

**THE INSTITUTE OF PUBLIC ADMINISTRATION (IPA)  
ZANZIBAR**



**EXAMINATION REGULATIONS**

**FEBRUARY, 2018**

# TABLE OF CONTENTS

<b>Contents</b>	<b>Pages</b>
PART I.....	1
PRELIMINARY PROVISIONS.....	1
1. Short title and commencement.....	1
2. Application.....	1
3. Interpretation.....	1
PART II.....	5
EXAMINATION REGULATIONS AND SCOPE .....	5
4. Eligibility for examinations .....	5
5. Examination fees.....	6
6. Postponement of examinations .....	6
7. Postponement of studies.....	7
8. Examination instructions.....	7
9. Examination time table .....	9
10. Supplementary examinations .....	9
11. The special seat examination .....	10
12. Carry Over .....	10
13. Conditions for repeating academic year.....	11
14. Discontinuation from studies on academic grounds .....	11
15. Consequences of discontinuation from the studies on academic grounds .....	12
16. Conditions for passing examinations .....	12
17. Examination irregularities and procedures.....	13
18. Conduct of examination .....	15
19. Information to invigilators .....	15
20. Grading system .....	16
21. Publications of results .....	17
22. Preservation of examination scripts .....	17
23. Progress from year to year .....	17
24. Examination appeal.....	18
25. Examination Appeals Committee .....	18

26. The quorum of the Committee .....	19
27. Certificates, Certification and Academic Transcripts .....	19
28. Loss of Certificate .....	20
PART III .....	20
MISCELLANEOUS PROVISIONS .....	20
29. Consequences of being barred from the final examination.....	20
30. Conduct likely to cause breach of peace in examination. ....	<b>Error! Bookmark not defined.</b>
31. Amendment of these regulations.....	<b>Error! Bookmark not defined.</b>

**THE INSTITUTE OF PUBLIC ADMINISTRATION ACT, NO. 1 OF 2007**  
**EXAMINATION REGULATIONS**  
**[Made under section 17]**

---

**IN EXERCISE** of the powers conferred upon it, under section 17 of the Institute Of Public Administration Act, No. 1 of 2007, **the Institute of Public Administration Council**, do hereby make the following Regulations.

**PART I**  
**PRELIMINARY PROVISIONS**

**1. Short title and commencement**

These regulations may be cited as “the Institute of Public Administration of Zanzibar examination regulations, 2018.

**2. Application**

These regulations shall apply to ALL the Institute registered students

**3. Interpretation**

**In these regulations, unless the context requires otherwise-**

**"Act"** means the Institute of Public Administration Act no. 1 of 2007

**“Academic Course”** means a program of studies, which leads to the National Technical Award and non National Technical Award to students, after successful completion of all its requirements

**“Academic Committee”** means the Committee of the Institute dealing with academic matters as established by the Council

**“Academic year”** means a two-semester period relating to any program conducted by the IPA, as the Council may determine.

**“Assessment”** means measuring students’ performance on a course or module against the aims and objectives of that course or module

**“Authorized officer”** means any IPA officer assigned to discharge lawful duties;

**“Award”** means any award designated by the **Council** for grant or conferment upon students who qualify in accordance with these Regulations

**“Campus”** any training centre established by the Institute within Zanzibar.

**“Collaborative Program”** means a program offered by the Institute in collaboration with other Institutions.

**“Cheating in examination”** means Possession, using, giving or receiving or copying from unauthorized source, communicating with unauthorized person and includes any form or kind of dishonesty or destruction or falsification of any evidence or irregularity that may reasonably be linked with the examination in question or collaboration with another Student in the examination room, or any other forms of colluding to take advantage of in examinations and during the examination process, irrespective of whether such act or conduct is discovered within or outside the examinations room;

**“Continuous Assessment or Course work”** means any form of evaluation or combination of several controlled or closed books individual or group tests, homework, essays, presentation, group work, home work, field attachment report or project study tour assignment and practical .made during the course of study which contributes to the final score in Examinations.

**“Council”** means the Council of the Institute of Public Administration established under section 5 of the Act;

**“Council’s Rules”** means notification, orders or rules made by the Council as prescribed under section 17 of the Act;

**Cumulative Grade Point Average also known as Cum GPA** means summation of grade points of all credit modules divided by the total number of modules taken by student beginning from his admission until last examination held.

**“Department”** means the departments of the Institute

**“Director”** means the Director of the Institute appointed in accordance with section 9 of the Act;

**“Examination”** means end of semester examination, supplementary examination and special examination.

**“Examination number”** means the number given to the Student by the Institute for the purpose of identification during the examination.

**“Examinations Offence”** means any harm brought about before, during or after the examination by the conduct of a Student in relation to examinations which the IPA desires to prevent by threat of punishment

**“Examination irregularity”** shall include unauthorized absence from the examination room, causing disturbances in or near any examination room, and any form of dishonesty, destruction or falsification of any evidence of irregularity or cheating and violation of all or part of these regulations.

**“External Examiners”** means an Academic staff members employed by other institutions who will ensure that setting and marking of the examinations/evaluations conducted by IPA as per rules and regulations are fair and consistent.

**“Facilitator or Teaching Staff”** means an academic staff who is engaged on permanent or contract or part time basis and he/she is assigned to teach and assess student, course or module or, invigilate, supervise or mark tests or examinations

**“Grade”** means a letter representing a range of score or marks earned by a student.

**“Grade Points Average (GPA)”** means the weighted arithmetic means of the weighted scores points.

**“Graduate”** means a person who has satisfied examination requirements for any award offered by the Institute and has been duly conferred such an award.

**“Improvement of Performance”** means re-sitting of examinations for the Student who has passed the module(s) at a lower grade in order to improve performance.

**Institute** means the Institute of Public Administration established under section 3 of the Act;

**“Invigilator”** means teaching staff or facilitator supervising and responsible for conducting the examinations in the examination rooms/halls to ensure that the examination is properly conducted.

**“Mark”** means a numerical value by which the examining entity assesses the performance of the Student.

**“Marker”** means teaching staff or facilitator checking the correctness of marking schemes and assessing responses of Students to the set examinations questions and award scores.

**“Moderator”** means a person assuring that the setting and/or marking of the examinations were done fairly, according to the curricula, assessment plan, model answers, and marking scheme and consistently as well as they are responsible for the correction of any anomalies

**“Module”** means an independent package of learning related to an academic program studies by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level.

**“Penalty”** means punishment given to a Student or any other person entrusted to handle examinations of IPA found guilty of an examination offence

**“Possession of unauthorized material”** includes taking unauthorized material, in person or by agent, into or near the examination room or having unauthorized material on, around or around one’s body or desk.

**“Provisional results”** means examination results which have not been approved by the Council.

**“Registrar”** means the Registrar of the Institute appointed in accordance with section 10 of the Act;

**“Semester”** means an academic period in which one set of course modules in each discipline is offered and examined.

**“Results”** means a reflection of the outcome of examinations.

**“Student”** means any person registered by the Institute for the purpose of pursuing studies;

**“Setter”** means teaching staff or facilitator proposing examinations questions papers, model solutions/answers and marking schemes

**“Semester Grade Point Average”** also known as GPA it means the summation of grade point of all credit modules divided by the total number of credit module taken by a student during that semester

**“Supervisor”** means officer or delegated officer responsible for monitoring conduct and invigilation of campus examinations.

**“Second Sitting Examinations”** means a Supplementary Examination administered to students who fail to obtain a pass.

**“Test”** means a written examination in a particular module conducted at any period before the semester examination session

**“Transcript”** means an academic document listing grades for all modules in all semesters of a particular course of studies.

**“Unauthorized absence from examination”** includes going out of the examinations room temporarily or otherwise, or staying out of the examinations room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators during the examination in question

**“Unauthorized material during the examination”** means any written or printed material that is generally or specifically prohibited from being in possession of the student during the examination process, phones, radios, audio players, computers, and any other material intended to defeat the purpose of the examination or which may be specified from time to time by the Council to be unauthorized material.

## **PART II**

### **EXAMINATION REGULATIONS AND SCOPE**

#### **4. Eligibility for examinations**

- 1) A student shall be allowed to sit for any Institute’s examination if he/she meets the following criteria:
  - i) Must be a duly registered student for the particular semester.
  - ii) Has a minimum attendance of 75 per cent of contact hours.



- iii) Has completed all required course work assessment for the module being examined.
  - iv) Has not been barred by any lawful order; and
  - v) Has paid all required tuition fees, deposits and other charges as determined by the Institute.
- 2) A student who will not meet the eligibility criteria in items of regulations 4 (1) may be allowed to repeat a year of study on acceptable grounds as determined by the Registrar.

## **5. Examination fees**

Examination fees will be included in the annual tuition fees, but any fee for re-examination shall be paid separately and shall be such fee as prescribed from time to time by Council. A student shall not be eligible for examination unless the appropriate fee has been paid to the Institute at the due time.

## **6. Postponement of examinations**

- 1) A Student who needs to postpone end of the semester examination either in part or in its entirety, due to valid causes or reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons shall have been communicated and approved by the Director prior to the commencement of the examination.
- 2) A Student who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year.
- 3) A Student who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the following academic year.
- 4) If the Student referred to under Regulation **6(2)** has an annual GPA of **2.0** or above in a respective academic year he/she shall be allowed to proceed with the following academic year otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

- 5) If the Student referred to under Regulation **6(3)** did not sit for such postpone exam during the required supplementary sessions, he/she should sit for the postponed examination(s) during supplementary sessions in the following academic year before continuing with studies.

## **7. Postponement of studies**

- 1) A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the Registrar and the permission shall be reported to the respective department.
- 2) Student who postpones a semester will only rejoin in the next year of study. Such a student will have to start again all the coursework.
- 3) A student who is eligible to repeat a year may be allowed by Registrar to postpone the year of study by only one (1) academic year on acceptable grounds and the permission shall be reported to the respective department.

## **8. Examination instructions**

- 1) All students are required to ensure they have completed their registration for their respective semester
- 2) Students shall make sure that they have been issued with examination number before the examination began
- 3) Students must accustom themselves with the seating arrangement for their respective examinations in advance.
- 4) A Student will be admitted into the examination hall/room 30 minutes before the commencement of the examination, and will not be permitted to leave the hall/room before the expiry of 30 minutes after the commencement of the examination.
- 5) A student will not be allowed to enter examination hall/room 30 minutes after commencement of the examination.
- 6) A student will be issued question paper and booklet by the invigilator ten minutes before the beginning of examination, thus the students must not begin writing before they are told to do so. During these minutes invigilator will:

- i) Make an announcement that all students should possess their valid student identity cards and examination cards as provided by the Institute.
  - ii) Inform the students that all unauthorized and irrelevant materials should be removed from examination room.
  - iii) Make an announcement that students must sit on their appropriate seat and not otherwise.
  - iv) Make an announcement to the effect that the students should satisfy themselves that they are in possession of the correct paper base on the exam to be done.
  - v) Make an announcement that students are supposed to observe silence and attention during the examination and avoid disturbances.
- 7) ALL rough works must be done in last page(s) of a given booklets and all such work must be crossed out before submission of the booklets.
- 8) Students are not allowed to bring into examination room any books, manuscript, bags, CDs, Audio devices, cell phones, anything which has been written in a paper, clothes or any part of the body.
- 9) The invigilator will have a power to conduct a physical search of students based on legal proceeding of search, this implies that women invigilators will search female students and men invigilators will search male students.
- 10) Once a student is found with unauthorized and irrelevant materials to examination, she/he together with a witness should sign a cheating form to confirm that the materials belong to him/her; this should be done at the presence of invigilator.
- 11) The invigilator shall have a power to confiscate any unauthorized materials brought into examination room.
- 12) Student suspected of giving unauthorized and irrelevant materials assistance or seeking unauthorized and irrelevant materials or attempting to do so shall be reported to the examination supervisor and further action to be taken as may be considered necessary.

- 13) Students are strongly reminded to follow the time and guidance as given on their time table. **THAT** failure to do so and turning for examination at wrong time will be considered as deliberately absenting themselves from the examination and appropriate action will be taken against them.
- 14) Where a student has a reason to leave the examination hall/room temporarily, he/she shall seek for permission from the invigilator and upon being given the permission to leave the student shall do so calmly and be accompanied by an invigilator or by any other person permitted by the invigilator.
- 15) Student will be informed on the remaining time, thirty minutes prior to the end of examination time. No student shall be allowed to leave the examination hall/room during the last 15 minutes of the examination.
- 16) Upon receiving report about illness of the student during the examination, examination Officer shall report to the relevant Head of department who shall take the appropriate measures immediately.

## **9. Examination time table**

- 1) There will be semester examination time table which shall be posted on Institute's website or on the Applicable notice board.
- 2) Time table shall be available approximately two weeks before the commencement of the examination and it is the responsibility of the student to ensure that he/she is in position of correct examination time table.
- 3) Examination shall commence between 8:00 am and 6:00 pm any working days of the week, or may be determined otherwise by the Institute.

## **10. Supplementary examinations**

- 1) All Students who have failed half of his/her courses at the end of each semester examination shall be required to sit for supplementary examinations.
- 2) Supplementary examinations shall be held once in each year prior to the commencement of the subsequent academic year.
- 3) No coursework shall be considered in assessing the supplementary examination.

- 4) The maximum grade that can be awarded from Supplementary examination shall be **C**.
- 5) The examination date and venues of each examination subjects shall be printed and posted to Applicable notice board of the Institute and the Student will be responsible to sit for the supplementary examinations if:
  - i. Students fails up to three courses/modules
- 6) The supplementary examination will follow and observe all examination regulations.

### **11.The special seat examination**

- 1) A student who for the genuine and grave causes, accepted by the Institute was unable to present himself/herself in appropriate and ordinary examination may under special permission from the Institute as the case may be present himself/herself for special examination at a time fixed for any Supplementary examinations.

Provided that for these students the Special examination will be treated as first sitting Examination and graded accordingly

- 2) For the sick students, medical report from medical doctor from recognized Hospital must be submitted to the Institute to prove that he/she has been recommended not to sit for Examinations at that materials time.
- 3) Any other reason must be reported physical before examinations take over or within 30 minutes after examination start.
- 4) Students who are absent himself/herself from any examination without genuine (satisfactory) reasons shall be discontinuing from the Institute.

### **12.Carry Over**

- 1) A failed course to be cleared after supplementary examination shall be referred to as carried over course. In order to carry forward a course (s) the following conditions shall apply:

- i. The course (s) must have done and failed as supplementary examination in not more than three courses.
- 2) A student who is allowed to carry over the course shall have to clear to the next academic year at a fee to be prescribed by the Institute.
- 3) Academic committee may set assessment procedures for carried over courses.
- 4) A carried over subject shall be considered as first sitting course such that student:-
  - i. Has to attend all the class and do assignments
  - ii. Has to satisfy all the requirements for the coursework component of that course.
  - iii. Has to sit for the end of semester examination in that course; and
  - iv. Can score up to a maximum possible grade.

### **13. Conditions for repeating academic year**

A student shall be allowed to repeat a particular academic year if he/she:

- 1) Fails up to four courses examined during academic year.
- 2) Has not violated any eligibility for examinations in accordance with regulation 4 (1) of these regulations.
- 3) Has not charged and found guilty with an offence of violating examination in accordance with regulation 17 (1)

### **14. Discontinuation from studies on academic grounds**

- 1) A student shall be discontinued from studies if:
  - i) Class attendance is less than 75% during particular semester and whose reasons are not presented to the Institute.
  - ii) Did not appear for an examination without valid reasons.
  - iii) Failing up to five or more of the courses per semester.
  - iv) Failed to clear a carry over the course within two academic semesters.
  - v) Fail to resume the studies after any postponement he/she has been allowed.
  - vi) Found guilty of examination irregularities.

## **15. Consequences of discontinuation from the studies on academic grounds**

- 1) A student who is discontinued from studies shall be:
  - i) Served with letter of resignation by the Registrar upon the approval of Academic Committee.
  - ii) Away from the Institute for a minimum period of one academic year, before is allowed to be re-admitted to be the student.

## **16. Conditions for passing examinations**

### **1. Distribution of marks for certificate and ordinary Diploma**

- i. The examination will be based on the end of course examination and course work assessment. The course work assessment shall constitute 40% and examination shall constitute 60%.
- ii. All students are reminded that the minimum of 20 marks must be obtained from all coursework components. A student who obtains less than 20 (out of 40) marks in his/her coursework grade, will be considered to have failed the course work and his/her earned score in the course work will be computed and awarded “F” grade. Such student will not be allowed to sit for examination; instead he/she shall **repeat the course as offered in the relevant semester.**
- iii. All students are reminded that the minimum of 30 marks must be obtained from examination. A student who obtain less than 30 marks (out of 60) in the examination and an aggregate of less than 50 marks will be considered to have failed the examination and his/her earned will be computed and awarded “F” and shall be required to sit for **supplementary examination.**
- iv. A student shall be declared to have passed the examination if he/she scores a total of course work and final examination marks of 50 percent or more for every subject examined.
- v. The instructions, notes or guidelines issued by the Academic Office under the above regulation shall form part of and be as binding as these regulations.

## **2. Distribution of marks for Bachelor degree programs**

- i. The examination will be based on the end of course examination and coursework assessment. The course work assessment shall constitute 40% and examination shall constitute 60%.
- ii. All students are reminded that the minimum of 16 marks must be obtained from all coursework components. A student who obtains less than 16 (out of 40) marks in his/her coursework grade, will be considered to have failed the course work and his/her earned score in the coursework will be computed and awarded “F” grade. Such student will not be allowed to sit for examination; instead he/she shall **repeat the course as offered in the relevant semester.**
- iii. All students are reminded that the minimum of 24 marks must be obtained from examination. A student who obtain less than 24 marks (out of 60) in the examination and an aggregate of less than 40 marks will be considered to have failed the examination and his/her earned will be computed and awarded “F” and shall be required to sit for **supplementary examination.**
- iv. A student shall be declared to have passed the examination if he/she scores a total of course work and final examination marks of 40 percent or more for every subject examined.
- v. The instructions, notes or guidelines issued by the Academic Office under the above regulation shall form part of and be as binding as these regulations.

## **17.Examination irregularities and procedures**

- 1) It is prohibited for any student to commit an examination irregularity during the examination in the examination room/hall or premises. Examination irregularities shall include but not limited to:
  - i) Making unauthorized verbal communication with and/or gesturing to another student,
  - ii) Being in possession of and/or using any unauthorized materials, Exchanging documents or booklet (s)
  - iii) Assisting another student in writing his/her examination.



- iv) Providing answers to another student.
  - v) Copying from another student.
  - vi) Removing Question Paper, booklet (s) from an examination room/hall or premises.
  - vii) Involved in unauthorized removal of an examination booklet (s), any part of an examination booklet (s) and/or or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so.
  - viii) Tearing whole or any part of the booklet (s)
  - ix) Entering into an examination room/hall or premises with unauthorized materials as stipulated under this Regulation.
  - x) Borrowing materials from another student (s) in the course of examination, materials including but not limited to, calculators, rulers, pens/pencils, and slide rules
  - xi) Causing disturbance in or near an examination room/hall or premises.
  - xii) Interfering the invigilator(s) from performing his/her duties in the course of the examination.
  - xiii) Involved in fraudulent alteration or misrepresentation of data and/or other information
- 2) ALL case of alleged examination irregularities shall be referred to the Academic committee who shall have the power to summon the student and member of the staff or any other person as it deems necessary to testify before it.
  - 3) The registrar shall submit a report of the Academic committee's findings and recommendations to the management committee who shall refers the matters to the Council for further action.
  - 4) Base on the above mention the Academic committee may impose any of the following Disciplinary penalties depending on gravity and type of violation committed by the student:
    - i) Writing warning letter to student(s) concerned.

- ii) Cancellation of the students' examination in one or more courses.
  - iii) Deprivation of the students from the sitting for the semester examination.
  - iv) Final dismissal from Institute.
- 5) The Institute Academic committee shall have the authority to review the final dismissal decision one year from the date such decision was made.
- 6) Provided that, lesser penalties may be imposed on a student found guilty of committing examination irregularities depending on the gravity of the circumstances as the Academic committee may deem appropriate.

### **18. Conduct of examination**

- 1) Examinations shall be conducted under the control of the Registrar or other officer(s) of the Institute, as the Institute may appoint.
- 2) Registrar in consultation with examination officers may appoint the external examiners for examination.
- 3) The Institute council shall have the power to issue such instructions, notes or guidelines to students, invigilators and examiners of the Institute examination as deem appropriate for the proper efficient and effective conduct of such examination.

### **19. Information to invigilators**

- 1) All invigilators should be in the examination room at least twenty minutes before the commencement of the examination
- 2) Invigilators will be provided with sealed envelopes containing question papers and these envelopes must be personal collected by each invigilators from the office of Examination officer at least thirty minutes before the examination then the invigilators should go to their respective examination rooms and not otherwise.
- 3) Invigilators must ensure that only one answer booklet is provided to each student unless the question paper requires otherwise, THEN the answer booklet must be filled before any additional paper is provided carefully.
- 4) Invigilator must ensure that all unauthorized materials are left outside examination room.

- 5) Invigilator must show the sealed envelope containing question papers to all students before opening the envelope.
- 6) Invigilators are required to abide with date and time set out in their time table in case of any inconvenience the invigilator shall report to the examination officer at appropriate time.
- 7) Invigilators should not admit students to the examination room after half an hour from the commencement of the examination and should not permit them to leave the examination room until 30 minutes have passed.
- 8) Invigilators shall ensure that all students presented have signed the attendance sheet and that Invigilators themselves have signed the attendance sheet before handing over the scripts, attendance sheets, extra question papers, answer booklets and such report as may be necessary to the Examination officer.
- 9) Invigilators shall ensure that examination scripts are arranged in ascending order during submission.
- 10) Invigilators must ensure all regulations and scope pertaining to the actual sitting of any examination is adhered into action.

## **20. Grading system**

1. For the following grading system shall apply in marking examination for NTA level 4, 5 and 6 (**Certificates and ordinary Diploma**). A five points system shall be used in obtaining the final grade of each course as shown in the table below:

<b>Score range</b>	<b>Grade</b>	<b>Points</b>	<b>Remarks</b>
<b>75 – 100</b>	<b>A</b>	<b>5</b>	<b>Excellent</b>
<b>70 – 74</b>	<b>B+</b>	<b>4</b>	<b>Very Good</b>
<b>60 – 69</b>	<b>B</b>	<b>3</b>	<b>Good</b>
<b>50 – 59</b>	<b>C</b>	<b>2</b>	<b>Pass</b>
<b>0 – 49</b>	<b>F</b>	<b>0</b>	<b>Fail</b>

2. For the following grading system shall apply in marking examination for NTA level 7, 8 and 9 (**Bachelor degree programs**). A five points system shall be used in obtaining the final grade of each course as shown in the table below:

<b>Score range</b>	<b>Grade</b>	<b>Points</b>	<b>Remarks</b>
<b>70 – 100</b>	<b>A</b>	<b>5</b>	<b>Excellent</b>
<b>60 – 69</b>	<b>B+</b>	<b>4</b>	<b>Very Good</b>
<b>50 – 59</b>	<b>B</b>	<b>3</b>	<b>Good</b>
<b>40 – 49</b>	<b>C</b>	<b>2</b>	<b>Average</b>
<b>35 – 39</b>	<b>D</b>	<b>1</b>	<b>Poor</b>
<b>0 – 39</b>	<b>F</b>	<b>0</b>	<b>Disqualified</b>

## **21.Publications of results**

- 1) The provisional results of the students in every examination, arranged in a manner as prescribe by Academic committee or in that behalf, shall be published by the Director but the results shall not be regard as final until they are confirmed by the Council.

## **22.Preservation of examination scripts**

- 1) The Institute shall preserve the student’s examination scripts for reference purpose for a period of five years.

## **23.Progress from year to year**

- 1) Students are required to pass in all the subjects of examination at the end of an academic year before proceeding to the following year, unless special conditions specified by the laid down regulation permit them to repeat courses

## **24.Examination appeal**

- 1) Student who is not satisfied with his/her provisional examination results may have the right to appeal against such results.
- 2) Student may only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.
- 3) In lodging an appeal against examination results, the following procedures shall be followed:
  - i) The appeal shall be lodged within fourteen (14) working days counted from the day of publication of the provisional results.
  - ii) The appeal shall be lodged through the Student Information System or any other appropriate system that will be determined by the Registrar.
  - iii) The appeal shall be accompanied by a non-refundable fee to be determined by the Institute from time to time.
- 4) The Registrar shall submit all examination results appeals to the Examinations Appeals Committee for review and publication.
- 5) The Registrar shall present details of each appeal and recommendations from the Examinations Appeals Committee to the council for deliberations and approval.
- 6) Upon approval of examination appeal results by the council, such results shall be final and conclusive.

## **25.Examination Appeals Committee**

- 1) There shall be an Examinations Appeals Committee which comprises five members as follows:
  - i) Two (2) permanent members who are:
    - ii) The Registrar who shall be the chairperson of the Committee.
    - iii) The Legal Officer who shall be the secretary of the Committee.
    - iv) Two representatives of the student.
    - v) Three (3) co-opted academic members of staff who shall be appointed by the Director of the Institute

**2) The functions of the Committee shall be as follows:**

- i) To deliberate and recommend for approval of appeals results in respect of examinations scripts that has been remarked by independent examiners.
- ii) To submit recommendations concerning appeals results to the relevant authorities of the Institute.
- iii) To examine discrepancies between marks awarded before and after the appeals and where the difference in marks awarded exceeds ten (10) marks, the committee may recommend appointment of a different independent examiner who shall remark the script and submit the results to the committee.
- iv) To receive and deliberate on appeals lodged by students against decisions made by the Academic Committee concerning examinations irregularities
- v) To report the outcome of the appeal decision on examinations irregularities and appropriate action taken in accordance to these regulations shall be referred to the Council.

**26. The quorum of the Committee**

- 1) The quorum of the Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.
- 2) The decision by the committee shall be done by the votes of the majority and in case of a disagreement among the committee members; the chairperson shall have a casting vote.

**27. Certificates, Certification and Academic Transcripts**

- 1) The Council shall award certificates for Degrees, Diplomas or other awards to such students as recommended by the Academic Committee.
- 2) An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for preparing an academic transcript.

- 3) Any graduate desirous of obtaining a transcript(s) shall submit an application for such an academic transcript(s), a clearance form and one current passport size photograph for the preparation of academic transcript.
- 4) An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for certifying each copy of the Institute's certificates and academic transcripts.

## **28. Loss of Certificate**

- 1) In case of either loss, or total or partial destruction of the original certificate, the Institute may issue a copy on condition that:-
  - i) The applicant produces a sworn affidavit declaring the loss of original certificate;
  - ii) The applicant must declare the loss in local newspapers and a copy of the advertisement be submitted to the Institute;
  - iii) The applicant will have to wait for not less than 12 months after the declaration of the loss in newspapers;
  - iv) A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;
  - v) An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged.
  - vi) The replacement certificate shall be stamped "COPY" across it;

## **PART III**

### **MISCELLANEOUS PROVISIONS**

#### **29. Consequences of being barred from the final examination**

- 1) If a student is barred to sit for final examination of all courses registered by him/her in the semester as a result of exceeding permitted absence percentage without acceptable reason, he/she shall be dismissed from the Institute.

**30. Conduct likely to cause breach of peace in examination.**

- 1) Any student, who uses an offensive language or treat in any behavior forward any member of the Institute or the public in an offensive manner likely to cause breach of peace in examination, shall be guilty of an offence.
- 2) No student shall utter words or behave in a manner which may damage the good name and image of the Institute's examination.

**31. Amendment of these regulations**

32. The Council shall have power to amend these Regulations at any time when it appears necessary to do so.

Dated this ..... 13 ..... day of ..... March ..... 2018

Signed by



{FATMA SAID ALI}

**Chairperson of the Council of the Institute of Public Administration - Zanzibar**