

Marian University College

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Examination Regulations and Guidelines

These instructions should be read together with MARUCO General Examination Regulations and Guidelines.

2.4.8 No student will be allowed to attend classes if she/he is not registered. A student shall be allowed to register after paying the required fees as per Fee structure instruction.

2.5.1. No candidate shall be eligible for any examination in any programme/subject unless the Head of Department/Dean of Faculty/Director of Institute in consultation with the instructor that the candidate has undertaken the course by attendance of not less than 75% and passed the continuous assessment by 16/40. During lectures no student shall be allowed to expose/hold on hands or place on the bench or use cellular/mobile phone and therefore called to switch off mobile phone while attending lectures. Otherwise, the student subjected for disciplinary action including suspension from studies.

2.15. Specific Examination Regulations

- i. Each course will be assessed after its completion. Not all courses will have an end of course examination (e.g. Teaching Practice, Field Practical Training, and Research Project). A student who fails to complete field practical training or a research project and submit the report by the specified date may, with the approval of the Academic Committee be given not more than one additional year to complete it.
- ii. A student shall be required to attend all sessions of Teaching Practice (TP) or Field Practical Training (FPT) and a student who misses any session without the permission shall be discontinued from studies. In case permission of being absent from the station is granted, the student shall be required to complete/repeat the training session using own resources.
- iii. No student shall be allowed to take the Final Examination for a course until all coursework assessment is completed and passed by 16/40. A candidate who invites him/herself to the End of Semester Examinations without passing the coursework shall be considered to have not attempted (sat for) such examinations. A student failing the CA shall carryover the failed course when

- next offered after fulfilling all the requirements to continue in the next academic year.
- viii Students whose year's overall Grade Point Average (GPA) is less than 1.8 shall be discontinued from studies.
- ix A student who fails one or more course(s) after sitting a Supplementary Examination and with a cumulative GPA < 2.0 shall be discontinued from studies.
- 2.7.1 A student who absents himself/herself from end of semester examination including Special or Supplementary Examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies/College.
- 2.7.5 A student who fails a Special Examination shall carry over that course when next offered, provided the course is not the requirement for a subsequent specific course and that the student fulfil the requirement to continue with the studies.
- 2.13.1 Carry over of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year (when next offered) by fulfilling all the requirements of the course. Carry over of option courses will be allowed only in exceptional circumstances, normally only when those credits are needed to comply with regulations.
- 3.1 Candidates who have completed paying their fees or outstanding dues should make sure that they have been issued Examination Numbers before examinations begin.
- 3.6 Candidates are not allowed to enter the examination room with unauthorised materials such as books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.
- 3.15 Candidates are strongly warned that cheating or being caught with unauthorized materials (e.g. any written or printed materials, cellular or mobile phones) contravenes the University College General Examination Regulations and leads to discontinuation from studies.
- 5.2 **Absence from Examination**
A candidate who absents oneself from an Examination without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from studies.
- 5.5 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Senate.

Prof. Stelyus L. Mkoma
Deputy Principal – Academic Affairs