by the university.
 - (c) Discontinuation from studies.

8. MARUCO ACADEMIC ACTIVITIES

- 8.1 MARUCO academic activities shall be carried out from Monday through Saturday without prejudice to regulation 8.4 below.
- 8.2 DPAA shall have power to suspend academic activities at any day of the week as the case may be and prescribe a day which the activities shall resume. The DPAA shall make public the announcement to that effect to both students and staff.
- 8.3 Public Holidays which fall on MARUCO working days shall be observed subject to prior arrangements or agreements between the lecturer and students where there shall be any academic activity to be conducted.
- 8.4 Where any academic activity has been planned on a Public Holiday, it shall be communicated to students and Heads of Departments in writing within a minimum of two days prior to the said activity. However, if no such communication is made by Head of Department or other College Authority, students shall note that examinations shall take place any day of the week (Monday to Saturday) as scheduled in the Time Table of that particular examination even if it falls on a Public Holiday.