

MUSLIM UNIVERSITY OF MOROGORO

STUDENTS' CODE OF CONDUCT

&

THE GENERAL UNIVERSITY EXAMINATION
REGULATIONS

October 2010

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STUDENTS' CODE OF CONDUCT

A: Students' Code of Conduct

Pursuant to Article 43 of Part VI of the Charter that established MUM, on student discipline, the Council of the Muslim University of Morogoro has established the following regulations on student conduct and student discipline on the University campus.

B: Standards of Conduct

- (1) The University is a private institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the University also has the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, the University is governed by the rules, regulations, procedures, policies and standards of conduct that safeguard its functions and protect the rights and freedom of all members of the academic community.
- (2) Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility

to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. That responsibility includes, but is not limited to:

- (a) practicing high standards of academic and professional honesty and integrity;
 - (b) respecting the rights, privileges, and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons;
 - (c) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the University and its faculties, schools, colleges, centres, institutes, directorates and departments.
- (3) Specific instances of misconduct include, but are not limited to:
- (a) conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the University campus and is not constitutionally and/or legally protected;

- (b) physical abuse of any person, or conduct intended to threaten imminent bodily harm or to endanger the health or safety of any person on the University campus;
- (c) conduct on the University campus constituting a sexual offence, whether forcible or nonforcible, such as rape, sexual assault, or sexual harassment;
- (d) malicious damage to or malicious misuse of University property, or the property of any person where such property is located on the University campus;
- (e) refusal to comply with any lawful order to leave the University campus or any portion thereof;
- (f) possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the University campus, except for authorized University purposes, unless prior written permission has been obtained from the Dean of Students or any other person designated by the Vice Chancellor of the University.
- (g) unlawful possession, use, distribution, or manufacture of alcohol or controlled substances such as drugs on the

University campus or during University-sponsored activities as provided for within the sphere of Islamic moral guidance;

- (h) intentionally inciting others to engage in any unlawful activity, which incitement leads directly to such conduct on the University campus;
 - (i) falsely reporting a violation of the Student Code of Conduct.
- (4) disciplinary action may be taken in accordance with these provisions regardless of whether that conduct also involves an alleged or proven violation of law.
- (5) an instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. If the student persists in the disorderly or disruptive conduct, the instructor should report the matter to the Dean of the faculty, school or college in which the student is enrolled.
- (6) Nothing herein shall be construed to deny students their legally and/or constitutionally protected rights.

C. General Procedures for Disciplinary Sanctions

- (1) This section describes the general process under the Student Conduct Code for enforcing the University's rules, regulations, procedures,
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policies, standards of conduct and orders. The specific procedures to be used at each step of the process are described in the following sections of this chapter. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of:

- (a) the truth or falsity of the charges against the student;
- (b) whether the alleged misconduct violates this code; and if so,
- (c) the sanctions to be imposed, if any.

The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated in Part B. Informal hearings shall use the procedures governing brief adjudicative proceedings. Formal hearings conducted by the Faculty Appeal Board shall follow the procedures required for formal adjudicative proceedings. Informal settlements may also be conducted.

- (2) Persons who believe that a violation of the Student Code of Conduct has been committed should contact the Dean of Students.
- (3) Only the Dean of the faculty, school or college in which a student is enrolled or the Dean of Students may initiate disciplinary proceedings against a student under this code of conduct. The Deans may delegate the authority to

initiate disciplinary proceedings consistent with this chapter to members of their staff and to students. They may also establish student or student-faculty hearing panels to advise or to act for them in disciplinary matters. The person initiating a disciplinary proceeding shall be referred to as the initiating officer.

- (4) The initiating officer shall begin a disciplinary proceeding by holding, or directing a member of his or her staff to hold an informal hearing with the student charged with misconduct. Based on this informal disciplinary hearing, the initiating officer may chose to exonerate the student, dismiss the action, impose an appropriate sanction, and/or refer the matter to the Students Disciplinary Committee. If the initiating officer identifies a potential or existing exceptional circumstance, i.e.
 - (a) the sanction of dismissal has been recommended; or
 - (b) the sanction of restitution whose value shall be prescribed from time to time has been recommended; or
 - (c) suspension has been recommended, the matter shall be referred directly to the Faculty Appeal Board.
- (5) Students have the right to appeal against any sanction imposed at an informal hearing to the Students Disciplinary Committee, except that when such sanction identifies an existing or potential exceptional circumstance as defined,

the matter shall be referred directly to the Faculty Appeals committee.

- (6) Any decision of the Students Disciplinary Committee may be appealed to the Faculty Appeal Board. All decisions of the Student Disciplinary Committee identifying existing or potential exceptional circumstances as deficient, shall be referred directly to the Faculty Appeal Board. In most cases, the Faculty Appeal Board conducts an administrative review. In certain cases the Faculty Appeal Board conducts a formal hearing.
- (7) Any decision based on a formal hearing conducted by the Faculty Appeal Board may be appealed to the Vice Chancellor of the University or his/her delegate for a final review. All orders of dismissal shall be reviewed by the Vice Chancellor or his/her delegate. Orders entered by the Vice Chancellor or the Vice Chancellor's delegate shall be subject to approval by the Council.
- (8) The Vice Chancellor or his/her delegate may take emergency disciplinary action when a student(s) conduct threatens the health, welfare, or safety of the University community or members thereof and /or damage of property.
- (9) When questions of mental or physical health are raised in misconduct cases, the Dean of Faculty, the Dean of Students their delegates,

the Students Disciplinary Committee, or the Faculty Appeal Board may request the student(s) to appear for examination before two physician- consultants designated by a medical officer approved by the University. If the student agrees, the physician-consultants may call upon the approved University health facility or any other professional assistance they deem necessary. After examining the student, the physician-consultants shall make a recommendation to the Dean of Faculty, the Dean of Students, their delegates, the Students Disciplinary Committee, or the Faculty Appeal Board as to whether the case should be handled as a disciplinary matter or as a case for medical or other treatment. Any decision made based upon the recommendation of the physician-consultants may be appealed in accordance with these provisions.

- (10) The following persons conducting proceedings under this chapter shall have the authority to issue protective orders and subpoenas: Deans of Faculties, the Dean of Students, the chairperson of the Students Disciplinary Committee, the chairperson of the Faculty Appeal Board, and the Vice Chancellor or his/her delegate.
- (11) In a case involving an alleged sexual offence, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and they shall

both be informed of the outcome of such disciplinary proceeding.

- (12) Any final order resulting from a disciplinary proceeding shall become a part of the student's disciplinary record, unless the student is exonerated.
- (13) In accord with the constitutional rights and privacy, all hearings conducted under this chapter generally shall be held in closed session out of respect for the privacy of all the students involved. However, the students involved may waive this requirement in writing and request a hearing in open session, and the initiating or presiding officer shall conduct the hearing in a room that will accommodate a reasonable number of observers. The initiating or presiding officer may exclude from the hearing room any persons who are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

D. Disciplinary Sanctions

The following disciplinary sanctions may be imposed for violations of the Student Conduct Code:

(1) Disciplinary Warnings and Reprimands

Action may be taken to warn or to reprimand a student for violation of University rules, regulations, procedures, policies, standards of

conduct, or orders. Warnings and reprimands shall always be made in writing and shall include a statement that continuation or repetition of the specific conduct or other misconduct will normally result in one or more of the more serious disciplinary sanctions: restitution, disciplinary probation, suspension or dismissal.

(2) Restitution

An individual student may be required to make restitution for damage or other loss of property and for injury to persons. Failure to pay, or to make in writing University-approved arrangements to pay, shall result in cancellation of the student's registration and will prevent the student from registering with the University.

(3) Disciplinary Probation

A student may be placed on disciplinary probation (meaning formal conditions are imposed on a student's continued attendance) for violation of University rules, regulations, procedures, policies, standards of conduct or orders. The time period and conditions, if any, for the disciplinary probation shall be specified. Disciplinary probation serves as a warning to a student that further misconduct may lead to suspension or dismissal from the University.

(4) Suspension

A student may be suspended from the University for violation of University rules, regulations, procedures, policies, standards of

conduct, or orders. The time period and conditions, if any, for the suspension shall be specified. Suspension serves as a warning to a student that further misconduct may lead to dismissal from the University.

(5) Dismissal

A student's enrolment in the University may be terminated for violation of University rules, regulations, procedures, policies, standards of conduct or orders.

- (6) A suspension or dismissal is considered a serious sanction and will be imposed only after the completion of the formal due process review provided for in this code.

E. Jurisdiction

- (1) The Dean of Students or his/her delegate, may initiate any disciplinary action related to violations of any of the University's rules, regulations, procedures, policies standards of conduct, or orders. Jurisdiction in such cases may be transferred to the Dean of the faculty, school or college in which the student is enrolled if the alleged misconduct bears upon the student's fitness to continue in the faculty, school or college.
- (2) Additionally, the Dean of each Faculty or College or School, including the Graduate School, or the Dean's delegate, may initiate any disciplinary action:

- (a) related to violations of University rules, regulations, procedures, policies, standards of conduct, and orders which pertain to that particular faculty, college or school; and
 - (b) related to violations of rules, procedures, policies, and standards of conduct of that particular faculty, college or school.
 - (c) The student academic grievance procedure is a separate procedure and is the mandate of Senate as set forth in the University Charter. Violations involving academic misconduct should be reported to the Dean of the appropriate faculty, school or college.
- (3) Other departments of the University shall have proceedings separate and distinct from the Student Conduct Code. For example.
- (a) Campus traffic regulations are under the general jurisdiction of the University Security Department with the jurisdiction to hear and decide all cases involving alleged violations of traffic regulations.
 - (b) The Library Fines Appeals Committee has the authority to consider appeals of library charges.

F. Informal Disciplinary Hearings

- (1) A Faculty Dean or the Dean of Students or his/her delegate may initiate a disciplinary proceeding by conducting, or directing a member of his/her staff to conduct, an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face-to-face meeting between the initiating officer or staff and the student, and no special notice of the meeting is required. The purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before disciplinary action is taken, and the student waives any rights to an informal hearing by his or her failure to attend.

- (2) During an informal disciplinary hearing, the student must be provided with the following information:
 - (a) the alleged misconduct and the reasons for the University's belief that the student engaged in the misconduct;
 - (b) the specific section(s) of the Student Conduct Code allegedly violated; and
 - (c) the possible sanctions that may be imposed.

- (3) Based on the findings of an informal hearing, the initiating officer shall enter in writing one of the following orders:
- (a) an order exonerating the student or dismissing the disciplinary proceeding if it appears that there has been no misconduct;
 - (b) an initial order imposing a disciplinary sanction;
 - (c) an order referring the matter to the Students Disciplinary Committee; or
 - (d) an order referring the matter directly to the Faculty Appeal Board because exceptional circumstances as defined, may exist.
- (4) (a) If the order imposes a sanction and exceptional circumstances as defined in 3 (d) exist, the matter shall be referred directly to the Faculty Appeal Board and the student shall be informed that he/she has the right to request a formal hearing according to the procedures set forth in Part G Section 3.
- (b) If the order imposes a sanction but exceptional circumstances do not exist, then the student must be informed that he or she has fourteen (14) days from the date of the order (or twenty one (21) days from the date of the mailing of the initial order) to request a hearing before

the Students Disciplinary Committee. If the student chooses not to appeal, the order becomes the final order.

- (5) Within ten days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision, the reasons for the decision, and information about appealing against the decision. No unfavourable action may be taken against the student until the student has been given such notice and information. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of that hearing.
- (6) A student may request a hearing by the Students Disciplinary Committee at any time during these informal proceedings. If such a request is made, the matter shall be referred to the Students Disciplinary Committee.
- (7) The official record of this informal hearing shall consist of all documents prepared or considered by the faculty Dean or the Dean of Students with regard to the dispute at hand.

G. Appeals

Any initial order may be appealed by timely submission of a written petition to the appropriate body. An order only referring a matter from one hearing body to another, not determining the matter on its merits, is not an initial order.

- (1) If a student does not appeal to the appropriate body within fourteen (14) days of the initial order (or within twenty one (21) days of the date when the University mailed the initial order to the student), the right to appeal is waived and the order becomes final.
 - (a) all initial orders shall be hand delivered or delivered by registered mail;
 - (b) any student involved in a disciplinary hearing is required to provide his/her current and accurate address to the Office of the Dean of Students.
- (2) All petitions for appeal shall be made in writing to the appropriate authority (the chairperson of the Students' Disciplinary Committee, the chairperson of the Faculty Appeal Board, or the Vice Chancellor). The petition shall state the reasons for the appeal and indicate points of disagreement with the initial order.
- (3) If a student wishes to request a formal hearing before the Faculty Appeal Board, the student's written petition for appeal must also state that a formal hearing is being requested and must identify the specific exceptional circumstances warranting such a hearing. When conducting administrative reviews of informal hearings, the Faculty Appeal Board shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal disciplinary hearing.

- (4) After conducting the appropriate review, the appeal body or the Vice Chancellor may sustain, reduce, or vacate the sanction imposed by the initial order, except if that review is in the form of a formal hearing before the Faculty Appeal Board, that board may increase any sanction.
- (5) Only the Vice Chancellor or his/her delegate may issue a final order of dismissal subject to approval by the Council.
- (6) Sanctions, if any, will be imposed only after an order becomes final.

H. Students Disciplinary Committee

The Students Disciplinary Committee shall consist of a non voting chairperson, four voting faculty members, and two voting student members. The committee shall be maintained for the purpose of providing hearing for disciplinary actions that have been initiated by the Faculty Deans or the Dean of Students or their delegates.

- (1) The Vice Chancellor shall designate a member of the faculty or administration to serve as chairperson of the Students Disciplinary Committee for a term of one year. The chairperson may be reappointed for consecutive terms.
 - (a) The chairperson shall ensure that all procedural safeguards and guidelines

are followed. Accordingly, the chairperson shall decide all procedural questions that arise in relation to hearings, including rulings on evidence (as defined in Part I section 3) and challenges to the impartiality of committee members. The chairperson shall have the discretion to regulate all aspects of the proceedings.

- (b) The Chairperson shall take whatever steps are necessary to ensure that hearings are conducted in a safe and orderly manner.
- (2) The three voting faculty members of the Students Disciplinary Committee shall be selected at random to serve one-year terms. Voting faculty members may not be reappointed to consecutive terms.
- (a) Panels of eligible faculty members shall be randomly selected to serve on the committee in the order in which they were selected, except that each faculty member of the committee must represent a different faculty group.
 - (b) Faculty members must have been members of the faculty for at least one year and hold a Senior position in order to be eligible to serve as voting member of the Students Disciplinary Committee.

- (3) The three voting student members of the Students Disciplinary Committee shall be selected by the Students organization from the student body to serve one-year terms. Student members of the committee may not be reappointed.
 - (a) Panels of eligible students shall be selected by the Students Organisation from among the full-time student body to serve as committee members or alternates in the order in which they were selected, except that one member must be a graduate student and the other two members must represent different undergraduate classes.
 - (b) To be eligible to serve on the Students Disciplinary Committee, students must be full-time and in good standing with the University.
- (4) In addition to the chairperson, a quorum shall be two faculty members and one student members. The chairperson shall select alternates from the panels of eligible faculty or students as needed to produce a quorum.
- (5) A committee member may be disqualified from a particular hearing for bias, prejudice, conflict of interest, or any other reason which may prevent him/ her from serving as an impartial judge of the matter before the committee.

- (a) A committee member may excuse himself/herself for any of the causes set forth in this section by submitting a written statement to the committee chairperson stating facts and reasons for the disqualification.
 - (b) A student before the Students Disciplinary Committee may challenge the impartiality of a committee member by written petition. The chairperson shall determine whether to grant the petition and excuse the committee member from the case, and shall state the facts and reasons for that determination in writing.
 - (c) Any person who has been delegated the authority to initiate disciplinary proceedings is disqualified from serving as a member of the Students Disciplinary Committee.
- (6) The chairperson may relieve a member of the Students Disciplinary Committee from serving on that committee for a particular case, for a specific period of time, or for the rest of the year after the member submits a written request to the chair.
- (7) Members of the Students Disciplinary Committee shall begin their terms on the first day of classes of the academic year. Those terms shall expire on the first day of classes of the next academic year except that cases in

process shall be continued until a decision is reached. The new panels of committee members shall be identified by the outgoing chairperson or by the designate/person through procedures established by the chairperson.

I. Hearing Before the Students Disciplinary Committee

The purpose of a hearing before the Students Disciplinary Committee is to provide all parties with an opportunity to present evidence and argument before disciplinary sanctions are imposed on a student. Based on the evidence presented at this hearing, the committee shall determine whether the student has engaged in the alleged misconduct. If there is a finding of misconduct, the committee shall then determine the appropriate sanction to be imposed.

- (1) When a hearing is scheduled before the Students Disciplinary Committee, the chairperson of the committee shall provide the student with written notice of the following information.
 - (a) the time and place of the hearing;
 - (b) the allegations of misconduct against the student;
 - (c) a list of all witnesses who may be called to testify;
 - (d) a description of all documentary and real evidence to be presented at the

- hearing, including a copy of his or her disciplinary file; and
 - (e) the sanctions that may be imposed at the hearing if the allegations of misconduct are found to be true.
- (2) The chairperson of the committee shall adhere to the following procedures at all disciplinary hearings:
 - (a) The student shall be provided with a reasonable opportunity (at least seven days) to gather evidence contact witnesses, and prepare a defense for the hearing.
 - (b) The student may be accompanied by an advisor of the student's choice.
 - (c) The student is entitled to hear all testimony and examine all evidence that is presented at the hearing. In response, the student may present evidence and witnesses on his/her own behalf and may question any the witnesses.
 - (d) No student shall be compelled to give self-incriminating evidence.
- (3) Evidence shall be admissible at the hearing if it is the type of evidence that reasonably prudent members of the University community would rely upon in the conduct of their affairs.
- (4) The initiating officer (the appropriate Dean, the Dean of Students, or his/her delegate) must prove by a preponderance of the

evidence presented at the hearing that the student has engaged in the alleged misconduct. The committee shall base its factual determination solely on the evidence presented at the hearing.

- (a) Decisions of the Students Disciplinary Committee will be made based on a simple majority vote of the committee.
 - (b) If the Students Disciplinary Committee cannot reach a decision by simple majority vote, an order shall be entered referring the matter to the Faculty Appeal Board. Where exceptional circumstances exist, the student shall be notified of the right to request formal hearing. Otherwise, the Faculty Appeal Board shall conduct an administrative review.
- (5) If at any time after a matter has been referred to the Students Disciplinary Committee the chairperson determines that the matter should properly be before the Faculty Appeal Board, he/she may refer the matter to the Faculty Appeal Board and shall provide the student with written notice of the referral and of the opportunity to request a formal hearing if exceptional circumstances exist.

- (6) If the committee determines that the student has violated the University's rules, regulations, procedures, policies, standards of conduct, or orders, it shall then determine the appropriate sanction to be imposed. When determining the appropriate sanction, the committee shall review the evidence presented at the hearing and the student's past record of conduct at the University.
- (7) The chairperson of the Students Disciplinary Committee shall provide the student with a written statement of the committee's decision within seven (7) days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for those conclusions, and the sanctions, if any, to be imposed. If sanctions are imposed, the student must also be informed of the appropriate procedures for appealing the committees' decision to the Faculty Appeal Board. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of the hearing.
- (8) This written statement of the committee's decision shall be the committee's initial order. If the student chooses not to appeal, the initial order of the Students Disciplinary Committee becomes the final

order at the end of the appeal period set forth in Part G Section 1, except that orders of dismissal shall be referred to the Vice Chancellor.

- (9) The student may choose to present evidence to the chairperson of the Students Disciplinary Committee rather than at a hearing before the full committee. The student's waiver of the right to a hearing before the students Disciplinary Committee shall be submitted in writing to the chairperson of the committee. The chairperson shall submit the student's evidence and arguments to the full committee and the committee shall make its decision based on the chairperson's report.
- (10) All proceedings of the committee will be conducted with reasonable dispatch and be terminated as soon as possible, consistent with fairness to all parties involved. The chairperson shall have the discretion to continue the hearing.
- (11) An adequate summary of the proceedings will be kept. Such a summary shall include all documents that were considered by the committee and may include a tape recording of the testimony and any other documents related to the hearing.
- (12) A report of the Students Disciplinary Committee shall, upon written request and

release by the student or students involved, and subject to the requirements for privacy, be made available to members of the University community through the Dean of Students.

J. Faculty Appeal Board

The Faculty Appeal Board shall be composed of seven members of the faculty to be appointed by the Faculty Board. The Faculty Board shall appoint one of the members to be the chairperson of the Faculty Appeal Board. The Faculty Appeal Board shall conduct either administrative reviews or formal hearings and the procedures to be used shall depend on the nature of the appeal before the board. Cases may be heard by the entire board or by panels of no fewer than three board members.

- (1) The Faculty Appeal Board may conduct an administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing in writing.
- (2) The procedures for conducting such administrative review are set forth in Part K of these regulations. The chairperson shall maintain a record of all administrative reviews conducted by the Faculty Appeal Board. At a minimum, such a record shall include all documents that were considered by the board and may include audio recording of all testimony and all other documents related to the review.

- (3) The Faculty Appeal Board shall conduct a formal hearing when:
- (a) the student requests a formal hearing before the Faculty Appeal Board in writing setting forth the exceptional circumstances that exist ; and
 - (b) the chairperson reviews the student's written request and determines that exceptional circumstances do exist. Additionally, the Faculty Appeal Board may conduct a formal hearing in other circumstances as the Board deems appropriate.
 - (i) if the Faculty Appeal Board does not conduct a formal hearing, it shall conduct an administrative review of the prior decision. Exceptional circumstances exist when the sanction of dismissal has been recommended; or the sanction of restitution has been recommended; or suspension has been recommended;
 - (ii) if the Faculty Appeal Board decides not to grant a student's written request for a formal hearing, the chairperson shall provide the student with a written copy of the Board's decision and a brief statement of the reasons for denying the petition

within sixty (60) days as specified in Part L, section 3.

- (4) If a matter is referred directly to the Faculty Appeal Board and there is no initial order, the Faculty Appeal Board shall determine whether exceptional circumstances exist or could exist. If exceptional circumstances exist or could exist, the Board shall notify the student in writing that he/she has fourteen (14) days from the date of the notice or twenty one (21) days from the date of mailing the notice to request a formal hearing. If the student fails to make such a request, any right to a formal hearing is waived.
- (5) Formal hearings conducted by the Faculty Appeal Board shall be according to the procedural guidelines set forth in Part L of these regulations.
 - (a) At the conclusion of the formal hearing, the Faculty Appeal Board shall enter an initial order based on the findings of that hearing. That initial order shall include a written statement of the board's decision and the basis for that decision, including procedures for appealing that decision to the Vice Chancellor or his/her delegate. The initial order shall be provided to the student within sixty (60) days of the conclusion of the hearing. In a case involving an alleged sexual offence, both the accuser and the

accused shall be informed of the Board's decision.

- (b) An initial order from a formal hearing may be appealed to the Vice Chancellor or his/her delegate for a final administrative review.
 - (c) If the student chooses not to appeal, the initial order of the Faculty Appeal Board shall become the final order, except that orders of dismissal entered by the Faculty Appeal Board shall be reviewed by the Vice Chancellor or his/her designate.
- (6) The record in cases in which the Faculty Appeal Board conducts a formal hearing shall be as specified in Part L.
- (7) Board members may be disqualified from a particular formal hearing for bias, prejudice, conflict of interest, or any other reasons which may prevent them from serving as impartial judges of the matter before the board.
- (a) A committee member may excuse himself/herself for any of the causes set forth in this section by submitting a written statement to the Board chairperson stating facts and reasons for the disqualification.
 - (b) A student before the Faculty Appeal Board may challenge the impartiality of

a Board member by written petition. The chairperson shall determine whether to grant the petition and excuse the Board member, stating the facts and reasons for the determination in writing.

- (c) Faculty who have been delegated the authority to initiate disciplinary proceedings are disqualified from serving as members of the Faculty Appeal Board.
- (8) At the discretion of the Chairperson, Board members may be excused from a particular hearing on the basis of compelling personal need after submitting a written request to the chairperson explaining the basis of the request.

K. Administrative Review by the Faculty Appeal Board

- (1) The Faculty Appeal Board may conduct administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing. When the Faculty Appeal Board determines that administrative review is appropriate, the chairperson shall notify all parties of that decision. The notice to the parties shall include a statement of:
 - (a) the allegations of misconduct against the student;

- (b) the sanctions that were recommended by the initiating officer or the Students Disciplinary Committee, if any;
 - (c) a date by which any voluntarily written briefs or statements must be submitted.

- (2) When the Faculty Appeal Board conducts an administrative review, the board may base its review on:
 - (a) All documents and any recordings considered by the initiating officer or the Students Disciplinary Committee; or
 - (b) Oral and/ or written argument of both parties; or
 - (c) Additional evidence.

- (3) At the conclusion of its review, the Faculty Appeal Board shall enter an order. An initial order may be appealed and a final order may not be appealed, except that final orders of dismissal shall be reviewed by the Vice Chancellor or his/her delegate. The student shall be provided with a written order which shall include a written statement of the board's decision within seven (7) days of the conclusion of the review and information on rights of appeal, if any. In a case involving an alleged sexual offence, both the accuser and the accused shall be informed of the outcome of the review.

L. Formal Hearings Before the Faculty Appeal Board

- (1) The Faculty Appeal Board shall conduct a formal hearing when exceptional circumstances exist and the student has requested in writing a formal hearing. Additionally, the Faculty Appeal Board may conduct a formal hearing in other circumstances as the Board deems appropriate.
- (2) Within thirty (30) days after receipt of a written petition for a formal hearing before the Faculty Appeal Board, the board shall notify the requesting party of any obvious errors or omissions in the party's petition, request any additional information the board wishes to obtain and is permitted by law to require, and notify the requesting party of the name, mailing address, and telephone number of an office or person who may be contacted regarding the formal hearing.
- (3) Within Sixty (60) days after receipt of a written petition of formal hearing or within sixty (60) days after the party's response to a timely request from the board as provided in subsection (1) of this section, the Board shall either deny the formal hearing or commence the formal hearing.
- (4) Once the Board decides to conduct a formal hearing, the chairperson of the Faculty Appeal Board shall schedule the time and place of the hearing and give not less than seven (7) days

advance written notice of the hearing to all parties. That notice shall include:

- (a) the names and addresses of all parties to whom notice is being given, and if known, the names and addresses of their representatives;
- (b) the name, business address, and telephone number of the person designated to represent the University at the hearing;
- (c) the official file number and name of the proceeding;
- (d) the name, mailing address, and telephone number of the chairperson of the Faculty Appeal Board;
- (e) a statement of the time, place and nature of the hearing;
- (f) a statement of the legal authority and jurisdiction under which the hearing is to be held;
- (g) a reference to the particular sections of University rules that are involved;
- (h) a short and plain statement of the charges against the student; and
- (i) a statement that a student who fails to attend the hearing or otherwise respond

to this notice may lose his/her right to a formal hearing.

- (5) If a student fails to attend or participate in a formal hearing, the Faculty Appeal Board may serve upon all parties a default or other dispositive order which shall include a statement of the grounds for the order. Within seven (7) days after service of a default order, the student may file a written motion requesting that the order be vacated, and stating the grounds relied upon.
- (6) The student may be represented by counsel and/or be accompanied by an advisor of the student's choice. No student shall be compelled to give self-incriminating evidence.
- (7) The chairperson shall determine whether discovery is to be available, and, if so, which forms of discovery may be used. The chairperson may condition the use of discovery procedures on a showing of necessity and unavailability by other means. In exercising such discretion, the chairperson shall consider:
 - (a) whether all parties are represented by counsel;
 - (b) whether undue expense or delay in bringing the case to a hearing will result;
 - (c) whether the use of discovery will promote the orderly and prompt conduct of the proceeding; and

- (d) whether the interest of justice will be promoted.
- (8) At appropriate stages of the hearing, the chairperson may give all parties an opportunity to submit and respond to briefs, proposed findings of fact and proposed initial or final orders. To the extent necessary for a full disclosure of all relevant facts and issues, the chairperson shall afford both parties the opportunity to respond, present evidence and argument, conduct cross-examination, and submit rebuttal evidence. A party filing a pleading, brief, or other paper with the chairperson shall serve copies on all other parties.
- (9) Evidence, including hearsay evidence, is admissible if it is the kind of evidence on which reasonably prudent persons are accustomed to rely in the conduct of their affairs. Evidence is not admissible if it is excludable on constitutional or statutory grounds or on the basis of evidentiary privilege. The chairperson shall decide rulings on the admissibility of evidence.
- (10) All testimony of parties and witnesses shall be made under oath or affirmation.
- (11) The Faculty Appeal Board may appoint an Inquiry Officer to conduct the actual hearing. The decision to use an Inquiry Officer requires the approval of a majority of the board members. The Inquiry Officer will then conduct

the hearing and submit a detailed report to the Faculty Appeal Board according to the provisions of this section.

- (a) if the Inquiry Officer conducts the hearing, an audio recording of the hearing must be kept, and the recording and any transcription thereof must be provided to the board.
- (b) the Faculty Appeal Board may, at its option, request the Inquiry Officer to provide recommendations as to findings, conclusions, and decisions, but those recommendations shall not be binding on the Board. The Inquiry Officer shall transmit to the Board the full and complete record of the hearing and the Board shall make its own findings, conclusions and decisions based on the record.
- (c) the Inquiry Officer will make initial rulings on the use of discovery, the admissibility of evidence, and the procedures for the hearing.
- (d) The Inquiry Officer must be a member of legal counsel. Any member of the Faculty Appeal Board who is also a member of a legal counsel, including the chairperson, may serve as an Inquiry Officer.

- (12) The chairperson of the Faculty Appeal Board may issue subpoenas and enter protective orders.
- (13) Members of the Faculty Appeal Board shall avoid *ex parte* communications with any party involved in the hearing regarding any issue other than communications necessary to maintaining an orderly procedural flow to the hearing. *Ex parte* communications received by members of the board must be placed on the record, and the other party must be informed of the *ex parte* communication and given an opportunity to respond on the record.
- (14) Findings, conclusions and decisions by the Faculty Appeal Board shall be based exclusively on the evidence of record from the hearing and on matters officially noted in the record.
- (15) The Board shall enter an initial order which shall be served in writing on the student within sixty (60) days after conclusion of the hearing or after submission of memos, briefs, or proposed findings, whichever is later, unless the period is waived or extended for good cause shown. The student shall be informed of procedures for appealing the decision. If the student does not appeal the board's initial order within the time set out in Part G, Section 1, the initial order of the board shall become the final order, except all orders of dismissal shall be reviewed by the Vice Chancellor or his/her designate.

- (16) The chairperson shall maintain an official record of the hearing.

M. Review by the Vice Chancellor

- (1) Any order of the Faculty Appeal Board that is based on the findings of a formal hearing may be appealed for a final review to the Vice Chancellor or his/her designate. The student must submit an appeal in writing within fourteen (14) days of service of the Board's order, or twenty - one (21) days of mailing the order, unless the order specifies a different time limit. Any appeal shall specify the portion of the Board's order to which exception is taken and shall refer to the evidence of record which is relied upon to support the petition. However, the Vice Chancellor or his/her delegate shall review all orders of dismissal, regardless of whether the student appeals.
- (2) Vice Chancellor or his/her delegate shall consider the entire record of the disciplinary proceeding or such portion as may be cited by the student. At the Vice Chancellor's or his/her delegate's discretion, the parties may also supplement the record with additional evidence.
- (3) The parties may present their arguments to the Vice Chancellor or his/her delegate in writing, and may, at his or her discretion, afford each party an opportunity for oral argument.

- (4) After reviewing the record and considering the arguments of the two parties, the Vice Chancellor or his/her delegate shall enter a final order disposing of the matter or remanding the case of further proceedings and provide the student with a copy of that order.
- (5) In a case involving an alleged sexual offence, both the accuser and the accused shall be informed of the outcome of the review.
- (6) Notwithstanding any other provisions of this chapter, and before an initial order becomes final, the Vice Chancellor or his/her delegate may review the order.

N. Reconsideration of Final Orders

- (1) Within seven (7) days of the service of a final order from the Vice Chancellor or his/her delegate, the student may file a request for reconsideration, stating in writing specific reasons for the request. The request shall be directed to the Vice Chancellor or his/her delegate.
- (2) A request for reconsideration is only intended to correct obvious mistakes in the judgment or order and should not be used to reargue the case. Filing a request for reconsideration is not a prerequisite for obtaining judicial review, and denial of the request is not subject to judicial review.

- (3) The request for reconsideration shall be promptly considered. If within fourteen (14) days from the date the request is filed, the Vice Chancellor or his/or her delegate does not either (a) dispose of the request, or (b) serve the student with a written notice specifying the date by which the request will be acted upon, the request is deemed to be denied.

O. Emergency Authority of the Vice Chancellor

If a student's conduct represents a threat to the health, property, safety, or welfare of the University or any member of the University community, the Vice Chancellor or his/her delegate may suspend that student(s) from participation in any or all University functions or privileges.

- (1) In such an emergency situation, the Vice Chancellor or his/her delegate shall issue a written order to be served upon the student(s) describing the terms of the emergency suspension and the reasons for imposing the suspension. The order shall be effective immediately.
- (2) The Vice Chancellor or his/her delegate shall then refer the matter to the Dean of Students or his/her delegate, who shall proceed as quickly as feasible to complete any proceedings that would be required if the matter did not involve an immediate danger.

P. Recording and Maintenance of Records

- (1) The Dean of Students shall keep records of all disciplinary actions reported to his or her office. Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action.
- (2) The Dean of a Faculty, college or school initiating disciplinary action shall report in writing to the Office of the Dean of Students all cases in which disciplinary action is taken. The Dean shall also inform the Deputy Vice Chancellors of any action affecting a student's official standing in the University. The Office of the Dean of Students shall notify the Dean of faculty, college or school in which the student is enrolled of any disciplinary action it takes and also shall notify the Deputy Vice Chancellors of any action affecting a student's official standing in the University.
- (3) Disciplinary records of students not exonerated shall be maintained by the Dean of Students and the Deputy Vice Chancellors for five years after disciplinary action has been taken and/or after the administrative purpose has been served.
- (4) Disciplinary records of exonerated students shall not be maintained.
- (5) Notwithstanding any other provision of this section, the Dean of Students, at his/her

discretion, upon written request by the student, may expunge the student's disciplinary record.

**BY-LAWS GOVERNING MUSLIM UNIVERSITY OF
MOROGORO STUDENTS GENERAL CONDUCT
(Made under Section 96 of the Charter)**

PREAMBLE

Whereas the University was established and exists for the pursuit of learning;

and

Whereas the University's fundamental purpose can be achieved only if its members work peacefully in conditions which permit freedom of thought and expression within a framework of respect for an academic environment;

THEREFORE

These By-Laws are made to maintain these conditions and protect the University from actions which would damage its academic reputation or the standing of the University and its members. While at the University, students are required to seek for Academic Excellence and moral uprightness.

Students are also reminded that they are subject to the Laws of Tanzania while on the University Campus or elsewhere within the country.

It is therefore, the responsibility of each student to read and abide by the University rules and regulations.

PART I

CITATION

These rules shall be cited as the "Muslim University of Morogoro Students General Conduct, Disciplinary Proceedings and Penalties By-Laws", and shall come into operation on such date as the Council may determine.

PART II

DEFINITIONS

In these By-laws, unless the context otherwise requires:

"Authorised officer" means staff of the University when discharging lawful duties.

"By-laws" means rules and regulations of the University.

"Charter" means the Charter of the University

"Competent organ" includes such committee, office or officer of the University vested with expressed or implied legal powers to do or to disallow or to order the doing or disallowance of such act.

"Dean" means the Dean of Faculty.

"Dean of Students" means officer appointed by the Council to be in-charge of students' affairs.

"Disciplinary Authority" means any officer or committee of the University which is vested with power to deal with student's discipline.

"Disciplinary offence" means any offence under Part VI Article 43 of the Charter.

"Drug abuse" means use of drugs such as heroin etc.

"Expulsion" means deregistration of a student by the University.

"Eviction" means to force a student to vacate a University hall of residence.

"Lethal weapons" means objects such as knives, guns, spears, arrows, machetes, axes, sticks, etc that are used for fighting or attacking.

"Penalty" means punishment for breaking University rules and regulations.

"Regulations" means rules made under Article 43 Part VI of the Charter

"Stern warning" means serious and disapproving warning.

"Strike" means refusal to perform scheduled activities.

"Student" means any person admitted to the University as candidate for a degree, diploma, certificate or other award of the University.

"Suspension" means removal of a student from the University for a period of not more than three (3) weeks.

"Rustication" means removal of a student from the University until when such acts causing problem(s) are solved.

"University" means the Muslim University of Morogoro established by the Charter.

"Visitor" shall not construe to include a student as defined by these By-laws.

"Warden" means a warden of a hall of residence

PART III

STUDENTS WELFARE

A Accommodation

- (i). Staying in the campus is a privilege and not a right. The University Authority may therefore refuse to give a student a room in case of limited space.
- (ii). Students may be offered accommodation in the university residence in accordance with the following order of priority:
 - (a) Disabled students
 - (b) Foreign students
 - (c) Female students
 - (d) First year student
 - (e) Finalist students
- (iii) Students who will live in University residence shall be obliged to pay accommodation fees specified by the University Authority from time to time.

- (iv) Every student, before being granted accommodation or the right to occupy any room in the University residence or any other premises earmarked for students' residential purpose, shall pay for such accommodation full rate as the University may determine from time to time.
- (v) The University Authority shall have the right and power to determine the number of students who may share any of the rooms in the University residence.
- (vi) Where University residence is not available, it shall be the students' responsibility to find and pay for accommodation obtained elsewhere.
- (vii) Where the rooms are furnished with beds, mattress, tables and chairs, occupants are not allowed to remove any furniture fittings in the rooms and are responsible for the proper care of all property and any damage or loss must be reported immediately to the Warden/Janitor.
- (viii) Students shall be expected to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.
- (ix) Cooking is not allowed in the University residence.
- (x) Any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the University Authority.
- (xi) No electric devices other than reading lamps, table fan, electric iron, electric razor, radio, record player or TV set shall be used in University residence. The appliances allowed to be used in the University residence shall be used at owner's risk.

- (xii) Lights must not be left switched on unnecessarily during day time or when occupants are not in the room.
- (xiii) Musical appliances and instruments such as record players, radio, video, TV set and other sound making instruments may be used provided that they shall not be played at volume levels that are a nuisance and annoyance to other residents.
- (xiv) No student shall be allowed to entertain unauthorized visitors in his/her room.
- (xv) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including unauthorized student or other relatives.
- (xvi) Student(s) with families are required to look for off-campus accommodation on their own.
- (xvii) Loss of University property such as chairs, beds, keys, mattresses by student must be immediately reported to the Janitor on duty. The key will be replaced on payment of the cost of a new key, or new lock at a current price by the person responsible for its loss or for its safe custody.
- (xviii) Keys or mattress must be returned to the Janitor on leaving the residence the end of each semester.
- (xix) Each student must ensure that he/she has signed in Arrival/Departure book when the University properties are taken or returned to the Hostel Manager or Janitor.

B Permission to Leave University Campus

- (i) No student shall travel during semester time outside Morogoro Municipality without permission.
- (ii) Permission for travel for a weekend/Public holiday outside Morogoro Municipality may be granted by the Dean of Students.

- (iii) Permission for travel for less than a week and involving missing lectures, seminars, tests, assignments examinations may be obtained in writing from the Dean of Faculty.
- (iv) Permission for travel for more than a week shall be obtained from the Deputy Vice Chancellor (Academic) through the Dean of the relevant Faculty, Academic Advisor and notified to the office of the Dean of Students.
- (v) All students shall be required to vacate the University residence at the end of each semester when the University closes for vacation.
- (vi) Students under special circumstances, such as finalist or as need may arise, shall be granted/provided permission to live in the University residence provided that in the event they shall undertake to meet the cost of their stay at prescribed rates made in advance.

C Catering Services

- (i) Cafeteria services will be available on the campus under private management.
- (ii) Students utilizing the catering services at the campus are required to observe the cafeteria regulations as stipulated by the University
- (iii) The Students union will enter into an agreement with the provider with regard to the menus and prices.
- (iv) Students are discouraged to bring food stuffs to the halls of residences.
- (v) Students are also discouraged to eat in the halls of residences.

D Dress Code

- 1 The University derives its code of conduct and philosophical base from the Qur'an, and the Sunnah of Prophet Muhammad (SAW).
- 2 Every student shall dress in a decent manner befitting the norms of a Muslim institution.
 - (i) Female students
 - (a) must put on apparels that cover all parts of their bodies except the face, fingers, palms and feet.
 - (b) are not allowed to put on tight fitting apparels that portray or depict the body alignment or those that are short, transparent and slit
 - (c) Transparent head gear is not allowed.
 - (ii) Male students
 - a) are required to put on at least shirt and trouser.
 - b) are not allowed to put on female apparels, bangles, necklace, ear ring etc.
 - c) are not allowed to plait their hair.
 - d) are not allowed to brand tattoos.

E Interaction Between Students

- (i) Interactions between male and female students must be kept to the approved minimum, i.e. sharing lecture rooms, library and other approved and supervised academic meetings.
- (ii) Interactions between male and female in a manner not acceptable in Islamic norms such as hugging, provocatively being too close together is not allowed.

F Illegal Sexual Practices and Pregnancies

- (i) Pre-marital and extra-marital sex or pregnancies are illegal
- (ii) Medical examination may be carried out as may be deemed necessary to establish pregnant cases. Any student called upon to undergo this exercise must respond immediately without fail.
- (iii) Married students must report their marriages in writing. They must present valid marriage certificates and any other proof deemed necessary by the University authorities along with passport size photographs of their spouses.

G Spiritual/Moral Affairs

- (i) Every student must conduct himself/herself in a manner reflecting exemplary moral and spiritual standards. In this respect, every Muslim student shall:
 - (a) Perform all the required daily prayers.
 - (b) Fast during the Holy month of Ramadhan.
 - (c) Endeavour to participate in Islamic activities such as Da'awah.
 - (d) Not carry out or participate in any anti Islamic activities.

H Disciplinary Proceedings

Disciplinary proceedings shall be conducted in accordance with procedures, provided for in parts C,D, E and F of the Students' Code of Conduct.

I Appeals

The procedures outlined in parts G,H,I,K,L and M of the Students' Code of Conduct shall be used in lodging and handling of appeals by any aggrieved party against a decision by the Disciplinary Authority.

PART IV

GENERAL DISCIPLINARY OFFENCES AND PENALTIES:

General Disciplinary Offences include the following:

Offence	Penalty
(i) Conduct which is likely to cause damage, defacement or violence to any person or property within the University provided that such conduct is that of a student towards another student, member of the University Community or any employee or employees of the University, even though the conduct in question occurred outside the University.	Suspension
(ii) Using force or violence against or assaulting a fellow student or any member of the University Community even if such violence occurred outside the University.	Rustication
(iii) Maliciously damaging, defacing or destroying any item or property of the University	Rustication
(iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of: a) Any lecture, class, laboratory work, research or other instructional activity authorized by the	Rustication

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<p>University. b) Any meeting, function or lawful activity authorized by the University.</p>	
<p>(v) Unauthorized use of or interference with, any technical, electrical or other services or installations of the University</p>	<p>Fine</p>
<p>(vi) Where a student is charged with any offence under any law, the University may suspend such student from studies until such time as his/her case is determined by the court and where he/she is convicted he/she may terminated from studies.</p>	<p>Suspension</p>
<p>(vii) Unauthorized possession of University property.</p>	<p>Stern warning</p>
<p>(viii) a) Refusal or failure to comply with a lawful order or directive by any officer of the University acting on behalf under an order from any competent organ or office of the University. b) Disobeying or obstructing or interfering with any authorized University officer. c) Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf.</p>	<p>Suspension</p>

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(ix) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or against any officer or employee of the University in the course of performance of such officer's or employee's duties.	Suspension
(x) Forging a document or uttering a false document or perpetrating forgery with intent to cause lies to any person, University or any other institution whether in cash or otherwise.	Rustication/ Expulsion
(xi) Inviting or entertaining a student in the University who has been barred from the University premises by the University Authority.	Stern warning
(xii) Refusal or failure to obey any lawful order issued under the University regulation promulgated by a competent organ of the University.	Suspension
(xiii) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the University when summoned to do so by a proper written notice by such authority or organ as prescribed by the University Charter.	Suspension
xiv) Wilful obstruction of the work of or proceedings	Suspension

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<p>conducted by the Disciplinary Authority or any other competent organ of the University or interference with witnesses in disciplinary proceedings conducted under these By-Laws.</p>	
<p>xv) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent organ of the University.</p>	<p>Suspension/ Expulsion</p>
<p>(xvi) a) Unauthorized holding of University and/or Campus Students meeting. b) Emergency Students meetings may be held only after the Deputy Vice Chancellor (Academic) has approved the same if they have the effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the University provided further that in other cases a three days notice shall be given to the Deputy Vice Chancellor (Administration and Finance) prior to the holding of such emergency Students meeting.</p>	<p>Suspension</p>
<p>(xvii) Inviting outsiders as guest speakers without the permission of the University Authority.</p>	<p>Stern warning</p>

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<p>(xviii) Wilful writing of defamatory literature and or uttering insults or obscene language by any student or group of students against any other student or groups of students or any employee of the University, or against the University, Government or any leader.</p>	<p>Rustication</p>
<p>(xix) Sexual harassment of whatever kind that may be committed by either sex and shall be deemed to include repeated and unwanted verbal, physical or gestured sexual advances; or sexually explicitly derogatory statements or sexually discriminatory remarks made by a student of the University which are offensive or may be reasonably interpreted as offending to a fellow student (victim) involved; or which cause the student (victim) to feel threatened, humiliated, patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies or which undermine ones general feeling of security or creates a threatening or intimidating study environment.</p>	<p>Expulsion</p>
<p>(xx) Rape, attempted rape or indecent assault.</p>	<p>Expulsion</p>
<p>(xxi) Mismanagement and/or embezzlement of students' organization funds and/or of any other recognized</p>	<p>Rustication</p>

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	students association established under the auspices of the students organization's financial regulations in force.	
(xxii)	Collecting money or charging fee or fees from any student or students or group or groups or any other person without prior permission of the University Authority.	Suspension
(xxiii)	Possession of lethal weapons within the campus which are intended to jeopardize peace, or endanger people's health/lives.	Rustication
(xxiv)	Arriving more than two weeks after the beginning of a semester without compelling reasons.	Stern warning/ Suspension
(xxv)	Failure to pay any debts owed to the University.	Suspension
(xxvi)	Failure to return University properties such as room keys, mattresses, books and other equipment or materials.	Stern Warning/ Replacement
(xxvii)	Demonstrating without permission of the Vice Chancellor or any other person authorized to act in that capacity.	Expulsion
(xxviii)	Drug abuse.	Stern Warning/ Suspension

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(xxix)	Going on strike.	Expulsion
(xxx)	a) Consumption of alcohol. b) Consumption of intoxicating drugs, unless a recognized medical officer approved by the University has prescribed the consumption. c) Unauthorised possession of alcohol or intoxicating drug in whatever concentration.	Suspension
(xxxi)	Smoking in no-smoking areas on the University Campus.	Stern warning
(xxxii)	Theft.	Expulsion
(xxxiii)	Fighting	Expulsion
(xxxiv)	Unauthorised removal of furniture and fittings from halls of residence	Stern warning/ Eviction
(xxxv)	Failure to report damage or loss of University property	Stern warning
(xxxvi)	Cooking in the halls of residence.	Stern warning/eviction
(xxxvii)	Unauthorised installation of any additional furniture	Stern warning
(xxxviii)	Musical appliances and instruments such as record players, radio, video, TV set and other sound making instruments played at high	Stern warning/ Suspension

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	volume levels. Students representatives complained that this provision is causing disturbance	
(xxxix)	Entertaining unauthorised visitors in one's room.	Stern warning/ Suspension
(xl)	Living with unauthorized person or persons in their rooms, including unauthorized student or other relatives.	Eviction
(xli)	Traveling outside the University without permission.	Stern warning
(xlii)	Failure to vacate the halls of residence at the end of semester when the University closes for vacation.	Stern warning/ Eviction
(xliii)	Cooking/Eating/taking food in the halls of resident.	Stern warning
(xliv)	Breach of dress code	Stern warning/ Suspension
(xlv)	Interaction between males and females in a manner not acceptable in Islamic norms.	Stern warning/ Suspension
(xlvi)	Breach of spiritual/moral affairs	Stern warning/

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		Suspension
(xlvii)	Failure to return key or mattress to Janitor on leaving the University residence at the end of each semester	paying of full residential charges from the beginning of vacation to the time the keys are returned plus any other appropriate penalty.
(xlviii)	Pre-marital and extra-marital sex and pregnancies	Expulsion of both male and female students involved in such acts
	All other acts which, in the opinion of the Disciplinary Authority, constitute a disciplinary offence.	Stern warning/eviction/suspension/rustication/expulsion

LIBRARY REGULATIONS:

1. All staff and students of University are entitled to use library services. Other categories of users may be admitted according to the University library policy on external readers. The University reserves the right to refuse admission to the library.
2. All users must have a current University identity card or library card, which must be produced when borrowing library materials, and at any other time on request.
3. A person registered on the ID card or library card is responsible for all material borrowed on that card. ID cards and library cards are not transferable. Lost or stolen cards should be reported immediately to the relevant authority.
4. All materials borrowed from the library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items until such time as all overdue items are returned. Fines may be levied on overdue items.
5. Users are liable for the cost of replacement or repair of all material lost; damaged or defaced by them while in their possession or while on loan to them.
6. Unauthorized removal or attempted removal of any item from the library will be regarded by the University as a serious offence.
7. Library users must refrain from behaviour which would cause a disturbance to other users. The library is a study area and noise must be kept to a minimum.

8. Smoking, eating and drinking in the library are forbidden, and users should not bring food and/or drink into the library.
9. Mobile phones, personal stereos etc. must be switched off and may not be used, within the library.
10. All users of the University's photocopying equipment are required to comply with the provisions of the copyright laws when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the University's disciplinary procedures.
11. Items left on University property are left entirely at the owner's risk. The University accepts no responsibility for any loss, damage to or theft of such items, howsoever caused.
12. Library staff are authorised to take appropriate action to ensure that all Library users comply with these regulations. Users are required to comply with directions from library staff. Users are required to co-operate fully with any requests made by any member of the library staff to allow the items in the possession of the user to be inspected, and failure to render such co-operation will be regarded as a serious offence.
13. Opening Hours:

Monday to Thursday 8.00 am - 6.00 pm
7.30 pm -10.00 pm

Fridays 8.00 am - 12.00 noon

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	3.00 pm - 6.00 pm 7.30 pm - 10.00 pm
Saturdays	8.00 am - 6.00 pm 7.30 pm - 10.00 pm
Sundays	8.00 am - 6.00 pm 7.30 pm - 9.00 pm
Public holidays	2:00 pm - 6:00 pm

GENERAL UNIVERSITY EXAMINATION REGULATIONS

The University shall have three types of Examinations

1 Entrance Examination

Candidates who meet the University's minimum admission requirements shall be required to sit for entrance examination before they are admitted. The examination is divided into two parts:

1.1 **Morning Session:** This is a three hour paper that consists of three sections:

- **Section I:** English Language Proficiency Test (Grammar, structure and Comprehension);
- **Section II:** Basic Mathematics Reasoning Test (simple arithmetic);
- **Section III:** General Knowledge Test (Current affairs).
- **Candidates are required to answer all questions in these sections.**

1.2 **Afternoon Session:**

This paper contains questions from A Level subjects. Candidates are required to answer questions from three sections of

their choice provided they make a form VI subject combination.

2 Mature Age Entry Examination

Details for the Mature Age Entry Examination Scheme are provided under Section 30 of the Admission Regulations.

3 University Examinations

These are all examinations, tests, quizzes, class assignments and other forms of examinations administered to candidates registered at the University as full time, short term, occasional, or pre University students.

3.1 Assessment

3.1.1 All courses shall be examined during the academic semesters in which they are studied. The examinations shall consist of continuous assessment of written assignments, tests, quizzes, projects, and written examinations at the end of each semester. Course work assessment shall account for 40 per cent of the total final marks, while the final examination shall account for 60 per cent of the overall total final examination marks.

3.1.2 Pass mark for each examination paper shall be 40 per cent.

3.1.3 Oral Examination

A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations. When Oral Examination is applicable the percentages of the total marks awarded shall be as follows (written examinations 60%, practical examinations 20% and oral examinations 20%). Otherwise, the Senate on the recommendation of the appropriate Faculty Board shall determine the distribution.

4. Eligibility for Examinations

- 4.1 No candidate shall be admitted to any examination in any subject unless the Dean of the Faculty has satisfied himself/herself that the candidate has fully completed all the requirements of the course. Where a candidate who has been barred from an examination enters the examination room and sits for the paper, her/his results shall be declared null and void.
- 4.2 A candidate whose work progress is considered unsatisfactory may be advised by the Dean of the Faculty to withdraw from the University.

5. Absence from Examinations

A candidate who absents himself/herself from an examination or examinations (as prescribed under section 3 of the General University Examination

Regulations) without convincing reasons shall be discontinued from studies.

6. Board of Examiners

6.1 There shall be a Board of Examiners at departmental and Faculty levels which shall consist of Internal and External Examiners.

6.2 External Examiners shall receive such honoraria, as the Council shall prescribe.

7. Dates of Examinations

7.1 Examinations in all Faculties shall be held at a time to be determined by the University, which shall normally be the last two weeks of the academic semester. Candidates who are referred will be re-examined in the referred subjects at a time to be determined by the University, which shall be normally not less than one month after the ordinary final examinations at the end of the academic semester.

7.2 A candidate who for any genuine cause was unable to present himself/herself in the ordinary examination may, with the special permission of the Senate, present himself/herself for first sitting examination, at a time fixed for any supplementary examination.

7.3 In case such a candidate again for any genuine cause was unable to sit during the time fixed for

supplementary examination, she/he shall be required to postpone studies.

- 7.4 Any such candidate who fails in his/her first sitting in any examination done at a time other than ordinary examination time shall be allowed to do a supplementary examination one-month after the official results.

8. Conduct of Examinations

- 8.1 University examinations shall be conducted under the control of the Deputy Vice Chancellor (Academic) or such other officer of the University as the Deputy Vice Chancellor (Academic) may appoint.
- 8.2 Senate shall appoint the examiners for the University Examinations in the manner it shall prescribe.
- 8.3. The Office of the Deputy Vice Chancellor (Academics) shall have power to issue instructions, notes and guidelines to candidates, invigilators, and examiners.

9. Examination Irregularities

- 9.1 An examination irregularity may include cheating or dishonesty or falsification, causing disturbance in or near any examination room, destruction of evidence of unauthorised material, unauthorised absence from the examination room, staying

outside the examination room for unduly long period without permission from the invigilator.

- 9.2 Unauthorised materials include written or printed materials, electronic devices such as mobile phones, computers, radio cassettes or other types of cassette players, radios, drinks, food and any other material specified from time to time by the University Authorities.
- 9.3 All cases of alleged examination irregularities shall be reported immediately to the Deputy Vice Chancellor (Academic) who shall promptly call the Examination Committee to discuss the matter and decide what further actions to take.
- 9.4 Any candidate who will be proved to have cheated in any part of the examination as prescribed under Section 3 of the General University Examination Regulations, or brought or used unauthorised material in the examination room shall be discontinued forthwith from studies, subject to confirmation by Senate.

A candidate discontinued from University because of an examination irregularity shall be required to stay outside the University for two years. He/she may be reinstated after sending a request to Senate through his/her respective Department and Faculty. The Senate shall have powers to allow the student to continue with studies in a year of study or request the candidate to send a fresh application for admission.

10. Release of Examination Results

- 10.1 The Dean of the relevant Faculty shall publish the provisional results of the candidates after every examination; arranged in a manner prescribed by Senate, soon after the Faculty Board meeting but the results shall not be regarded as final until Senate confirms them.
- 10.2 The Faculty Board, with Senate's permission, may release provisional examination results at the end of each semester. These results are subject to approval of the Senate.

11. Appeals

- 11.1 When unfair marking, which has not been seen by external examiner or other similar irregularity in the conduct of any University Examination, is alleged, an appeal shall be made by the concerned student.
- 11.2 An appeal pertaining to the conduct of any University examinations and marking scripts must be lodged within two years from the date of publications of the results by or under the authority of the Senate
- 11.3 Any appeal must be lodged with the Faculty Board to which the appellant belongs. The Faculty Board or its Chairman shall make observations or recommendations and then forward to the Senate.

12. Preservation of scripts

The University shall preserve the students' scripts for the purpose of reference for a period of two years.

13. Academic Progress

13.1 Supplementary

- 13.1.1 A candidate failing in a maximum of six courses and whose GPA is not less than 2.0 shall be allowed to supplement.
- 13.1.2 A candidate failing supplementary examination in more than two courses shall be discontinued.
- 13.1.3 A supplementary examination shall be awarded a "C" grade.

13.2 Carry Over

- 13.2.1 The Senate may allow a candidate who failed supplementary examination in one or two courses to carry over the failed course to the next semester
- 13.2.2 A candidate allowed to carry over courses shall have to clear them within two academic semesters otherwise he/she shall be declared to have failed the course and therefore shall be discontinued from studies.

- 13.2.3 No candidate shall be allowed to carry over more than two courses in one semester.
- 13.2.4 With the Senate's permission, Faculties may set assessment procedures for carried over courses
- 13.2.5 A carried over subject shall be awarded a "C" grade.
- 13.2.6 No candidate shall be allowed to carry over a course more than once.

13.3 Repeating a Course/Courses

- 13.3.1 The Senate may allow a candidate to repeat a failed carried over course provided that the candidate's GPA is 2.5 and above
- 13.3.2. If the Senate allows the candidate to repeat a failed carried over course, then the candidate shall have to complete all requirements for the course and sit for the final examination.

13.4 Discontinuation from studies on academic grounds

- 13.4.1 First year candidates failing in more than six courses shall be discontinued.
- 13.4.2 First year candidates failing in three courses or less and whose GPA is less than 2.0 shall be discontinued.

13.4.3 A second, third or fourth year candidate failing in more than six courses shall be discontinued from studies.

13.4.4 A candidate who fails a repeated carried over course shall be discontinued from studies

14 Grading System

14.1 For purposes of the classification of degrees, a Five-Point system shall be used in averaging the final grades.

14.2 The letter grades shall be assigned as follows:

Marks		Grade	Points	Remarks
70 - 100	=	A	5 points	Excellent
60 - 69	=	B+	4 points	Very Good
50 - 59	=	B	3 points	Good
40 - 49	=	C	2 points	Fair/satisfactory
35 - 39	=	D	1 point	Fail
0 - 34	=	E	0 point	Absolute fail

15 Classification of Degrees

15.1 Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of its course units. A candidate's overall performance, i.e., Grade Point Average (GPA) is then found by dividing the total scores taken for all course units into the weighted total number of all courses taken.

$$\text{Grade Points Average (GPA)} = \frac{\text{Total score taken for all course units}}{\text{Weighted Total number of all courses taken}}$$

15.2 The Bachelor degree of the Muslim University of Morogoro shall be graded as first class, upper second class, lower second class, and pass (third class). These categories shall be awarded as follows:

- (i) First class shall be awarded to a candidate who obtains an overall average of A, i.e., a GPA of 4.4 to 5.0.
- (ii) Upper Second Class shall be awarded to a candidate who obtains an overall average in the range of 3.5 to 4.3
- (iii) Lower Second Class shall be awarded to a candidate who obtains an overall average in the range of 2.7 to 3.4.
- (iv) Pass degree shall be awarded to candidate who obtains an overall average in the range of 2.0 to 2.6

15.3 GPAs shall be truncated to one decimal place.

16 Certificates and Transcripts

- 16.1 The Muslim University of Morogoro certificates shall carry special features as shall be prescribed. Original certificates shall be signed by the Vice Chancellor and the Deputy Vice Chancellor (Academic) and shall be issued to graduates upon successful completion of their programme. The Deputy Vice Chancellor (Academic) or any other person appointed by the University Authorities may certify copies of certificates as true copies of the original.
- 16.2 Original copies of official transcripts are property of the University. They must be kept under the custodian of the Deputy Vice Chancellor (Academic) or any other person appointed by the University Authorities. They also carry special features as specified. Candidates shall be issued with certified copies of transcripts.
- 16.3 The Senate may prescribe rates of certification fee from time to time.

17. Loss of Certificate

- 17.1 In case of loss of the original certificate or a copy thereof of, the Senate or its Chairman may authorise the Deputy Vice Chancellor (Academic) to issue a copy after fulfilling the following conditions:
- (a) The applicant produces a sworn affidavit declaring the loss of the certificate;

- (b) Produces evidence that the loss has been reported to applicant's nearest Police Station;
- (c) Produces evidence that the loss has been widely announced on the newspaper and other media;
- (d) The applicant has paid the replacement fee as prescribed by Senate
- (e) A copy of the lost certificate shall be issued after one year from the date the applicant has submitted the requirements stated (a) – (d) above.
- (f) The University shall issue a new certificate stamped **COPY** across.

17.2 In case of partial destruction of the original certificate or a copy thereof of the Muslim University of Morogoro, the Senate or its Chairman may authorise the Deputy Vice Chancellor (Academic) to issue a copy after fulfilling the following conditions:

- (a) The applicant produces a sworn affidavit declaring the destruction of the certificate;
- (b) Submits a letter to the Deputy Vice Chancellor (Academics) requesting the University to replace the destroyed certificate;

- (c) Submits the destroyed certificate;
- (d) The applicant has paid the replacement fee as prescribed by Senate
- (e) The University shall issue a new certificate stamped **COPY** across

18 Payment of fees

- 18.1 Candidates who have not paid University fees may not be allowed to sit for examinations until they have cleared their debts.
- 18.2 Any candidate barred from examination(s) on grounds of non-payment of fees shall be deemed to have absconded himself/herself from the examination(s) and shall then be discontinued from studies on those grounds.
- 18.3 Any candidate who owes the University shall not be allowed to graduate.
- 18.4 A candidate who owes the University shall not be issued with an academic transcript, statement of results or any other academic document.

GUIDELINES PERTAINING TO THE CONDUCT OF UNIVERSITY EXAMINATIONS

1 Examiners

1.1 Internal Examiners

All academic members of staff who have participated in teaching courses under examination shall constitute Board of Internal examiners.

1.1.1 Duties and Responsibilities of Internal Examiners

- (a) Participate fully in the Examination Process
- (b) Attend the examination room before and after the examination to assist Invigilators.
- (c) Mark the Examination and submit provisional results to the Head of Department.

1.2 External Examiners

- (i) External Examiners shall be appointed from qualified persons outside the University who have not served the University for any post (part time, temporary, or permanent) for at least two years before the appointment.

- (ii) Unless the Senate decides otherwise, a person shall not serve as an external examiner for a period longer than four consecutive years.
- (iii) Unless the Senate decides otherwise, a person who has served as external examiner for a period of four consecutive years may be re- appointed two years after the end of his first appointment.
- (iv) No person shall serve as external examiner for more than two terms.

1.2.1 Appointment of External Examiners

- (a) The Department, through the Faculty, shall recommend to Senate the appointment of External Examiner. The recommendation shall be attached with the candidate's CV.
- (b) The minimum period of field experience before someone can be eligible for appointment, as external examiner shall be three (3) years for holders of Masters degree and two (2) years for holders of Doctorate degree.
- (c) The Deputy Vice Chancellor (Academic) shall then send them formal appointment after the Senate approval. The external examiner will be informed of the examination period and allowances payable.

1.3 Release of Semester I Examination Results

Candidates must be given provisional results for the first semester examinations. Candidates who are eligible to sit for supplementary/special examination must do so at the beginning of the 2nd Semester.

1.4 Moderation and Marking by External Examiners

1.4.1 Upon arrival for the duty, the external examiner shall be provided with:

- Course outline
- Reading list
- Examination questions
- Marking scheme
- Candidates' answer scripts

1.4.2 External Examiners shall mark examination scripts of each semester.

1.4.3 Where there is a discrepancy in grade between internal and external examiner, the External Examiner's grade shall be final.

1.4.4 Where there is a substantial discrepancy in grade between internal and external examiner, the Examiners Board shall have the mandate to direct the Department concerned on how to resolve the issue.

1.5 Allowances

In consideration of their services to have University, External examiners shall receive:

- (a) Honorarium as prescribed by Senate;
- (b) Free Hotel accommodation for a specified period of time;
- (c) Return First Class ticket by sea or rail, or economy class by air;
- (d) Meal allowance (the amount to be prescribed by Senate);
- (e) Refund of incidental expenses (postage, fax, local transport, visa, etc.) upon submission of relevant receipts.

1.6 External Examiners` Reports

External Examiners are required, as part of their duties, to report to the Deputy Vice Chancellor (Academic) on the general standard of the examination papers and the candidates` performance. The report shall follow the following format:

- Introduction (General overview of the syllabus, course outline, course content, examination questions and material covered);

- Relevance of the material covered to the subject matter;
- Relevance of the examination in relation to the syllabus, course outlines and course contents and the material covered;
- Comments on each examination question;
- Recommendation on areas of improvement;
- Conclusion.

1.7 Meeting with Internal Examiners

It is recommended that external and internal examiners for each Faculty meet before the external examiners depart. The meeting will put them together and exchange ideas for further advancement of their frontiers of knowledge on their relevant academic disciplines.

1.8 External Examiners for Supplementary/Special Examinations

There shall be no external examiner for Supplementary/Special Examinations. However, the Faculty may appoint a staff member to act as moderator.

INSTRUCTIONS TO CANDIDATES

1. These instructions shall be read together with other University Regulations governing the conduct of examinations.
2. Candidates shall make sure that they have been issued with Examination Numbers two or three days before examinations begin.
3. Candidates shall read the examination timetable and if they need any assistance on the timetable, they are required to see the Examinations Officer as soon as they discover a problem on the timetable.
4. Candidates are required to acquaint themselves with the seating arrangement for each examination well in advance.
5. Candidates are required to be at the examination centre at least twenty minutes before the commencement of the examination.
6. No candidates shall enter into the examination room unless they are told to do so by the Invigilator.
7. The Invigilator shall allow candidates to enter into the examination room ten minutes before the commencement of the examination.

8. In case the Invigilator fails to turn up at the examination room twenty minutes after the time scheduled for the commencement of the examination, candidates' representative shall immediately report to the Head of Department, who shall then report to the Faculty Dean and Examinations Officer.
9. After being admitted into the examination room, candidates are required to sit quietly at their respective seats.
10. Rough work shall be done at the end of the examination answer book and crossed.
11. If a candidate needs additional answer book, she/he shall request for it from the Invigilator.
12. No books, papers, bags, mobile phone, radios, cassette players, computers and all other electronic devices, and any kind of unauthorised material shall be taken into the examination room.
13. Candidates may request the Invigilator to provide mathematical tables, statutes, and/or any other material required for a particular examination.
14. Once a candidate is found with unauthorised material in the examination room, he/she shall be required to sign on the material to confirm that they are his/hers.

15. Failure of the candidate to adhere to Instruction No. 14 shall constitute an offence.
16. Invigilator shall have the power to confiscate any book; manuscript, paper, electronic device or other unauthorised material brought into the examination room by a candidate.
17. The invigilator shall have the power to expel any candidate who creates disturbance in the examination room.
18. No candidate shall be allowed to enter into the examination room after lapse of thirty minutes from the commencement of the examination.
19. No candidate shall be allowed to leave the examination room within the first thirty minutes after the commencement of the examination.
20. No candidate shall be allowed to leave the examination room without permission from the Invigilator.
21. At the end of the examination and on instruction from the Invigilator, candidates shall stop writing and remain seated until all examination scripts are collected and counted by the Invigilator.
22. Candidates shall not leave the examination room until the invigilator tells them to do so.

23. Candidates shall not be allowed to take anything from the examination room unless they are instructed otherwise.
24. If a candidate feels sick during the examination, he/she shall report the matter to the Invigilator.

INSTRUCTIONS TO INVIGILATORS

1 Procedures before the examination

- 1.1 The Invigilator shall be present in the examination room at least twenty minutes before the commencement of the examination.
- 1.2 If he/she finds some student in the examination room, he/she shall order them to vacate the room.
- 1.3 Invigilators shall make sure that the Faculty Examinations Officer provided them with the following items:
 - (a) Question papers.
 - ◆ Sealed envelopes containing question papers shall be personally collected by each Invigilator from the Examination Officer at least thirty minutes before the examination.

- ◆ If the envelope containing examination papers is not sealed, the Invigilator must report the incidence to the Head of Department who shall then report to the Dean and the Deputy Vice Chancellor (Academic).
 - (b) List of candidates required to sit for the examination;
 - (c) Invigilators' Report Form;
 - (d) Examination answer books;
 - (e) Any other material needed for the examination (e.g. charts, log tables, statutes, etc.).
- 1.4 In case the Invigilator failed to collect question papers and other material from the Examinations Officer five minutes after the time scheduled for commencement of the examination, the Examinations Officer shall report the incident to the Head of Department who shall then appoint another Invigilator.
- 1.5 The Head of Department shall request the Invigilator who failed to execute his/her obligations to provide a written explanation before reporting the matter to the Faculty Dean.

- 1.6 Invigilators shall announce that no bags, books, attaché cases, papers, electronic devices are allowed in the examination room. For security of some items, the Invigilator may allow candidates to deposit them with him/her before the candidate is permitted to enter the examination room.
- 1.7 Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination. In case of a big class, invigilators may admit candidates twenty minutes before commencement of examination.
- 1.8 Invigilators shall make sure that all candidates have taken their proper seats.
- 1.9 After all candidates are seated, the Invigilator shall inspect the room to make sure that there is no unauthorised material.
- 1.10 After all candidates are seated, the Invigilator shall:
 - (a) Remind the candidate that unauthorised material are not allowed in the examination room;
 - (b) Distribute examination papers;
 - (c) Distribute examination answer books;

- (d) Call attention to any instructions on the answer book and question papers if necessary;
- (e) Announce to candidates that they should satisfy themselves that they are in possession of the correct examination paper.
- (f) Announce duration of the examination;
- (g) Give candidates five minutes to read the examination paper and ask questions if any;
- (h) Tell the candidates to start writing the examination and note the starting time.

2. During the Examination

- 2.1 Invigilators shall not admit any candidate to the examination room after thirty minutes from the commencement of the examination.
- 2.2 Invigilators shall not allow any candidate to leave the examination room within the first thirty minutes of the examination.
- 2.3 After the first thirty minutes the Invigilator shall pass around register the candidates

- present and collect examination papers and answer books from vacant seats.
- 2.4 During the examination, the Invigilator shall make sure that candidates are provided with any additional requirements like papers, log tables, statutes, etc.
- 2.5 Candidates may be provided with rough papers or allowed to do rough work at the end of their answer books.
- 2.6 No candidate shall be permitted to leave her/his seat during the examination without the permission of the Invigilator..
- 2.7 In case of an examination irregularity, (especially cheating, i.e., copying, communicating, or causing disturbance and any other unfair practice) the Invigilator shall call the attention of another Invigilator or any other staff member who is around to act as a witness, if available. Then the case shall be reported to the Examinations Officer immediately.
- 2.8 Once the Invigilator finds a candidate with unauthorised material, she/he shall make the candidate sign on the material to confirm that the material belongs to him or her.
- 2.9 Invigilators shall have the power to confiscate unauthorised material and order

the candidate to leave the examination room if she/he creates disturbance.

- 2.10 In case of 2.7 and 2.8, the candidate shall be informed that she/he has contravened the University Examination regulations and that she/he shall be reported to the University Authorities, but she/he shall be allowed to continue with the examination.
- 2.11 After the examination the Invigilator shall write a report on the incident and submit it together with the confiscated material to the Deputy Vice Chancellor (Academic).
- 2.12 In case of an examination irregularity the Deputy Vice Chancellor (Academic) shall call the Examinations Committee to discuss the matter. The accused student and other witnesses shall appear before the committee.
- 2.13 During the examination, the Invigilator shall move around the examination room as frequently as possible.
- 2.14 In case of illness of a candidate, the Invigilator shall report the incident immediately to the Examinations Officer.

3. At the end of the Examination

- 3.1 No candidate shall be allowed to leave the examination room before her/his script has been collected.
- 3.2 At the end of the examination period the Invigilator shall ask students to stop writing and then collect all scripts.
- 3.3 Invigilator shall count the examination scripts and compare them to the attendance sheet. This is to ensure that all scripts have been collected.
- 3.4 Invigilators shall sign the attendance sheet before they hand over the scripts to Internal Examiner.
- 3.5 The Internal Examiner shall countercheck the number of scripts and countersign the attendance sheet.
- 3.6 Invigilators shall hand over all extra examination papers and answer books to the Head of the relevant Department.