

**THE STATE UNIVERSITY OF ZANZIBAR
ACT, NO. 8 OF 1999**

**THE STATE UNIVERSITY OF ZANZIBAR
ACADEMIC REGULATIONS, 2021**

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LEGAL NOTICE NO. 97

**THE STATE UNIVERSITY OF ZANZIBAR
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**THE STATE UNIVERSITY OF ZANZIBAR
ACADEMIC REGULATIONS, 2021
(Made under section 56)**

IN EXERCISE of the powers conferred upon it under section 56 of the State University of Zanzibar Act, No. 8 of 1999, the **Council of the State University of Zanzibar** do hereby make the following Regulations:

**PART ONE
PRELIMINARY PROVISIONS**

Short title and
commence-
ment.

1. These Regulations may be cited as the State University of Zanzibar Academic Regulations, 2021 and shall come into force upon being approved by the Council and published in the Official Gazette.

Application.

2. These Regulations shall apply to the matter regarding Undergraduate Studies.

Interpretation.

3. In these Regulations unless the context otherwise requires:

“Act” means the State University of Zanzibar Act, No. 8 of 1999;

“Academic Committee” means Committee in every school or Institute as established under the provisions of the Act;

“Assessment” means a process of judgment for the students’ Progresses and performance of learning;

“Award” means a conferment upon the student who has successfully completed a given program of study;

“Appeal” means an act or process in which the student aggrieved by a decision made against them to refer a matter to the Institute for determination;

“Council” means the Council of the State University of Zanzibar established under the provisions of the Act;

“Coursework” means any mode of assessment used to test the student during the semester excluding end of semester examinations;

“Disability” means impairment that may be cognitive, developmental, intellectual, mental, physical, sensory, or some combination of these and may include but are not limited to: Physical Disabilities, Developmental disabilities, Hearing impairments, Visual impairments and Albinism;

“DUS” means Directorate of Undergraduate Studies;

“Field Practice” means part of academic program for students, offered by the University which include but not limited to Teaching practice, Practical training, Media attachment, Internship, Apprenticeship;

“Invigilator” means a person given the responsibility of supervising students seating for examinations;

“Plagiarism” means copying, lifting, stealing, illegal use, boot legging or any other mode of use of academic work that constitute breach of copyright or incorporation of a significant amount un-acknowledged direct quotation from, or un-attributed paraphrasing of the work of another and submitting for examination or assessments as though it were one’s own work;

“Reasonable Academic Accommodations” means planned modifications, adjustments or variations in the manner in which students may receive course instruction, participate in course activities, or be evaluated or accommodations designed to eliminate or reduce barriers to participation in academic life and to ensure that students are treated with dignity and respect;

“Recognition of Prior Learning” means Process of assessing, accrediting, and certifying the previous learning and experience of a learner for the purpose of access to higher education and career progression;

“Students with disabilities” means students who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others;

“Special educational needs” means any condition or learning difficulty which calls for special educational provision to be made for a student;

“Teaching Practice or Practical Training” means part of academic program for students offered by the University;

“Teaching Practicing Coordinator” means a person in charge of running and directs teaching practice appointed by the Deputy Vice Chancellor for Academics, Research and Consultancy;

“Unauthorized material” means any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassettes or other types of cassette, Digital Versatile Disk, Video Compact Disk players, computers, possession of such as a book, notes or loose papers of any kind or any source of unauthorized information including crib notes or answerers; unauthorized calculators, accessing pre-hidden material or notes in toilets or elsewhere, body print, henna and any other material as may be specified from time to time by the University.

PART TWO PROVISIONS RELATING TO ADMISSION

Applications
for admission.

4.-(1) A person who intends to join the University shall apply for admission to the Vice Chancellor.

(2) The application shall be made by filling the University Online Application Form available in the University website or any other place or manner as the University may announce from time to time.

(3) The Form under subregulation (2) of this regulation shall be sent online to the Directorate of Undergraduate Studies.

(4) The Directorate of Undergraduate Studies shall, after receiving evidence of payment of application fees as may be pronounced by the University from time to time, scrutinize such applications and select qualified applicants.

Application
procedures.

5.-(1) The applicant shall be required to furnish the University with:

- (a) details of academic qualifications;
- (b) address;
- (c) certified copy of academic certificates;
- (d) certified copy of birth certificates; and
- (e) any other relevant information and documents as per the requirements of the University.

(2) The applicant who is employed shall produce evidence of release from the employer.

(3) The University shall provide other requirements for admission as may deem necessary.

(4) Upon submission of the application Form, the applicant shall accompany such application with "Form A" of Sponsor's Declaration Form as prescribed in the Schedule of these Regulations.

Admission
Qualification
and Provisional
Admission.

6.-(1) The University shall consider the applications and admit every applicant subject to qualification criteria prescribed by University.

(2) An Applicant, who has completed the requisite conditions for application with all qualifications, shall be admitted to the University based on the applicant's choice of program.

(3) An applicant who has been admitted for study shall be notified in writing through the applicant's address available in their online application form.

(4) Once admitted to the University, the student shall be required to submit a medical report from the hospital recognized by the University.

(5) Every admitted student shall adhere to the University Laws and Regulations.

(6) The Directorate of Undergraduate Studies may reject an application and state reasons thereof.

Entry
Qualifications.

7.-(1) There shall be entry qualifications for each program as prescribed from time to time through University Website or other means as may be stipulated by the University.

(2) Entry qualifications are classified into:

- (a) direct entry - for an applicant who is admitted directly using Advanced or Ordinary level qualification;
- (b) equivalent entry - for an applicant from diploma level or certificate;
- (c) pre-entry – for the applicant who do not qualify for direct entry or equivalent entry, may apply for a pre-entry program as prescribed by the University; and
- (d) recognition of prior-learning.

Selection of Students.

8. The Directorate of Undergraduate Studies has power to select qualified applicants with respect to University demands and capacity.

Appeal for Admission.

9.(1) An applicant who is not satisfied with the decision of the Directorate of Undergraduate Studies regarding the admission process shall, within seven days (2) After the decision of the Directorate of Undergraduate Studies, appeal to the Senate by filling FORM B prescribed under Schedule to these Regulations.

(2) An appeal under subregulation (1) of this regulation shall be lodged upon payment of prescribed fee.

PART THREE REGISTRATION PROVISIONS

Registration.

10.(1) The student shall be registered online within the first two weeks of each semester by the Directorate of Undergraduate Studies.

(2) Subject to subregulation (1) of this regulation, the student who is not registered shall not attend any lecture or study in the University.

(3) The registered candidate, who has paid all the prescribed fees required by the University, shall be eligible to sit for university examination in a particular program.

(4) Late registration to any student shall be penalized by extra charges determined by the council or unless otherwise stated in these Regulations.

(5) For the purpose of subregulation (4) of this regulation, late registration means registration processes made by the student after elapse of the first two weeks of every semester.

(6) The student may register for optional courses provided by the department in the subsequent semester, two weeks before the end of the operating semester.

(7) Every student shall be assigned to specific Academic Advisor immediately after registration.

Change of
Program.

11.-(1) The student shall be registered and admitted to the university in accordance with the applied program.

(2) The student may be allowed to change program within the first two weeks after the beginning of the semester.

(3) The student shall not be permitted to change program after the elapse of the first two weeks of a semester.

(4) The applications for changing the optional program shall be made by filling “FORM C” as prescribed in the Schedule of these Regulations.

(5) Applications for changing the optional program shall be determined by the Head of the relevant department.

(6) Subject to subregulation (5) of this regulation, the Head of the relevant department shall immediately inform Director of Undergraduate Studies for necessary changes.

Change of
name.

12.-(1) The student in the course of study at the University shall use the names that appear in the birth certificate.

(2) Where it appears that the names in the Birth Certificate are different from that in Certificate of Secondary Education, the University shall have the right to use the names that appears in the Certificate of Secondary Education.

(3) A change of names by the student shall not be entertained during the course of study at the University unless for the names appearing in the affidavit or deed pool from the Magistrate or Commissioner for oath or notary public.

Bursaries and Fees.

13.-(1) The student shall produce evidence of sponsorship at the beginning of the academic year.

(2) The student shall pay at least one third of the total annual fees within first two weeks of each semester.

(3) The University shall revoke registration of any student who fails to pay the prescribed fees within the specified time.

(4) The student shall not attend classes for studies, do examinations, tests or any other assignment at the University unless the prescribed fees have been paid.

(5) Payment shall be made to the University Bank Account as may be prescribed by the University.

(6) Fees paid shall not be refunded.

(7) The Senate may prescribe any other appropriate measures against the student who fails to pay University fees from time to time.

Foreign Students.

14.-(1) Foreign students shall observe and comply with the immigration regulations and other related laws of the land.

(2) A Foreign student shall not be allowed to enter class for studies at the University unless student visa or resident permit is acquired.

(3) Foreign students shall pay fees as determined by the University Authority.

(4) Foreign applicants who come from the country where media of instruction is not English shall submit proof of English Proficiency.

(5) Foreign students who come to study Kiswahili Programs shall have to sit for Kiswahili profession test or undergo one year special Kiswahili language course offered by the University.

PART FOUR EXAMINATIONS PROVISIONS

Semester Examinations.

15.-(1) There shall be Semester Examinations at the end of every academic semester.

(2) The student enrolled in a particular program of study shall at the end of the semester, sit for examinations in all subjects offered during the semester provided that they comply and meet the conditions prescribed under regulation 16 of these Regulations.

(3) Every student shall be eligible to sit for examination when:

- (a) For undergraduate courses; obtains 40 per cent of the total course work except for health programs where as student is required to obtain 50 per cent of the course work;
- (b) 50 per cent from the total coursework for Non-Degree program;
- (c) The student who fails coursework shall repeat the course.

(4) Pass mark for Semester Examination shall be 40% of the total examination score for Degree Programs and 50% for Medical Doctors, Doctor of Dental Surgery, all Diploma and Certificate Programs.

Conditions
for
Examination.

16. The student pursuing studies at the University, shall be admitted to the examination room on the conditions that a student:

- (a) has completed the laid down registration regulations and procedures of the University;
- (b) is not in debt for a University fee or other University financial dues;
- (c) has a valid examination and University identity cards;
- (d) has fulfill not less than 80% of overall attendance in every subject during the semester; and
- (e) is not barred by lawful order or any other law from seating in the examination in question.

Issuance of
Examination
Cards.

17.-(1) The student who is eligible for examination shall be provided with examination card before the commencement of the examination.

(2) The student shall be required to produce examination card before the examination paper being issued by the invigilator.

Examination time table.

18. -(1) The University shall issue and affix on each University notice board or website an examination time table before the date on which the examination is set to commence.

(2) Subject to subregulation (1) of this regulation, examination time table shall specify name of courses, venue, time and date upon which the examination of every such course is set to be held.

Appearance for Examination.

19. -(1) The student who is eligible for examination shall be present and sit for the examinations.

(2) Subject to subregulation (1) of this regulation, the student who is unable to appear in the examinations shall notify in writing as prescribed in FORM D of the Schedule, by applying for postponement of the examination and specify sufficient reasons for not being able to sit for the examinations.

(3) The student shall address the application made under subregulation 2 of this regulation to the Deputy Vice Chancellor through Head of Department and Dean of School.

(4) The student is not permitted to enter into the examination room after elapse of thirty minutes from commencement time of the exams.

(5) The student is not permitted to leave the examination room until thirty minutes have elapsed after commencement time of the exams.

Seating Arrangement.

20. -(1) The student who is eligible for examination shall be aware of the seating arrangements for their respective exams in advance.

(2) The student shall sit at a reasonable distance between one another in the examination room as determined by the Officers of Directorate of Undergraduate Studies and Quality Affairs.

Examination Irregularities.

21. -(1) The Senate shall make decisions in all cases of alleged examination irregularities, including:

- (a) unauthorized absence from examinations;
- (b) possession of unauthorized materials in the examination room;
- (c) causing disturbance in or near examination room;

- (d) any form or kind of dishonesty;
- (e) destruction or falsification of any evidence or irregularities; or
- (f) cheating in the examinations.

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

- (a) obtaining in advance a copy of an unseen written examination;
- (b) possessing and entering in the examination room with unauthorized materials or equipment such as books, manuscripts, bags, attached cases, Compact Discs, radio cassettes, papers, cell phones dress or body print or other material that is prohibited;
- (c) using electronically stored information, calculators unless permitted otherwise by the respective Department;
- (d) passing or receiving or attempting to pass or receive verbal, written or electronic communication or any other form of unfair assistance to or from other candidates or other source during the examination;
- (e) reading or attempt to read and copying or attempt to copy from another candidate’s examination scripts or unused examination booklet;
- (f) unauthorized possession of used or unused examination booklet;
- (g) impersonating another student or allowing student to be impersonated; or
- (h) any other issue that may be deemed as examination irregularities by the Senate from time to time.

(3) The Head of Directorate of Undergraduate Study shall report the matter to the School’s or Institute’s Board for investigation and recommendations.

Academic
committe.

22.-(1) The School’s or Institute’s Academic Board shall appoint a committee of the following members to conduct an investigation on the matter in issue:

- (a) Member from the Senate as a Chairperson;
- (b) Two Heads of Department in the respective School or Institute;
- (c) Quality Assurance Officer as a Secretary;
- (d) Legal officer;
- (e) Dean of Students; and
- (f) Representative from SUZASO.

(2) The Committee under subregulation (1) of this regulation may, in its opinion, invite any person who facilitates the deliberations and functions of the Committee.

Powers of Academic committee.

23. -(1) The Committee under regulation 22 of these Regulations shall have the powers to:

- (a) summon the students, invigilators, University staff or any other person as it deems necessary to testify before it; and
- (b) conduct hearing by observing the principles of natural justice between the parties and provide appropriate measures to be taken by the Senate.

(2) The Committee shall investigate and determine any dispute referred to it with due regard to the law of evidence and subject to these regulations.

(3) Evidence may be taken by the Committee through oral or written statement.

(4) Where a witness is called by a complainant, the witness shall first be examined by the complainant and then be cross- examined by the respondent.

(5) If the complainant deems it necessary may again reexamine the witness.

(6) The Committee's findings consisted with merits, suggestions and measures to be taken relating to the proceeding of the case shall be submitted to the School's or Institute's Academic Committee for consideration and any other suggestions.

(7) With regard to the committee's findings, the School or Institute Academic Committee shall propose to the Senate suggestions and measures to be taken and the Senate shall make decision.

Procedures
of the
Academic
Committee.

24. The Committee may adopt its own procedures as it may consider proper, provided that the committee shall not offend or seek to offend the following principles of natural justice:

- (a) the complainant shall open the case and produce evidence in support thereof.
- (b) the Committee shall then give an opportunity to the student to state their case and produce evidence in support thereof.
- (c) at the conclusion of the case proceedings, the complainant shall not, without special leave of the Committee, make an address in reply.

Decision of
Senate.

25. -(1) The Senate shall make a decision on the matter of cheating or examination irregularity which is reported by the School or Institute Academic Committee.

(2) The student who is aggrieved by the decision of the Senate under subregulation (1) of this regulation may appeal within seven working days to the Chairperson of the Senate sub-appeal committee.

(3) The decision of the Senate sub-appeals Committee shall be final and conclusive on that matter.

Penalties to
Examination
Irregularities.

26. When the student is found guilty of an examination irregularity, the Senate shall have the discretionary power to impose any of the following penalties as the Senate deems appropriate depending on the gravity of an offence or the circumstances of the case:

- (a) nullify a student's course results or suspension of the student for a term of not less than one academic year or both;

- (b) expel the student from the University;
- (c) give an ordinary or stern warning to a student;
- (d) impose sanctions to students or any other persons found responsible for or guilty of irregularity; or
- (e) Order other penalties as may deem appropriate.

Special and
Supplementary
Examination.

27. -(1) Where the student pursuing any course of the program of study at the University fails to attend the whole or part of an examination under circumstances which are beyond the control of the student, such student may, subject to production of authentic evidence and filling special examination request Form E of the School or Institute and the ratification by the Senate, be allowed to sit for a special examination in the courses of which the student did not complete.

(2) The student who sits for special examinations as described under subregulation (1) of this regulation shall be treated as if such student is seating for the examination for the first time.

(3) Special examinations shall be conducted at such time determined by the University.

(4) Every student shall be eligible to sit for special or supplementary examination when such student obtains:

- (a) For undergraduate courses; the student is required to obtain 40 per cent of the total course work or Semester Examination except for health program where as student must obtain 50 per cent of the course work.
- (b) 50 per cent from the total coursework or Semester Examination for Non-Degree program.
- (c) The student who fails coursework shall repeat the course.

(5) For Medical Doctor (MD), Doctor of Dental Surgery (DDS) programs and other related programs as directed by the Senate, any candidate who obtains GPA of less than 1.6 at the end of semester six to semester ten shall repeat the entire semester.

(6) For NACTE program, any student who fails supplementary examination shall be required to sit for re-supplementary examination as per re-supplementary schedule upon payment of prescribed fees per course as determined by the Council except students from health disciplines who shall be discontinued after failing supplementary.

(7) The pass mark for supplementary and re-supplementary shall be 'C' grade irrespective of the students' scores in a given supplementary and re-supplementary examinations.

(8) Failure of the re-supplementary examinations shall lead to discontinuation of the student.

Sick student during examination.

28. -(1) Where the student becomes sick during the examination session, the invigilator shall write a report about the sickness of the student and the student shall be required to consult a recognized medical doctor.

(2) The sick student shall be required to submit the medical reports to the Dean of School or Director of Institute within two weeks from the date of sickness.

(3) Subject to the provisions of subregulation (1) of this regulation, the student who becomes sick may be allowed to re-sit for special examination.

PART FIVE STANDARDS OF ASSESSMENT

Students' Performance.

29. The student in the University shall be assessed in each semester in terms of performance in the course and program registered for.

Standard of Assessments of Performance.

30. The standard of assessment of performance of students shall be in both coursework and end of semester examinations or any other form of assessment as determined by the respective University department.

Course work and Distribution Marks.

31. -(1) In the course of studying undergraduate studies:

- (a) the student shall undertake all course works in every semester;
- (b) the student shall not be allowed to enter into examination unless course works has been completed, and in case the

course works are not completed, such student shall be obliged to complete them before the examination date;

- (c) unless otherwise stated in these Regulations any student who did not complete course works shall not be eligible to sit for end of semester examination and is required to repeat the respective course in the semester in which the course is offered;
- (d) the student who attains less than the required marks from the total assessment of course work shall be required to repeat the course as offered in the relevant semester;
- (e) the student who attains less than the required of the course work marks in half or more courses in each semester shall be required to repeat the whole semester.

(2) All programs that follow National Technical Awards (NTA) system shall apply re-supplementary method.

(3) The student who fails re-supplementary shall be discontinued except students from health disciplines who shall be discontinued after failing supplementary.

(4) All programs that follow NTA system shall apply re-supplementary method.

Authenticity of Course Work. **32.** -(1) All works submitted by students for assessment shall be original, provided that the original work is to be made using the following guidance:

- (a) the work can be designated original only when its subject is presented as far as possible in a unique way, that is, a form that differs from that which is available in published works, lectures, seminar handouts and the work of other students, past or present;
- (b) originality does not preclude the proper use of published material properly acknowledged;

(c) in order to comply with the fundamental requirement that all works are original, students shall ensure that:

(i) words, phrases and passages taken verbatim from a published work are placed in quotation marks and the source acknowledged either within the text or using appropriate footnotes or other referencing; and

(ii) quotations take the form of brief extracts which focus on the point.

(2) Where the student intends to make lengthier use of published work, it is acceptable to summarize or to paraphrase the author's words, but the source of such summary or paraphrase shall be properly acknowledged.

(3) The use of the work of others without acknowledgement shall constitute plagiarism.

(4) Where evidence of plagiarism is explicit such work or assignment shall be disqualified.

(5) The student who deliberately accesses their formal assignment to be copied and submitted for assessment by another student shall both have their assignments disqualified, once such indication is explicitly noticed.

Practical
Training.

33. -(1) Except as stated otherwise, the student shall undergo practical training for not more than 16 weeks during the course of their respective programs.

(2) Practical training shall be supervised by an appropriate person authorized by the University.

(3) The student shall perform professional duties as assigned by the host institution.

(4) The student pursuing education programs shall teach between 10 and 15 lessons per week unless special conditions at the time of teaching practice make a longer or similar allocation desirable.

(5) Allocations of less than 10 or more than 15 lessons a week shall only be given by the Head of the practice of institution in consultation with University staff responsible for coordination of Practical training.

(6) The student shall be treated as a full time member of the practicing institution and therefore may be required to take part in any administrative activities.

(7) The student who does not comply with this regulation, their teaching practice shall be incomplete and lose marks that are given for submission.

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

Attendance during practical training.

34. -(1) The student shall attend all scheduled activities and be punctual at all time.

(2) Heads of practicing Institutions shall check on students' punctuality.

(3) The student who fails to attend at a practicing institution for more than 25 per cent but less than 50 per cent of the time required with recognized reasons shall compensate for the number of days missed at the convenient time of supervisor before the commencement of next Practical training.

(4) If the student fails to attend at the practicing institution for more than 50 per cent of the time required, shall supplement the whole Practical training.

Failure during practical training.

35. The student who fails to satisfy the examiners in any year shall be allowed to supplement the practical training in the next academic year at the time determined by the respective School or Institute.

Changes during the Practical training.

36. The student shall inform the University tutor or lecturers of any change in time-table or any other unexpected changes that might occur during the Practical training.

Absence from practical training.

37. -(1) The student shall report their absence from the practicing institution to the respective Head of department or Assistant of the Head of department.

(2) The student shall inform in writing their absence of more than three days caused by illness or any other inconvenience to the Head of practicing institution and to the University staff responsible for coordination of Practical training.

(3) Absence from practical training without reasonable cause may result in failing the practical training.

(4) If the student intends to be absent for any reason other than illness permission shall be obtained in advance from the Head of practicing institution.

(5) The student who needs to leave the institution is required to seek the consent of the Head of the practicing Institution.

(6) Written permission to leave before the end of the Practical training period may be obtained from University staff responsible for coordination of the Practical training or representative.

Postponement
of Practical
training.

38. The student who is allowed to postpone any session or part of session of Practical training on medical ground shall be required to do an equivalent of the full session during the following academic year, before the next practical training session.

PART SIX EXAMINATION SETTING, MODERATION AND HANDLING

Examination
Set up.

39. -(1) All examinations of the University shall be set up by academic staff teaching in relevant courses or such other persons appointed by the respective Head of Department.

(2) An academic staff who teaches the courses shall submit the examinations together with authorized course outlines, marking scheme, practical checklists, assignments and other related materials, used in teaching to their respective Heads of Departments who shall submit them to the Directorate of Undergraduate Studies.

(3) All examinations offered by the University shall bear instructions stating categorically, which materials are authorized to be used in the examination, these instructions shall be written together with other instructions in the examination question papers and or answer booklets.

(4) Subject to the approval by the Council, the Senate shall make internal examination regulations as necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of a particular certificate, diploma, or any other program awarded by the University.

Internal Examination Moderation.

40. All examination papers shall be internally moderated by the respective School or Institute before submission to the DUS office as prescribed under University Moderation Policy.

External Examination Moderation.

41. -(1) Examinations set up by internal examiners may be externally moderated.

(2) The Head of Department shall propose the names of the recognized academicians and professionals of the courses offered by the University to be external examiners.

(3) The names of the external examiners shall be approved by the Senate together with internal examiners as may be considered necessary.

(4) For each course there shall be at least one external examiner who is either an academician or practitioner.

(5) The tutorial assistant shall not be approved to be neither internal nor external examiner unless conditions are such that a Tutorial assistant is proven to have some exceptional capabilities to warrant them to be permitted to set and mark examinations as an internal examiner.

(6) External examiner shall receive such honoraria as the Senate shall prescribe.

(7) The office of Deputy Vice Chancellor shall oversee that all examination papers are submitted to the appointed external examiners for moderation and where required the comments of the external examiners are incorporated in the examination papers.

Marking by examiners.

42. -(1) The internal and external examiners when marking the answer books shall use red marking pens.

(2) The external examiners, after marking shall prepare a report, which shall take note of the extreme cases standards of examinations, and consistency in marking a performance pattern.

Appointment of External Examiners.

43. -(1) The external examiner(s) shall be appointed by the Senate from among the Professors, or Doctor of Philosophy with high standing proven academics and administrative abilities.

(2) Subject to subregulation (1) of this regulation the Senate may appoint external examiner(s) who shall be a holder of a Master degree with working experience in academics and knowledge to work as external examiners in cases there is a shortage of the external examiners in relation to the respective course that offered by the University.

(3) On the first appointment of an external examiner such person so appointed shall provide the office of Deputy Vice Chancellor with curriculum vitae and the same shall be communicated to the Senate for approval of the appointment.

(4) The appointment of the external examiner shall be limited to three consecutive academic years, though such person may be considered for re-appointment after three academic years have elapsed.

Loss of
Examination
Scripts.

44. -(1) Where there is a loss of script, the University shall call the affected student to re-sit the examination at the time set by the University.

(2) In case any University staff is responsible for the loss of a script, disciplinary action shall be taken against them.

Leakage of
Examination.

45. -(1) Where there is a leakage of examination, the University shall nullify the examination and require the students to re-sit the examinations.

(2) Any student or university staff who disclose or cause the disclosure or leakage of examinations shall be punished by the relevant disciplinary authority.

(3) The internal examiner, examination officer or any other officer connected with the preparation of the examinations who causes leakage of the examination question(s), shall be disqualified of the responsibilities entrusted to them and disciplinary action shall be taken.

Examination
Papers.

46. -(1) All examination papers shall be handled with utmost care.

(2) The storage of examination question papers shall be in safe custody and unauthorized person shall not have access to examination question papers.

**PART SEVEN
CONDUCT OF EXAMINATIONS**

Examination
Instructions.

47. -(1) Examination shall be administered in accordance with these regulations and instructions issued by the University.

(2) Without limiting the generality of subregulation (1) of this regulation the candidates shall:

- (a) be required to be at the examination center at least fifteen minutes before the commencement of the examinations;
- (b) be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin;
- (c) not begin writing before they are informed to do so by the invigilator;
- (d) do all rough works on the last page of their answer booklet and be crossed out before submission of the booklets;
- (e) sit for examination in all core and optional courses that they have registered for, in case of optional course candidates have to abide by all the requirements for core courses;
- (f) not take into the examinations books, manuscripts, bags, attached cases, compact disc, radios-cassettes, cell phones or any other material that is specifically prohibited;
- (g) not enter into the examination room with anything written on their hands or any part of their body;
- (h) refrain henna painting or any form of body painting before the examination;
- (i) attend the examination in accordance with the guidelines and timetable given by the university;

- (j) observe time and other examination guidelines, failure to do so shall be considered as deliberate action and appropriate action shall be taken;
- (k) not leave the examination room for reason of visiting the washroom except for cases which officially and medically have been confirmed, and or in the case of the emergence which the invigilator may find genuine; and
- (l) not be allowed to enter or leave an examination room with an empty or used answer booklet or any unauthorized materials.

Venue of Examination.

48. All examinations shall be administered at the University Campuses or such other place as may be stated by the Deputy Vice Chancellor after consultation with the Vice Chancellor.

Invigilation.

49. The invigilation of examinations of the University shall be effected in the following manner:

- (a) examination Office shall appoint University staff or any other person authorized by the University to invigilate a particular examination one week before the commencement of the examination;
- (b) each invigilator shall be given a specific number of answer booklets and is required to sign a special FORM F as prescribed in the Schedule of these Regulation;
- (c) the invigilator shall sign again on returning the booklets at the end of the examination;
- (d) invigilator shall be present in the Examination room at least twenty minutes before the commencement of the examination;
- (e) invigilator shall be provided with sealed envelopes containing question papers;
- (f) the invigilator shall invigilate examinations with respect to the instructions given by the Examination Office;

- (g) invigilator is required to abide with time set out in the examination timetables;
- (h) invigilator is required to ensure that all regulations pertaining to the actual seating of any examination is adhered;
- (i) invigilator shall ensure that all students admitted into the examination room have the following items:
 - (i) the University Students' examination cards; and
 - (ii) authorized working materials relevant to the examination in question such as calculators, tables, and any other tool as may be stipulated in a particular examination.
- (j) the Invigilator shall:
 - (i) not at any time leave the examination room without a replacement;
 - (ii) not allow the student to enter into the examination room after the first half an hour from the start of the examination;
 - (iii) not allow the student to leave the examination room before half an hour has elapsed from the beginning of the examination unless it is deemed absolutely necessary; and
 - (iv) not allow the student into the examination room without the student and examination identity card;
- (k) the Invigilator shall record attendance by circulating an attendance sheet on which each student is required to sign their registration number;
- (l) upon the completion of the examination, the invigilator shall immediately report in writing to the Examination Officer, and the Examination Officer shall report to the respective Dean of School or Director of Institute on any examination irregularity detected during the examination;
- (m) each examination room shall have a minimum of two invigilators or otherwise as may be deemed appropriate by the Directorate of Undergraduate Studies; and

- (n) all invigilators shall fill in the invigilator's report and sign a special examination form upon returning all examination materials, used and unused, to the Directorate of Undergraduate Studies.

Duties of the
Invigilator.

50. -(1) Before the commencement of the examination, the invigilator shall make the following announcements that:

- (a) there is an obligation to sign the attendance register;
 - (b) all candidates should show their identity cards;
 - (c) if the student possesses the question paper which is relevant to the examination timetable and in case a wrong paper has been distributed, return it to the authority;
 - (d) the student is required to carefully read the instructions on the answer booklets and the particulars of examination papers;
 - (e) when the exam commences and the time it ends;
 - (f) all unauthorized materials shall be removed from the examination room;
 - (g) calls attention to any rubric at the head of the paper which seems to require attention;
 - (h) both sides of the booklets are required to be used; and
 - (i) candidate is given five minutes to read the paper.
- (2) At the end of the examination, the Invigilator shall ensure that each student:
- (a) hands in answered script;
 - (b) surrenders all unused answer scripts; and
 - (c) has signed the attendance sheet.
- (3) Invigilator shall ensure that:
- (a) only one answer booklet is provided to each candidate unless the instruction on the question paper requires otherwise;

- (b) the answer booklet shall be filled before any additional paper is provided;
- (c) all unauthorized materials are left out the examination room;
- (d) the sealed envelope containing question papers is shown to all candidates before opening the envelope;
- (e) borrowing of working tools from one student to another is strictly prohibited;
- (f) seating arrangement is in such a way that each student occupies one desk and there is a reasonable distance between one student and another; and
- (g) the student adheres to the seating arrangements made by the University.

(4) The Invigilator shall maintain maximum security in the examination room when the examination is in progress, and ensure that all books, notes or other materials likely to aid the student answering the exam questions are removed before distributing the examination papers.

Powers of the Invigilator.

51. Invigilators shall have powers to:

- (a) remove any unauthorized materials brought into the examination room and to surrender such unauthorized materials to the Directorate of Undergraduate Studies; and
- (b) expel from the examination room a candidate found with materials written on their body, and expel any candidate who creates a disturbance in or near the examination room.
- (c) conduct a physical search to all students who are eligible for examination before commencement of examination.

Procedures of handling irregularity during examination.

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

- (a) inform the co-invigilator about the incident and call any available invigilator from another examination venue;
- (b) annotate or record the incident and label “examination irregularities” on the candidate’s examination script;
- (c) inform a candidate that is suspected of cheating and appropriate actions taken against them;
- (d) take the unauthorized materials or any relevant evidence from the candidate, in case the student rejects to hand over the unauthorized materials to the invigilators, the statement or signature of the invigilator in a special FORM G under the Schedule to these Regulation shall suffice to signify cheating;
- (e) collect the evidence by taking a picture with a camera or other appropriate device; and
- (f) inquire a candidate to sign a special form (FORM G) to signify cheating, in case the candidate rejects signing the form, signature of the invigilators shall suffice to signify the cheating.

Invigilator’s
Report on
irregularities.

53. -(1) The invigilator shall prepare a detailed report that describe the name of student and subject, nature of cheating and any immediate action taken on any examination irregularities that raised in the course of examinations and submit it to the Dean or Director of School or Institute.

- (2) subject to subregulation (1) of this regulation, in the first instance:
 - (a) the invigilator shall report a matter of alleged examination irregularities and attach any material if available, to clarify the issue to the respective Examination Officer;
 - (b) the Examination Officer shall forward the matter to the respective Dean of School or Director of Institute; and
 - (c) the Dean of School or Director of Institute shall immediately report the matter to the Director of Undergraduate Studies.

Communication
in the
Examination
Venue.

54. -(1) The student shall not be allowed to communicate between themselves in the examination venue without permission from the invigilator.

(2) The student who contravenes subregulation (1) of this regulation shall be disqualified from continuing doing examinations subject to confirmation by the Senate after deliberations in the School or Institutes Academic Committee.

PART EIGHT
MARKING OF EXAMINATIONS, COMPILATION OF MARKS
AND RELEASING OF RESULTS

Marking of
Assessment
Papers.

55. -(1) All tests, assignments, term papers and other forms of assessment made during the semester shall be marked before the end of the examination preparation week by the internal examiner.

(2) The course work results shall be returned to the student indicating the marks made by the internal examiner.

(3) Every academic staff teaching during the semester is obliged to give each student coursework marks before examination week.

Marking of
Examination.

56. -(1) The examination script shall be marked by the internal examiner or lecturer who teaches a particular course during the particular semester or another person appointed by the Dean or Director of School or Institute in consultation with the relevant Head of the Academic Department.

(2) When marking, any anomaly noted and any matter raising a reasonable suspicion shall be reported to Dean or Director of School or Institute without delay.

(3) After marking, the marker shall fill in summary of analysis of performance, fill in an examination mark sheet, write a marking scheme and submit them together with the marked scripts to the Examination Officer.

Appointment
of External
Examiner.

57. -(1) The Senate shall appoint External Examiner upon consultation with Deputy Vice Chancellor and Directorate of Undergraduate Studies.

(2) Each external examiner shall be served with an appointment letter by the Secretary of the Senate or any other person appointed by the University.

(3) External Examiners shall also be served projects reports, dissertation, evaluation form or any other required documents from time to time.

Compilation of Examination Results.

58. -(1) Compilation of examination results shall be the responsibility of the Dean or Director of a respective School or Institute. Head of Department assisted by Examination officers.

(2) The student or University staff who mishandled the examination script or examination results due to poor supervision, perform acts of collusion with wrong intention on examination processes shall commit offence.

(3) The University shall have powers to take any appropriate legal or disciplinary actions against any person who contravene subregulation (2) of this regulation.

Provisional Examination Results.

59. -(1) The School or Institute shall pass and declare provisional examination results pending approval by the Senate.

(2) Once examination results approved and passed by the Senate, the School or Institute shall immediately release the results to the students through the University website or general notice boards.

Preservation of Examination Scripts.

60. The University shall preserve the candidates' scripts for reference purpose for a period of three years after their graduation.

Documents to the Senate.

61. Each School or Institute Academic Committee shall prepare the following documents to be discussed and determined to the Senate meetings:

(a) Memorandum of examination results of the students in the Programs within the department showing the following:

- (i) number of students who passed and failed examinations;
- (ii) number of students required re-sit or repeat examinations,
- (iii) number of student to be discontinued;
- (iv) number of students who have postponed; and
- (v) overall examination results in the School or Institute.

- (b) a spreadsheet showing the raw marks of each student against each subject attempted during the semester and end of the semester examinations;
- (c) external examiners' comments and recommendations on each examination paper with respect to the setting of the examinations, amongst other items; and
- (d) any comments and suggestions on the examination results or any related matters.

**PART NINE
EVALUATION CRITERIA**

Evaluation. **62.** -(1) The letter grades shall be assigned points based on equations, which take into account the student's raw marks in calculating the Grade Point Average (GPA).

(2) The grading system for undergraduate programs shall follow NACTE and TCU Guidelines and be displayed in the University Prospectus.

Grade to
Dissertation or
Project
Reports. **63.** Evaluation of end of semester examinations, field, practical, research and project reports for the students of the University shall be made in accordance with the program curriculum.

**PART TEN
DISCONTINUATION AND SUSPENSION FROM STUDIES**

Disconti-
nuation. **64.** -(1) The Senate shall discontinue the student on the basis of academic performance as follows:

- (a) Without prejudice the provisions under regulation 27(5) of these Regulations, if the student maintains less than 2.0 Grade Point Average in two semesters; or
- (b) if the student has repeated a course more than two times; or
- (c) the student who is found guilty of examination irregularity as provided in these regulations; or

(d) the student who is found guilty of cheating in examinations, tests, assignments, field work or project report.

(2) The provisions under subregulation (1) of this regulation shall apply to the student who repeats or carry over a course.

(3) The student who is discontinued on the grounds of examination irregularity shall be considered for re-admission into another program and year of study after the elapse of two years.

(4) Subject to subregulation (3) above the discontinued students shall be required to apply for re- admission through their respective Deans of School or Director of Institute.

(5) The University Senate may grant or refuse the re-admission.

(6) The student may be required to re-apply and compete with other applicants for admission into the first year regardless which year they left the University.

Suspension. **65.** -(1) The student shall be suspended from studies under the following circumstances:

(a) abscondment from studies;

(b) abscondment from tests, assignments, examination, field work and or from writing a dissertation, field report or project report without apparent or reasonable cause.

(2) The student who has been earlier suspended or dismissed from a program of study on academic grounds other than involvement in examination irregularity may be re-admitted to any program offered by the University, subject to satisfactorily entry requirements.

PART ELEVEN APPEALS AGAINST EXAMINATION RESULTS

Appeal. **66.** -(1) All examination appeals shall lie to the Chairperson of the Senate sub-appeal committee, provided that the decision of the Senate sub-appeal committee shall be final and conclusive on that matter.

(2) Except where unfair marking, wrongful computation of marks or grades or other irregularity committed in the conduct of any University examinations is alleged, appeal shall not be entertained on any other grounds.

(3) Appeal shall not be lodged against coursework marks, provided that the student notices any error in the coursework marks.

(4) The student may consult the member of academic staff who administered the course or subject during the semester for discussion and possible clarification or appropriate correction.

(5) The clarification may be processed under the supported affidavit or original written script.

(6) The Dean of School or Director of Institute, Director of Undergraduate Studies, Heads of respective Department, the respective lecturer and student may be involved in the process of administering clarification as described under subregulation (4) of this regulation.

Mode of Appeal.

67.-(1) All appeals pertaining to the conduct of any examinations, dissertations or project reports shall not be entertained, unless such an appeal is lodged with the appropriate University authorities within one month from the date of publications of the results by the Senate or any University authority.

(2) Upon payment of prescribed fee, an Appeal against examination result shall be lodged to the appropriate authority stating the following:

- (a) name of the student;
- (b) sex;
- (c) program enrolled;
- (d) grounds for appeal.

(3) All appeals shall be accompanied by an appeal fee prescribed by the Senate from time to time.

(4) Under any circumstances, the fees described under subregulation (3) of this regulation shall not be reimbursed.

Determination of Appeal.

68.-(1) During the determination of the appeal, the Deputy Vice Chancellor shall instruct the Head of Department of Academic and Quality Affairs to determine the merits and process the appeal.

(2) All appeals shall be marked by any other lecturer of the related course at the University or by the external examiner as may be deemed appropriate by the University.

(3) Deputy Vice Chancellor Academic in consultation with the Dean of School or Director of Institute shall appoint the appropriate lecturer for remarking the examination in question.

(4) The Deputy Vice Chancellor shall, immediately after the determination of appeal, inform the appellant and Senate in writing of the appeal results.

(5) Upon the dissatisfaction of the appeal results made under subregulation (4) of this regulation any student may re-appeal to the Senate for further determination.

(6) The student who becomes aggrieved by the decision of the Senate under subregulation (5) of this regulation may appeal within seven working days to the Council, provided that the decision of the Council shall be conclusive and final.

PART TWELVE POSTPONEMENT AND TRANSFER FROM STUDIES

Postponement of
Studies.

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

(2) The postponement approved by the Senate shall be for a semester or an academic year as the case may be.

(3) The maximum period for the student to postpone studies is two academic years except that upon the expiry of the first academic year, the student shall seek for a second postponement afresh.

(4) The student requesting for postponement shall carry over and re-sit or supplement all subjects he is entitled to carry over and re-sit or supplement.

Transfer of Studies.

70. The student may transfer from one faculty or program of study to another University provided that:

- (a) the former programs of study look similar and compatible;
- (b) grading and assessment criteria of the programs are compatible and accepted by the Senate;
- (c) expenses paid to the University by the student for the former program are the same to the requesting program.

Inter University Transfer.

71. The student may be allowed to do the following as per TCU or NACTE guidelines:

- (a) inter university transfer;
- (b) credit transfer; and
- (c) double, joint, multiple and parallel program

PART THIRTEEN CLASSIFICATION OF DEGREES AND OTHER AWARDS

University Awards.

72. -(1) The School or Institute Board, upon satisfaction that the standard required under relevant regulations for the award of a degree, diploma or certificate or other award, as the case may be, has been attained by students in University examinations applicable to them, may recommend to the Senate through the relevant Academic Committee that such degree, diploma, certificate or other awards be conferred upon or granted to such successful student.

(2) The Senate shall issue degrees, diplomas, certificates or any other awards to such student declared to have satisfied the appropriate Academic Committee.

Aegrotat Degrees.

73. -(1) Candidates who have completed their courses of study but who have been absent, through illness, from part of the final examination for degree, may apply to the Deputy Vice Chancellor for award of an Aegrotat degree in accordance with these regulations.

(2) Applications from or on behalf of student shall reach the Deputy Vice Chancellor through Dean of School or Director of Institute within the period of examination, accompanied by a report from the contracted University Doctor or from Medical Officer recognized by the University.

(3) An Aegrotat degree shall not be awarded unless the examiners are satisfied with candidate's course works, score marks in the examination, standard of assessment which qualifies them for award of a degree provided that, only candidate who completed successfully the whole of their course works and at least 80% of the final written examination are eligible for an Aegrotat degree.

(4) An Aegrotat degree candidate shall not be eligible for the award of an honorary degree.

(5) Holder of an Aegrotat degree is not permitted to re-enter for the same examination, but may apply for permission to proceed to a second or higher degree by complying with the regulations registration for such degree.

Result
Transcript.

74. -(1) Application for results transcript shall be accompanied with a Clearance form and one passport size photographs to the Deputy Vice Chancellor.

(2) Applications for results transcript may also be processed for the continuing student after any academic year.

(3) A candidate or former student may apply any number of his or her results transcripts provided that every application shall be processed after payment of fees prescribed by the University Authority.

Statement of
Result.

75. -(1) Application for Statement of Result may be processed for the continuing students after any academic year.

(2) A candidate or a former student may apply any number of their result transcripts provided that every application shall be processed after payment of fees prescribed by University Authority.

Loss or
Destruction
of Original
Certificate.

76. In case of loss, destruction of the original certificate or a copy thereof, the University may issue a copy or another copy on condition that:

(a) the applicant produces an affidavit;

(b) certificate so issued shall be marked "COPY" across it;

(c) the replacement certificate shall not be issued until a period of twelve months from the date of such loss has elapsed, except that

such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof;

- (d) the applicant shall produce evidence that the loss has been publicly announced adequately with the view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and
- (e) the replacement of the certificate shall be upon payment of the fee prescribed by the Senate from time to time.

PART FOURTEEN REASONABLE ACADEMIC ACCOMMODATIONS

Inclusivity.

77. -(1) The University shall promote inclusivity by ensuring full access and participation of all students and staff in their academic program.

(2) There shall be a provision of reasonable academic accommodations for persons with disabilities or special educational needs.

(3) Where appropriate, the student with a disability or special educational need may be provided with additional examination time and auxiliary services.

(4) These accommodations shall be arranged on a case-by-case basis by the Dean of Students.

(5) Student with disability or special need who requires accommodation shall register (Form H) to the Office of the Dean of Students in the first two weeks and, if the office has determined the documentation necessary in the circumstances, provide all necessary documentation in a timely manner.

(6) The student shall be obliged to renew their accommodation requests each semester by submitting the Accommodation Form H as prescribed under Schedule to these Regulation.

(7) The provision of reasonable accommodations shall be made known by the Office of the Dean of Students and the relevant academic, administrative and examination staff, and not to any other party.

Standards of reasonable academic accommodation.

78. The standards of reasonable academic accommodations shall include but not limited to:

- (a) alternate scheduling for the completion of coursework, research project, practical training, dissertation or thesis, or examinations;
- (b) use of assistive or adaptive technology in the classroom or laboratory or practical training;
- (c) use of oral and visual language interpreters and/or note takers in the classroom;
- (d) support for examinations including extra time, a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe as needed;
- (e) timely provision of reading lists and other course materials to allow for alternate format transcription or conversion;
- (f) use of personal assistants in all the University life;
- (g) permission to audio-record or video-record instruction for accommodation purposes only;
- (h) special accessible seating, wheelchair accessible tables; or
- (i) provision of examination papers in enlarged print, in a Braille version or in a tactile format.

PART FIFTEEN MISCELLANEOUS PROVISIONS

Quorum.

79. -(1) All meetings to be conducted by the University Authorities under these Regulations shall be in the campus of the University or any other place as determined by the Chairperson of the respective meeting.

(2) The quorum of any meeting under these Regulations shall be more than half of the total number of members of the respective meeting.

Amendment of Regulations.

80. -(1) The Council of the University may at any time amend, vary or repeal any provision of these Regulations when it deems fit to do so.

(2) Any amendment, variance or repeal made by the Council shall be published in the Official Gazette.

(3) The University may also publish such amendment, variance or repeal of any provision of these Regulations made by the Council to the University website or to the student's notice board at the University campus.

Repeal and Saving.

81. -(1) The State University of Zanzibar Academic Regulations under Legal Notice No. 19 of 2013 is hereby revoked.

(2) Notwithstanding the repeal made under subregulation (1) of this regulation, all orders, appointments or any other act made or done under the repealed Regulations shall be deemed to have been done under the provision of these Regulations.

SCHEDULE

THE STATE
UNIVERSITY OF
ZANZIBAR
P.O.Box 146
Simu: 255-24-
2230724/2233337
Fax: 255-24-2233337
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THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES

FORM A

SPONSOR'S DECLARATION FORM

[Made under regulation 5(4)]

SPONSORSHIP LETTER

Ref:

Date:

Name of the University:

Complete Address:

Telephone Number:

To Whomsoever It May concern

RE: Name of the Student:

This student has been selected for admission to State University of Zanzibar (SUZA) for the Program in the course offrom year to..... Reference to your letter number Datedto him or her.

Name of Sponsor hereby agree to pay expenses for the above named student at the State University of Zanzibar for the admission to the said curriculum.

Following are details of sponsorship for your kind information:

(a) Costs

- Admission and tuition fees;
- Charges for text books;
- Stationeries;
- Accommodation;
- Research or field work;

- Food expenses;
- Health insurance premium fees.

This Sponsorship includes, but not limited to, the above mentioned expenses only. On special requirements, the Sponsor may agree, in writing, to support any other contingent expenses.

(b) Period of Sponsorship

This Sponsorship will cover for expenses of the student fromto We may extend it for further period, after communicating in writing.

(c) Billing Address

Please direct all your invoices to the following address:

Name of Person:

Designation/ Title:

Name of the Company:

Communication Address:

Telephone Number:

Fax Number:

Email:

We will notify you of any changes in the above, if needed, in writing. In case, you have queries regarding this, please do not hesitate to contact me.

Sincerely,

Signature:

THE STATE UNIVERSITY
OF ZANZIBAR
P.O.Box 146
Simu: 255-24-2230724/2233337
Fax: 255-24-2233337
Zanzibar – Tanzania
E-mail: vc@suza.ac.tz
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THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES

FORM B

STUDENT APPEAL FORM
(Made under regulation 9)

Please, read the following instructions carefully:

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

Note: Appeal is submitted to the Chairperson of Senate
(This form is to be completed in duplicate* by students appealing for revision of the examination results decision)

PART A: STUDENT PARTICULARS:

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

PART B: GROUNDS OF THE APPEAL

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

Date: Signature:

PART C: FOR OFFICIAL USE ONLY

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

PAYMENT DETAILS

1. You are required to pay a total amount of TZS 40,000 per appeal/Subject
2. All payments should be made through account name of THE STATE UNIVERSITY OF ZANZIBAR, ACCOUNT NUMBER 0404075000, PBZ BANK.
3. Original pay-in slip should be submitted together with this for

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2230724/2233337
Fax: 255-24-2233337
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THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES

FORM C

CHANGE OF PROGRAM
(Made under regulation 11)

PART A: PERSONAL PARTICULARS: (To be completed by applicant only)

First Name:		Second Name:	
Surname:		Gender:	
Registration Number			
Mobile No:		AVN Number:	
Previous Program:		Program requested for transfer:	
Reason for transfer:			
<u>PART B: FOR OFFICIAL USE ONLY</u>			
Recommendations from the Head of Department			
Name:	Signature:	Date:	
Recommendations from the Dean			
Name:	Signature:	Date:	
Name:	Signature:	Date:	

NOTE: Employer's/Sponsor's (in this case, an organization* – government or non-government) demand letter to support the transfer.

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THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES

FORM D

APPLICATION FORM FOR POSTPONEMENT OF STUDIES/ EXAMINATION

[Made under regulation 19(2)]

PART A: PERSONAL PARTICULARS

(To be completed by applicant only)

First Name:..... Second Name:

Surname:

Gender:

Mobile No:

Registration Number:

Form IV Index Number: Form VI Index Number:

AVN Number:

Academic Year: ...20...../20..... Program Admitted:

Nationality:

Disability: (Option)

Tick what you want to postpone: Examination: Studies:

Reason for Postponement:

.....

.....(Attach the evidence)

Date..... Signature

PART B: FOR OFFICIAL USE ONLY

1. Recommendation from Head of Department:

.....

Date..... Signature

2. Approval/Disapproval by the Dean/Director of School/Institute

.....

Date..... Signature:

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THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES

FORM E

APPLICATION FORM FOR SPECIAL EXAM

(Made under regulation 26)

Applicant Details:

First Name: Second Name: Surname:

Gender:

Mobile No:

F4 index No: F6 index No:

AVN.....

Registration Number:

Program(s) Code:

Program Name(s):

Academic Year:

Semester:

Course (s) taken: (Please write course codes only)

a) b) c)

d) e) f)

g) h) i)

Approved/not approved of Head of Department:

Name:

Date..... Signature

DEAN/DIRECTOR OF SCHOOL/INSTITUTE

Approved/ not approved

Name:

Date: Signature:

Approved/ not approved of DVC-ARC

Name:

Date: Signature:

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THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES

FORM F

INVIGILATION FORM
(Made under regulation 49)

TAKING/HANDING OVER EXAMINATION SCRIPTS ACADEMIC YEAR.....

DATE.....

SESSION.....

S/N	NAME OF THE INVIGILATOR	COURSE CODE	NUMBER OF STUDENTS/SCRIPTS TAKEN	SIGNATURE	NUMBER OF STUDENTS ATTENDED THE EXAM	ROOM INVIGILATED	SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

DUS Officer signature.....

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**THE STATE UNIVERSITY OF ZANZIBAR
DIRECTORATE OF UNDERGRADUATE STUDIES**

FORM G

EXAMINATION IRREGULARITIES
(Made under regulation 52)

NAME & REG. NUMBER OF STUDENT	TITLE & COURSE CODE CAUGHT WITH	DATE & TIME OF THE EVENT	NATURE OF CHEATING

DATE & SIGNATURE OF THE STUDENT

DATE:.....

SIGNATURE:.....

NAME, DATE & SIGNATURE OF THE INVIGILATOR

NAME:.....

DATE:.....

SIGNATURE:.....

NAME, DATE & SIGNATURE OF THE PERSON WHO CAUGHT THE STUDENT

NAME:.....

DATE:.....

SIGNATURE:.....

NAME, DATE & SIGNATURE OF THE WITNESS(S)

WITNESS 1 NAME:.....

DATE:.....

SIGNATURE:.....

WITNESS 2 NAME:.....

DATE:.....

SIGNATURE:.....

This form should be submitted to the examination officer and attached with the material caught with (if possible)

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DIRECTORATE OF UNDERGRADUATE STUDIES (DUS)

THE STATE UNIVERSITY OF ZANZIBAR

FORM H

ACCOMMODATION FORM

[Made under regulation 77(5)]

The State University of Zanzibar (SUZA) seeks to promote full access, participation and achievement of all students. The University aims to ensure that students with disabilities and/or special educational needs are treated fairly and equitably in the University life, thereby allowing them to be examined on an equal footing with their peers and to demonstrate their true knowledge and competence. Any student who needs to be considered for provision of reasonable academic accommodations is obliged to fill in this form and submit it to the Office of the Dean of Students. Please complete one form only per course in the semester.

1. Full Name:
2. Sex: Male / Female
3. Marital Status.....
4. Date of birth:..... Place of birth.....
5. Program Enrolled: (e.g. B.A Ed, DPS, Kisw., BSc. Ed).....
6. Course Code and title:.....
7. Employer (If any).....
8. Permanent Residence:
9. Current Residence:
10. Educational background:.....
11. FTC/Dip/Cert..... College: Year
12. Your Full address:
- a. Tel. No.
- b. E-mail:
13. Your next of kin: Name.....
 - i. Address:
 - ii. Telephone number:

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ACCOMMODATIONS

Tick one or more accommodations you wish to be considered for

- (a) Alternate scheduling for the completion of coursework, research project, practical training, dissertation or thesis, or examinations; or
- (b) Use of assistive or adaptive technology in the classroom or laboratory or practical training; or
- (c) Use of oral and visual language interpreters or note takers in the classroom; or
- (d) Support for examinations including extra time, within the academic standards of the course, a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe as needed; or
- (e) Timely provision of reading lists and other course materials to allow for alternate format transcription or conversion; or
- (f) Use of personal assistants in all the University life; or
- (g) Permission to audio-record or video-record instruction; permission to use a laptop or tablet for note taking for accommodation purposes only;
- (h) Special accessible seating, wheelchair accessible tables; use of podium during test or exams;
- (i) Provision of examination papers in enlarged print, in a Braille version or in a tactile format;
- (j) Access to medical equipment during labs, classes and exams;
- (k) Other accommodations which are not listed above please specify.

Signature

Date:

SIGNED on this..... day of, 2021.

.....
(HON. SAID BAKAR JECHA)
CHAIRPERSON OF THE COUNCIL OF
THE STATE UNIVERSITY OF ZANZIBAR